



CAREER PLANNING AND DEVELOPMENT

MANAGER AND EMPLOYEE ACTION PLANNING

This booklet is designed to help you prepare for the performance development discussion. See the discussion as an opportunity for the organization to get the best out of the individual and the individual to get the most from the organization.

Date of the performance development discussion:

Time:

Place:

Manager/Leader:

Employee:



Career Planning & Development Manager & Employee Action Planning

EMPLOYEE DEVELOPMENT & CAREER INTEREST FORM

The employee should use the two pages that follow to record their career interests and aspirations and to note their personal development plans for the coming year.

Name: _____ Job Title: _____

Department/Location: _____ Date: _____

1. How have your knowledge, skills and competencies improved during the past year? Cite examples.

2. What are your career aspirations both in the short term (i.e. next 1-2 years) and longer term? Please indicate if you would like to be considered for assignments to any other function to fulfil these aspirations.

3. Are there ways in which your supervisor/manager could help you to do your job better and help you prepare for future career opportunities?

4. Are you willing to relocate? If yes, please describe any relocation restrictions.

DESIRED PERSONAL DEVELOPMENT PLAN

Drawing on your performance development discussions with your manager use the space below to write out your desired personal development and training plan for the next twelve months.

Development area: _____

Action to take: _____

_____ Target date: _____

Development area: _____

Action to take: _____

_____ Target date: _____

Development area: _____

Action to take: _____

_____ Target date: _____

Development area: _____

Action to take: _____

_____ Target date: _____

Development area: _____

Action to take: _____

_____ Target date: _____

The manager should review the employee's career interests and development plans and draw upon the information to forecast their future short and long term potential. Whether this information is shared with the employee is at the discretion of the manager.

| | | |
|------------------------------|----------------|------------------------------------|
| Employee Number | Employee Name | Forecast Date |
| Position Number | Position Title | Date Appointed to Present Position |
| Division/Department/Location | | Salary Grade |

1. SUCCESSION PLANNING

| SHORT TERM CAREER PLANNING (ONE YEAR) | | | | | | | | | | | | | | | | |
|---------------------------------------|---|--------|--|--|-------|-------------------------------|--|--|--|---|---|---|---|---|---|---|
| A B C | A. PROMOTE NOW | | | | | B. HOLD | | | C. OTHER | | | | | | | |
| | Most Likely Promotion Details | | | | | Pressure to promote next year | 1 - Must 2 - Should 3 - No need to | 1 - Irreplaceable 2 - Most suitable 3 - Replaceable hold 4 - For development 5 - Too new to tell 6 - Undetermined | 1 - Transfer/develop 2 - Demote 3 - Performance improve 4 - Outcourse/place 5 - Retire | When | | | | | | |
| | List Title (for Div/Function/Dept) | | | | When | | | | | 1 - Now 2 - 1st 6 months 3 - 2nd 6 months | | | | | | |
| | Most Likely Promotion (Enter details in space provided below) | | | | Month | | | | | | | | | | | |
| | Alternative Promotion (Enter details in space provided below) | | | | Year | | | | | | | | | | | |
| Position No. | Title | Sal Gr | | | | | | | | | | | | | | |
| A | B | C | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 |

| LONGER TERM CAREER PLANNING (3-5 YEARS) | | | | | | | | | | | | | | | | | | |
|---|---|-------|--------|--|--|--|---|---|---|---|-------|---|---|---|---|---|---|---|
| D E F | D. PROMOTE FUTURE | | | | | E. HOLD | | | F. OTHER ACTION | | | | | | | | | |
| | Within 5 years, what is the Highest Position or Level you see this individual reaching? | | | | | No. of salary grades from present | | | 1 - Irreplaceable 2 - Most suitable 3 - Replaceable hold 4 - Too new to tell 5 - Undetermined | 1 - Transfer/develop 2 - Demote 4 - Outcourse/place 5 - Retire | When | | | | | | | |
| | Most Likely Promotion (Enter details in space provided below) | | | | | | | | | | Month | | | | | | | |
| | Alternative Promotion (Enter details in space provided below) | | | | | Year | | | | | | | | | | | | |
| | Position No. | Title | Sal Gr | | | 3+ - Levels 2+ - Levels 1+ - Levels 0+ - Levels | | | | | | | | | | | | |
| D | E | F | | | | 3 | 2 | 1 | | | 0 | 1 | 2 | 3 | 4 | 5 | 1 | 2 |

2. BENCH STRENGTH

Is the employee nominated for: High Potential

Consider where the greatest value to the organization is over the next 3 years: Supervisor/Manager Individual Contributor

3. EMPLOYEE CAREER INTEREST/CROSS FUNCTION OR OVERSEAS NOMINATIONS (NEXT 12 MONTHS)

| | | | | |
|----------------|--------------|-----------|---------------------|--------------------------------------|
| Position Title | Position No. | Sal Grade | Function/Department | N(ominated) E(xpressed) B(oth) |
| | | | | |
| | | | | |

Is the employee willing to relocate?: DOMESTIC Yes No FOREIGN Yes No

COMMENTS ON RECOMMENDED ACTION

Supervisor's Signature Date