



Career Management Plan

Career Planning for Employees

Here, you'll be able to record your goals and achievements as you move through your career management process. It is helpful to go through the documents available on the career management website before you start planning to give you a better understanding of how this formal recording will and can progress. Feel free to share your plan with others as you feel helpful or to use as a private tracking mechanism for only yourself. Overall, consider this form as more of a checklist for things you want to keep in mind as you approach managing your career trajectory.

NAME: _____

PART I: ASK	THOUGHTS
<p>Am I satisfied in the position/field I'm in? What are the things I feel most strongly about in my position? What are things I would like to change about my position/field?</p>	
<p>What are my career goals? How does my current satisfaction fit into my overall career goals? What are my interests and where do I see myself in so many years? (See "Career Move Options" and "Goals as a Strategy to Reach Career Success" for help with these questions.)</p>	
<p>There are self-assessments available that help you explore your personality and interests deeply. They can also help you find tasks, positions and fields that match your interests and goals. For more information on these, see "Self-Assessments Can Help You Develop."</p> <p>What have I learned about myself from these assessments in relation to my career goals?</p>	

PART I: ASK	THOUGHTS
<p>Do I feel that I can talk to my manager openly about my career and life goals and development? Who can I identify in my life, and in particular in the organization, who I can talk openly with about my career goals and development? How can my manager, a mentor or even a former supervisor help me achieve my goals? For more insight, refer to “Talking to Your Boss About Your Career” and “Getting the Most Out of Mentoring.”</p>	
<p>What type of feedback am I getting from others? Keep in mind questions like: What are my strengths and areas where improvements are needed according to my supervisor, co-workers, mentor(s) and others?</p>	

PART II: EXPLORE	THOUGHTS
<p>Based off the feedback I’ve been given, what are the steps I need to take to reach my goals (any coursework, training, events I can attend, etc.)?</p>	
<p>What steps have I taken and accomplished so far?</p>	
<p>How can I incorporate what I’ve learned into my life? How can I practice the skills I’ve developed (ex.: what professional organizations can I join? What leadership positions should I be taking on, either at the University or in my other activities? What responsibilities can I take on in the office, etc.)?</p>	

PART III: DO	THOUGHTS
<p>How has my job changed? What other parts of my life are contributing to my career goals?</p>	

PART III: DO	THOUGHTS
What else can I do to further my career goals?	
Any comments or notes from my supervisor and/or mentor(s)?	
<p>You can start this process over again with a new set of goals. Be sure to write them down. You don't have to work from the beginning but it's effective to go through all of the steps again in order to develop a thorough understanding of how the process works and strengthen your career management skills.</p>	

** There are several phases of this reflective process that are most effective when they're revisited and updated so take the time to look over the questions at different points in time and to start the process over for each new job transition you go through.