

Career Planning Checklist

1. Perform a Self-Assessment

- Identify strengths, interests, talents, and competencies
- Identify areas for growth/development
- Determine personal success criteria
- Seek advice

2. Assess Opportunities

- Evaluate job opening
- Research career ladders/profiles/job families/functional competencies
- Conduct exploratory interviews
- Understand the business strategy
- Evaluate against personal success criteria/values

3. Analyze the Gaps

- Determine target roles in your path (not jobs)
- Identify development needs
- Draft Career Development Plan

4. Formulate an Action Plan

- Cross-functional experiences
- Stretch assignments/projects
- Training and seminars
- Networking
- Philanthropy Activity/Community Involvement

5. Evaluate, Review and Update

- Schedule check-ins with your supervisor/manager/coach
- Seek career guidance as appropriate
- Update and revise Career Development Pla as conditions change or feedback is provided