Career Development Plan Worksheet

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| Name: | Click here to enter text. | Date: | Click here to enter text. |

Use this worksheet to identify your developmental needs and create an associated action plan for reaching your professional career goals. This worksheet can be used for further development in your current position or for career advancement.

**TIPS FOR SUCCESS:**

*• NETWORK*

*• Progress requires intentional effort and discipline*

*• Make a plan, prioritize, and take bite-size pieces*

*• Develop a portfolio of your accomplishments*

*• Develop resume and cover letter*

*• Hone interviewing skills*

*• Be open to feedback (positive and developmental)*

*• Seek support from supervisor*

*• Expand experiences (e.g., job shadowing, volunteer assignments)*

*• Include career development goals in performance evaluation process*

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| Step 1: CLARIFY PRIORITIES (*Learn what is important to you and the organization.*) | |
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| **PERSONAL**  (*Understand what is important to you that might impact your career decision.*) | **ORGANIZATIONAL**  (*Understand the organization/industry to assess how you can add value.*) |
| **What motivates me?** | **What are the organization’s current needs?** |
| Click here to enter text. | Click here to enter text. |
| **What interests me?** | **Where is the organization headed?** |
| Click here to enter text. | Click here to enter text. |
| **What do I enjoy?** | **What is the projected job market?** |
| Click here to enter text. | Click here to enter text. |
| **What are my financial, personal and family priorities?** | **How can I add value?** |
| Click here to enter text. | Click here to enter text. |
| *Consider: Personal needs, financial needs, family needs, relocation* |  |
| *Resources: University/division/college strategic plans, professional associations, personal skills, attitudes and interest assessments, network (!)* | |
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| **Step 2: ESTABLISH CAREER GOALS** (*Clarify your career aspirations.*) | |
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| **Short-Term (1 year) Goals** | |
| Click here to enter text. | |
| **Medium-Term (2-5 years) Goals** | |
| Click here to enter text. | |
| **Long-Term (5+ years) Goals** | |
| Click here to enter text. | |
| *Consider: How can I grow in my current job? Which jobs interest me? What does the job market look like for this position(s)? How does the job(s) complement my personal priorities? How will this job(s) lead me to fulfilling my Career Vision?* | |
| *Resources: Job Sites (*[*http://www.tamu.edu/about/employment.html*](http://www.tamu.edu/about/employment.html)*), established career paths (*[*http://employees.tamu.edu/compensation/career-ladders/*](http://employees.tamu.edu/compensation/career-ladders/)*), experience (job shadowing, volunteering, stretch assignments), position descriptions, informational interviews, LinkedIn, network (!)* | |

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| Step 3: CONDUCT GAP ANALYSIS (*Identify the competencies and requirements (KSA’s) you need to develop to achieve your career goals.*) | |
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| **REQUIRED KSA’s**  (*What KSA’s are required for desired job?*) | **NEEDED KSA’s**  **(KSA GAP)**  (*What KSA’s do I need to develop?*) |
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| *Consider: Knowledge (of position, industry, division, etc.), skills, abilities, attributes, education, certifications, experience* | |
| *Resources: KSA’s on position descriptions, peer feedback, supervisor feedback, self-assessment, skills inventory/assessment, network (!)* | |

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| **Step 4: CREATE COMPETENCY (KSA) DEVELOPMENT PLAN** (*Develop and commit to an action plan to close the competency gap.*) | | | | | | | | |
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| **COMPETENCIES (KSA’s) TO DEVELOP**  (*Knowledge, Skills, Abilities)* | | **DEVELOPMENTAL ACTIVITIES**  (*e.g., workshops, webinars, coaching, online tutorials, reading, on-the-job training)* | | **ACTIONS TO TAKE**  (*What action will you need to take?*) | **TARGET DATE**  (*By when will this be completed?*) | **STATUS**  (*What is the status?*) | **COMPLETION DATE**  (*By when was this completed?*) | **COMMENTS**  (*Any additional comments?*) |
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| *Resources: Take classes (*[*EODinfo.tamu.edu*](http://eodinfo.tamu.edu/)*), pursue degree or certification, obtain a mentor, join professional organizations, engage in self-study (books, journals, websites), gain experience (job shadow, volunteer, join committees, take on new assignments or projects), network (!)* | | | | | | | | |
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| **Step 5: PLAN REVIEW** (*Set a date when you will review your progress.*) | | | | | | | | |
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| **Check-In Date:** | Click here to enter text. | |  | | | | | |