



Individual Career Plan

Fill in the fields below to create your career plan. Begin by your plotting the jobs you aspire to, including possible lateral moves that might help you advance. At the bottom, note any thoughts or ideas you want to remember. Then, on the subsequent pages complete the detailed tables for each job you aspire to.

You likely will have to update this as your career progresses. That is OK, as career paths often change based on the availability of opportunities and changing interests. Consider your long-term goal as a directional marker. Keep it in your sights, but focus most of your energy on preparing for the next desired job and career level. Preparing yourself to take the next step should be your priority at each phase of your career.

Current Job: _____ **Career Level:** _____

Lateral Options { **Next Job:** _____
Next Job: _____

Next Job: _____ **Career Level:** _____

Lateral Options { **Next Job:** _____
Next Job: _____

Next Job: _____ **Career Level:** _____

Lateral Options { **Next Job:** _____
Next Job: _____

Next Job: _____ **Career Level:** _____

Lateral Options { **Next Job:** _____
Next Job: _____

Next Job: _____ **Career Level:** _____

Ideas/Thoughts to Remember:



Complete the tables below. Start with your current job and complete additional tables as desired. Print blank tables as necessary to accommodate options you are considering.

Current Job	What I Need to Be an Excellent Performer
Career Level	What I Need to Advancement
Years in Job	

Next Job — Upward Move	What I Need to Get There
	<i>Include necessary knowledge, skills, experience, education, and interim steps</i>
Career Level	
Target Year*	



Next Job — Lateral Move	What I Need to Get There
	<i>Include necessary knowledge, skills, experience, education, and interim steps</i>
Career Level	How This Would Help Me Advance to the Next Career Level
Target Year*	

Future Job	What I Need to Get There
	<i>Include necessary knowledge, skills, experience, education, and interim steps</i>
Career Level	
Target Year*	

*Target year for planning purposes, to set a goal for yourself.