

Career Conversation Planning Tool



Either your employee has approached you to have a career conversation, or you want to initiate a conversation to learn more. Use this to get ready!

Get ready!

Passions, Values, Interests: Do I know what motivates and drives my employees' interests?

Strengths: What strengths have I observed that could be used more in the future?

Opportunities for Development: Which skills and behaviors need to be developed to move forward?

Feedback to Share: What feedback might I share about strengths/development areas or career interests? Are my team members career goals realistic given the business needs?

Career Direction and Goals: Do I know my employee's career direction and career goals? Is my employee a Mountain Climber (move up), Adventure Seeker (new opportunities) or Deep Diver (more responsibility in same job)?

My Role: What support could I provide?