University of Victoria

SAMPLE

- - FOR TRIAL AND DISCUSSION

Career Plan Worksheet

Note: A career and succession planning program for UVIC is under development. In the meantime this worksheet can help supervisor and employee to begin important career planning discussions.

A career plan influences one's current and future career decisions and development. Take a moment to think about your career, the action steps you can take toward achieving your career plan, and how your supervisor/department can help you.

1. What is important to you in your career right now?

2. Describe your career plan or aspirations.

3. What education, experience, and skills are necessary to achieve your career plan?

4. What action steps are necessary to achieve your career plan?

5. How can your supervisor/department help you achieve your career plan?