

Invest in YOU: Career Planning Document

Who You Are

Characteristics:

Education:

Employment:

Name:

Date:

Short-Term Goals (3 – 12 months)

Mid-Term Goals (12 – 24 months)

Long-Term Goals (beyond 24 months)

Current Competencies (Knowledge, Skills, Experience)

Development (Knowledge, Skills, Experience needed to support current role and/or goals)

Personal Preferences

Passions & Interests:

Values:

Limitations:

Action Plan

What goal will you prioritize first?

What development skill will you focus on?

How will you develop? (ex. network, volunteer, learn)