**Guide to Career Development Discussions**

As part of the Succession Planning process, it is important for supervisors to conduct regular and ongoing conversations with employees about career development activities and options in an open and collaborative manner. There are many benefits to career development conversations -- from the viewpoint of both the supervisor and the employee.

These conversations build trust and demonstrate a genuine interest in the employee's development. And, employees are more likely to feel committed and loyal to the organization when they have a supervisor who is engaged and supportive of career development activities.

It is helpful to differentiate between performance discussions and career development discussions by looking at them as two separate, but sometimes related conversations. Discussions about career development often focus on ways to enhance opportunities for employees and less on the evaluation aspects associated with performance appraisals.

As a supervisor, it's important to:

* Share what you can about your career path and what you've learned along the way.
* Be open to questions your employees have about your experiences
* Meet regularly to help them develop, improve and periodically re-evaluate individual career plans
* Use coaching skills: ask questions, listen, and summarize what you hear to help your employees prepare for next steps.
* Focus these career conversations on the employee
* Collaborate on finding solutions, sharing resources, and suggesting development experiences
* If they say they want to move to another organization, help them move

**Career Development and Awareness Form**

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| **Employee Name:** |  |
| **Current Title:** |  |
| **Hire Date:** |  |

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| 1. | Tell me about the projects you have worked on that made you most proud. |
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| 2. | What activities in your job motivate you to excel? |
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| 3. | What are your short term and long term career goals? |
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| 4. | What projects, teams or other responsibilities would you like to be a part of in order to develop your career? |
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| 5. | What developmental experiences might help you progress toward your career goals? |
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| 6. | What training or education might help you progress? |
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**Additional Talents/Skills**

What other talents or skills do you have that you are not currently using in your position? (Examples: speaking a third language, significant volunteer work in marketing, etc.)

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