

Career Conversation Tips

salesforce

Career conversations help your employees explore their strengths, passions, and career interests. With your guidance, they can identify career goals that match the career direction they want to head in as well as understanding the business needs.

Career Options

Help your employees understand the multiple career options to explore – it's not just about promotions! Here are a few options for them to consider:

LATERAL – moving to a new position at the same level

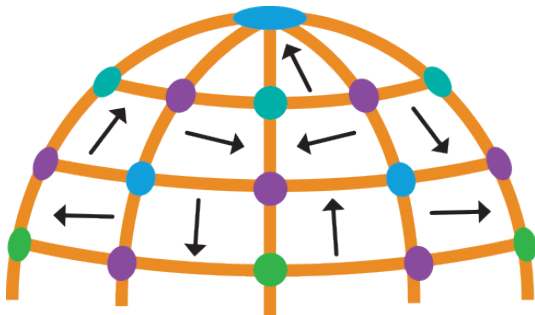
ENRICHMENT – learning more, taking on new responsibilities

UPWARD – being promoted on the current team or department

DOWNWARD – taking on a lower level position to broaden skills

EXPLORATORY – taking on a role in another area

RELOCATION – Finding opportunities in other locations



Career Personas

Mountain Climber

Motivated to take on more responsibility. Wants to move up to the next level.



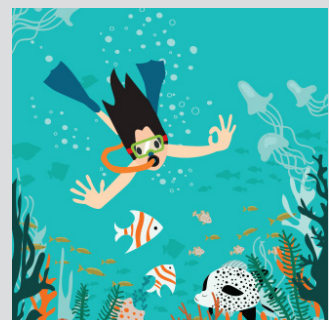
Adventure Seeker

Excited to explore new options. Curious about different roles. Interested in joining other teams.



Deep Diver

Wants to get better at their current job. Ready to learn from others and deepen skills.





... in a Career Conversation:

To explore interests

- What do you enjoy most about your job?
- What do you value – what is most important to you in a job?
- What are you most passionate about?
- What are your strengths? Opportunities for improvement?
- What would you like to do more of? Less of?

To help identify career goals

- Where do you see yourself in 6 months? One year? Two to five years?
- What are your short and long-term career goals?
- What options are most appealing to you?
- What additional information do you need to identify your career direction?

To build an action plan

- What skills do you need to focus on to prepare for the next opportunity?
- What experiences do you need to get you ready?
- What actions can you take to further develop your skills and build new ones?
- What can you do in your current job to learn more?
- Who could you learn from? (mentor, peer coach, job shadow)
- What formal/informal education would be helpful?