

Career Planning Worksheets

Develop specific goals for yourself that align with what your next steps are in your career.

The first step is to identify your strengths. This will help you determine the areas you may want to concentrate on in your HR career.

Strength Finding Questions

What inspires you?

What do you find easiest to learn?

What things in your life help you keep strong?

What do you like doing? What makes this enjoyable?

What comes easily to you?

How have you faced/overcome the challenges you have encountered?

How would you describe the strengths, skills, and resources you have in your life?

Career Plan Questions

These questions and the Career Development Goals Worksheet (page 3) can help you create your career action plan. Make additional copies of this page if you need more space.

What objectives do you want to achieve through the mentor program?

How do these objectives contribute to your career goals?

How do you define success regarding your career? What will success look like for you 10 years from now?

What indicators will demonstrate progress toward your career goals in 1 year, 3 years and 5 years?

While there may be additional questions to consider in developing your plan, these initial inquiries can help jumpstart your planning process.

When crafting your Career Development Action Plan, it's crucial to set realistic goals. Allocate sufficient time to achieve these goals and implement measures to ensure you're on the right path toward successful completion.

Career Development Goal Worksheet

Use this form to document the career development goals that you would like to focus on during the mentor program. Be sure to review these goals during the mentor program with your mentor, and adjust as needed based on your discussion. Make additional copies of this page if you need to document more goals.

Goal #1

Specific, measurable, achievable, relevant, time bound.

Next step to achieve goal (including deadline)

Goal #2

Specific, measurable, achievable, relevant, time bound.

Next step to achieve goal (including deadline)

Skill Development Goal Worksheet

Use this sheet to document the skill development goals that you would like to work on during the mentor program. Be sure to review these goals as a team and adjust as needed based on your discussion. Make additional copies of this page if you need to document more goals.

Goal #1

Specific, measurable, achievable, relevant, time bound.

Next step to achieve goal (including deadline)

Goal #2

Specific, measurable, achievable, relevant, time bound.

Next step to achieve goal (including deadline)
