**Career Development Worksheet**

[Include a short company description that may include core values, mission statement, and goals. Transition to employee importance and company’s stance on assisting employees reaching their goals.]

Employee Name:

Date Completed:

Instructions:

1. Develop a long-term goal/career objective.

2. Identify short-term goals or positions which will help you to achieve the long-term goal.

3. Identify actions steps which will help to achieve your short-term goals (include education, training, projects, etc.).

4. Prioritize the action steps as follows: A = vital B = important C = optional

5. Define a target date for completion of each action step.

6. Transfer the action steps to monthly and daily task list.

Long-term (5+years) goal (career ultimately desired):

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Short-term (1-5years) goals (positions/degree programs):

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| **Training Tools (Classes, Seminars, Projects, Self-development, Activities, etc.)** |
| Priority  | Description | Target Date |
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**Individual Development Worksheet**

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| Personal Vision: |
| Personal “Why”: |
| Competency I want to develop | Who will assist me (if applicable) | Tools or Resources Needed | Target Date |
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