

# **Employee Career Management Process**

### Self-Assessment

- Employees explore career interests and identify their workplace values, aptitudes, behavioral tendencies, and then establish their development needs.
- Job shadowing and working with a mentor.
- Use of facilitated personality and aptitude assessment tools
- Self-Directed Search

#### Feedback

 To help employee come to realistic conclusions, employers share observations about their skills and knowledge and where these would fit into the organization's plans.

## **Goal Setting**

- Based on a composite of the self-assessment and employer's feedback, the employee sets career objectives, identifying:
  - Target positions
  - Skill levels required
  - Work setting
  - Skills to be acquired

## **Action Planning**

- Employees prepare an action plan to document how they will achieve their short- and longterm career goals.
- A variety of development methods could be used depending on the specific development need and targeted career objectives, such as education, training, etc.

Step 1 Step 2 Step 3 Step 4