

KUDOS. WORKSHEET

# HR Career Planning Guide

A step-by-step guide to mapping out your career path.



**kudos** 

# HR Career Planning Guide

Mastering the art of career planning is a valuable skill that remains relevant throughout your entire professional journey.

Being able to quickly and confidently answer, “what next step are you working toward?” can help others better support you as well.

This step-by-step guide will help you map out your desired career path and assist you in charting your own professional trajectory.

The worksheet is designed for you to work through on your own and present to your manager, or you and your manager can work through these steps together.



# Step 1: Dream Job

This is the ultimate long-term goal. Think about what your ideal career would be – this doesn't need to be the highest point in your career, this could be the next step in your career, short-term or long-term. If you're unsure, focus on the areas or skills you'd like to achieve instead.

1. Where do you see yourself at the pinnacle of your career?

2. What does success look like to you?

3. How does your dream role fulfill you?

4. What will be your greatest achievement?

5. Why are you the right person for this role?



Now identify the skills, knowledge and experience required to obtain your dream role. This might seem tricky if you're unsure about the requirements, but speaking with your manager, or someone who already has your dream job can help.

*Suggested starting point: [Kudos' People People series](#) highlights the best and brightest HR leaders and covers their HR career journeys and how they got to where they are today.*

**6. What skills, knowledge and experience are required to obtain your dream role?**

## Step 2: Reflection

Reflect on your current role, or your career path so far. This is an opportunity to evaluate the strengths you already have, and gaps you need to fill in order to reach your dream job.

1. What are your current strengths and expertise?

2. What is your favorite part of your current role?

3. Do you have opportunities for growth?

4. What are your biggest challenges or roadblocks?

5. What are the areas you would like to improve?

## Step 3: Growth Plan

Define the actions you will take to fill the gaps you identified in Step 2.

1. What training and development will you do?

2. What added responsibility can you take on in your current role?

3. What other experience do you need?

4. How can your manager better support you?

5. How will you measure your progress?



## Step 4: Manager Approval

Here is an opportunity for your manager to provide additional notes or suggestions on your career goals:

A large, empty light blue rectangular box intended for a manager to provide additional notes or suggestions on the employee's career goals.

## Step 5: Tracking Progress

It's important to track your progress so you have a source of truth when reflecting on your career or for an annual review. Follow this template and repeat as many times as you need to until you've reached your milestones.

**1. Milestone objective (this will help you reach your dream job):**

**2. Why does this objective make sense (how will this help you reach your dream job)?**

**3. What are your actionable steps to complete this objective?**

**4. When do you want to complete this objective?**

**5. Your progress check point(s) with your manager will be on:**



# About Kudos

Kudos is an employee engagement, culture, and analytics platform, that harnesses the power of peer-to-peer recognition, values reinforcement, and open communication to help organizations boost employee engagement, reduce turnover, improve culture, and drive productivity and performance.

Kudos uses unique proprietary methodologies to deliver essential people analytics on culture, performance, equity, and inclusion, providing organizations with deep insights and a clear understanding of their workforce.

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