

Career development template

Encourage and motivate your employees to develop professionally with this customizable (and printable) career development template.

How to use this template

A career development plan isn't a compulsory document for companies. However, it can reinforce the dedication the organization demonstrates toward the professional development of its employees. That, in turn, can boost morale and allow individuals to feel supported and encouraged in the workplace.

This leads to higher employee retention and levels of motivation. This template has been created to make setting career development goals straight-forward and realistic. Simply fill in the template with your employee, and amend anything in squared brackets to suit the context.

Career development plan

Your company's name:

Name of employee:



Department:



Current role:



Supervisor:



Section 1: Self-assessment

This section should be completed by the employee without input from the supervisor. Once completed, the employee and the supervisor should book a meeting to talk through their responses.

I believe my strengths are:

✎

My skillset includes:

✎

I'm motivated by:

✎

My interests - both inside and outside of work - are:

✎

My values are:

✎

How I feel my skills are used at work:

✎

The career progression I currently have in mind:

✎

Section 2: Self-assessment evaluation and goal-setting

During your meeting, this section should be filled in by the supervisor.

Evaluation of self-assessment

What are the key skills and strengths outlined and discussed during the interview?

✎

Describe the potential career progression paths outlined in the meeting:



Goal setting

What steps need to happen to get there?

 Step 1

 Step 2

 Step 3

Based on these steps, set SMART goals. Remember, SMART goals are Specific, Measurable, Achievable, Relevant, and Timely.

☒ SMART goal 1:

Deadline:

☒ SMART goal 2:

Deadline:

☒ SMART goal 3:

Deadline:

☒ SMART goal 4:

Deadline:

☒ SMART goal 5:

Deadline:

Strategy exploration

You've now set SMART goals with your employee. This section is about how they'll reach those goals. For each goal, discuss and outline a realistic strategy that will allow them to achieve the individual goal.

👉 Strategy for SMART goal 1:

👉 Strategy for SMART goal 2:

👉 Strategy for SMART goal 3:

👉 SMART goal 4:

👉 SMART goal 5:

What resources or team members will be required to implement the strategy? (eg: online webinars, a mentor, new equipment, etc.)



Timeline

It's important that progress is evaluated and assessed regularly. When setting your employee's SMART goals, you've assigned a deadline date. This section is for specific actions leading up to that deadline date and evaluation meetings to ensure the employee is on track.



SMART Goal 1: strategy and timeline

Key dates:

Date	Description

SMART Goal 2: strategy and timeline

Key dates:

Date	Description

SMART Goal 3: strategy and timeline

Key dates:

Date	Description

SMART Goal 4: strategy and timeline

Key dates:

Date	Description

SMART Goal 5: strategy and timeline

Key dates:

Date	Description

Section 3 - Evaluation

Meet routinely to assess the progression of the employee's strategy.

Write in the date, the goal, and tick whether they are not currently meeting, on track, or exceeding expectations.

Date	SMART Goal	Not currently meeting	On track	Exceeding