

CAREER DISCUSSION TEMPLATE



TEAM MEMBER:

DATE:

The purpose of this exercise is to get you thinking and owning your professional and personal development. The key to growth is not so much what you know now, but your ability to continually learn and adapt to the changing needs of our customers, our industry and our company.

Please think about and complete the following:

OVERALL GOALS AND NEEDS

What are your passions and motivations?

List your greatest talents and skills that should be utilized in your role.

What personal life goals do you wish to share?

Please explain the role you want me to play in helping you accomplish your goals.

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When you achieve your goals, how would you like to be recognized?

CURRENT ROLE GOALS AND NEEDS

What do you get paid to do?

What specifically would you like to accomplish this next year?

What skills do you need to further develop that would allow you to achieve your goal(s)?

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What professional skills would you like to enhance or learn?

Are there certain people or departments with whom you would like to work more closely?

POTENTIAL FUTURE ROLES

Do you have a passion or goal to teach or develop others?

What areas of interest should we consider as we watch your career develop?

As you see things today, what are your professional aspirations?