

# CAREER DEVELOPMENT PLANNING

## CAREER DEVELOPMENT PLANNING

Employee:		Date Completed:	
Position:		Manager:	

### Instructions

1. Develop a long-term goal/career objective
2. Identify short-term goals or positions which will help you to achieve the long-term goal.
3. Identify action steps which will allow you to achieve your short-term goals (training, education, projects, etc.)
4. Prioritize the action steps as follows:

A = Vital

B = Important

C = Optional

5. Define a target date for completion of each action step.
6. Transfer the action steps to monthly and daily task lists.

**LONG TERM (1+ years) goal (career ultimately desired)**

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**SHORT TERM (1-5 years) goals (positions/degree programs)**

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**ACTION STEPS (classes, seminar, projects, self-development, activities, etc.)**

Priority	Description	Target Date

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date: \_\_\_\_\_

Manager & Employee next career meeting date: \_\_\_\_\_

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**WJ Hussar**



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