Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Career Development Plan Period (begin and end dates): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time in Current Position: \_\_\_\_\_\_\_ Manager Name and Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 1: Pre-planning Dialogue**

*Prior to completing this document, it is recommended that the employee and manager separately assess the employee’s professional values, strengths, interests and goals using the* [*Individual Assessment*](https://insidehr.vcu.edu/guidelines/career-development/career-development-planning) *and* [*Manager Assessment*](https://insidehr.vcu.edu/guidelines/career-development/career-development-planning) *templates. The assessments and information gathering process prepares both parties to engage in a richer and fuller career development conversation that leads to better planning. The pre-planning dialogue is designed to be a divergent, open dialogue that generates many possibilities for career development.*

*When completed, this document can be retained by both employee and manager and referenced/updated during career planning in subsequent years.*

A. What have you learned about yourself or your employee (professional values, strengths, or interests) in the assessment process?

B. What gaps in knowledge or understanding would you like to address in order to develop or refine a career direction? Examples include gaining a better understanding of professional values, strengths, or interests; exploration of jobs/fields of interest; or investigating industry and workforce trends and projections.

C. What is your career goal? Note: If this is a long term goal, consider what you will accomplish in the short term (this year) and write about both.

D. First, what do you need to learn or develop in order to achieve your goal(s)? Then generate ideas about activities or steps you can take that will result in desired learning outcomes.

E. What supports and resources do you need to accomplish your goal(s)? Examples include time and funding to attend a conference, an opportunity to serve on a interdepartmental committee, manager support and opportunities to use new technical skills.

**Part 2: The Career Development Plan**

*The Career Development Plan, Part 2 of the planning process, is documented in Talent@VCU. The plan is time limited and focused on goals, learning, steps and supports/resources needed for the upcoming plan year.*

*In Talent@VCU, you will be prompted to enter the following information*

1. What is your career development goal(s) (from Item C)? You may include both a long and a short term goal in the Talent@VCU system, with a focus on a goal for the next year.
2. What do you need to learn this year to achieve your goal (from Item D)?
3. What specific steps will you take this year to ensure you are learning and developing (from Item D)?
4. What are the supports and resources you need this year to help you accomplish your goal (from Item E)?