

Career Development Goal/s and Planning

Name: _____

Access ID: _____

Date: _____

This career development plan template can be used as a guide for thinking about your goals for advancement at WSU and a tool for developing plans and guiding discussions with others.

Support resources for your ongoing career growth are available at <https://hr.wayne.edu/oed>, including Accelerate's "[Developing a Plan to Further Your Career](#)" (28-min course), "[Getting Your Career on the Right Track](#)" (29-min course), and "[Building Your Professional Network](#)" (23-min course). Additional, instructor-led training on how to have "great career conversations" with your manager will be provided in early 2022.

Begin by briefly summarizing your professional experience, skills, education, and accomplishments. Thinking through your past and present experiences/skills helps to provide a platform for your next steps in your career growth.

Career Experiences

# years at WSU	# years in current role	# years doing current type of work
Education, Training & Certifications		Key Professional Accomplishments (Inside and Outside of Your WSU Role) That Reflect Your Passion or Really Energized You. You'd Love To Do More Of This:
What Do You Feel Most Proud Of?	What Do People Often Come to You for Help With?	

Additional learning and tools are available to prompt thinking about your current interests, strengths, preferences, and values at <https://hr.wayne.edu/oed>.

Career Aspirations, Goals, and Vision

As you look ahead, what **kind of work would you like to do more of today**? How could this be reflected in your current job or other professional contributions, i.e. offering to help a colleague in your department with a challenging assignment, WSU committee, professional association participation, publishing an article, etc...?

What might your **ideal job look like in the next year or two** that you would like to grow into? What are the job responsibilities? How do they relate to your strengths and work that you've done already that you're energized by?

When you envision your **dream job beyond the next two years**, what do you see? What are you doing? What might it take to succeed? Which knowledge/skills might be most important for you to focus upon to get ready for it? If it's unrelated to your current unit, check out [O*Net Online](#) for a description by the U. S. Department of Labor of *all* jobs, their key responsibilities, and what it takes to prepare for them to inspire initial thinking. Is there a comparable role or department at WSU for this?

Career Development Plan

Specific knowledge, skills sought	Learning & development goal	How will I achieve the goal?	What resources do I need (people, material, etc)	By when (timeline)	Success criteria – how will I know I have been successful?
What do you want to learn & why? How does it relate to your career goal for an ideal or dream job?	Consider the 70/20/10 rule of learning and include ways you might learn from others (i.e. informational interview), try a challenging assignment, and/or complete formal learning in Accelerate or a workshop	What is needed to get started? Are there any obstacles you anticipate? How could you proactively plan to overcome them?	Who could help you? How could your manager provide support? Are there others at WSU doing this work you could reach out to? Anyone in your professional network that might be helpful? Family? Friends? Professional associations?	Start small if you can – but start right away!	What will you celebrate? Learning about what you like and don't like about an ideal or dream job counts, too!

This is a great document to share your goals and initial plans with your manager. As you do, consider questions and ideas you might have for how your manager can provide support.