**Career Development Planning**

Career development planning, an activity jointly done by the employee and manager, provides a systematic way to build critical competencies for the organization and provide mutually beneficial opportunities for employees to develop further competencies.

Managers will establish career development plans and provide coaching to all employees within the work unit. The goal of career development is to enhance each employee’s contribution to the organization’s success at the highest level possible within the university’s business plan and available resources.

The manager should answer the following questions when developing a Career Development Plan with an employee:

* What is the organizational need?
* What employee competencies need development or strengthening to accomplish the organizational need?
* What competencies does the employee wish to develop/strengthen?
* Are these attainable within the current position and work unit?
* If so, are training resources available and what is a reasonable timeframe?
* What specific training and/or education should increase the competency level?
* Have the responsibilities of the employee and supervisor been documented and discussed with the employee?

Remember:

**Employee** *takes responsibility for Career Development*

**Manager** *provides coaching and assignments to develop competencies*

**Organization** *provides opportunities, programs, resources, and support*

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