



Career Development Planning Guidelines

Professional/career development is the process of assessing one's professional or career goals and planning a course of action to acquire experience or to develop skills, knowledge and abilities needed to achieve those goals.

This document is intended to help employees in completing the PCC Career Development Plan and to guide discussions about goal planning and development. Please keep in mind that as an employee you are responsible for your career development; this program is designed as a tool to help you think through goals, objectives and next steps in your career. While the organization will provide resources and support as feasible, completing a career development plan does not guarantee advancement.

Completing the Career Development Planning Template

Your primary career / long term interests

- A primary career interest is usually described in terms of a general vocation. For example, "My primary career interest is Human Resources."
- Think about the kind of work you enjoy and why you like or may be good at it. People gain different meaning or purpose from work and it's important in development planning for each person to reflect on what it is about certain work that engages you – maybe it's problem-solving, or serving students or internal customers or perhaps helping build or implement a new system or process. You will be more satisfied and successful in the long run if you can align what engages or is important to you and your longer term career or professional interests.

Short-term goals that contribute to long-term interests

- It is important to acknowledge that career progression is almost never a straight line, but involves a series of steps in sometimes a variety of directions that build experience, skills and knowledge that prepare people for a next step.
- Identify barriers, both personal and external, that prevent you from accomplishing your longer-term goals, then identify ways to overcome them.
- List any near-term moves or actions that will help you meet your longer-term professional goals.

Step 1: Gather Data

- **Performance Assessments:** One source of information is your performance assessment. You will want to consider areas identified for improvement in your assessment as areas of action in your development plan. It is also important to consider your strengths and pursuing career goals and actions that take advantage of your skills. Make time to discuss and be open to feedback with your manager, peers or mentors to get a full perspective on areas that you might want to develop.
- **Self-Reflection:** Take time to think about your own thoughts regarding your performance and career to date. If there is any gap or room for improvement, write down steps or experiences that you would like gain to help you close those gaps. Also think about what is important to you and your personal values - these change over time or due to life situations and can have a significant impact on your career or professional development goals or aspirations.



Step 2: Develop a Plan

Once you have a set of areas for development that you want to take action on, create a list of concrete, measurable steps that will help you progress towards your goals, skills or experience identified in the Gather Data phase. Think about on-the-job experiences that you could take on this coming year that build your readiness to take on more responsibility. If there are any gaps in your knowledge or training that you want to close, think about courses, seminars or other learning opportunities that you can participate in this coming year.

A good development plan will specify how you will accomplish each activity, including any resources you might need, and when you will start and finish it. (Resources may include other people's time/expertise, funds for training materials and activities, or time away from your other responsibilities). Please visit the Career Development Website for additional resources.

Some common development activities or actions are:

- Identify and cultivate a relationship with a mentor / role model.
- Engage in training and education
- Consider a Developmental Assignment

Incorporating new activities or experiences into ongoing work or job duties can be very impactful and help employees progress toward their professional development goals. Development actions are created by employees, in conjunction with their manager.

Employees should actively seek their manager's feedback and support and remain receptive to new ideas and suggestions.


The following are some example actions that can help employees develop a range of skills and competencies or to apply and practice skills to further their own career development.

Development action examples:

- Evaluate and improve a process
- Benchmark other teams that are known for high-performance and create a plan to help your team meet or exceed expectations
- Help launch a new initiative, or program; turn around a project
- Teach a process or course to a team or others
- Present the impact of a project or initiative to a different department
- Speak or present at a meeting or conference
- Serve as a mentor to other employees or help to onboard new hires
- Lead a project team
- Assume a departmental liaison role with another department or campus
- Participate in a committee or taskforce
- Take on a leadership role in a social, community, volunteer organization or professional association
- Assist with project budgets to develop financial and budgeting competencies

Step 3: Review the Plan

Employees are ultimately responsible for their career development, but they should seek support from their managers that will actively support their goals. The more information one can provide about both about professional aspirations and areas for improvement, the more the manager will be able to provide support and



feedback. Employees need to be prepared that some feedback will be constructive in nature, and must be open to input from their manager and peers.

Employees should also try to link professional development areas to college or department needs, and think about how what they'd like to do will contribute to the performance of the organization.

For the review, the employee prepares their career development plan with knowledge, skills or experience to be gained (Gather Data section), and then proposes an action plan (Create Action Plan) that will provide opportunity for the employee to work toward their goals. The employee should be prepared to discuss why they chose the areas for development they did, and how they came to the actions they planned for. They should ask their manager for input on those areas for action, and the proposed actions - working towards an agreement or support for a final action plan for the year. Classified employees are not formally required to have their plans reviewed by their manager, however, it is highly recommended.