



 employmenthero

# Career Progression Plan Template

# Career Progression Plan Template

This template is designed to help employees begin thinking about their career goals and the steps they need to advance their professional development. It's suitable for junior to mid-level team members who have big ambitions, and can grow and evolve with your business.

Through this template, we get a big-picture view of your employee's goals, before zeroing in on the clear steps they can take to make it happen. Work through this template collaboratively; talking through it can help your team members organise their thoughts in addition to giving you unique insights into their thinking.

Keep this document in a safe place, where manager and employee can easily reference it. Attaching it to your Employment Hero account on an employee profile is ideal.

Employment Hero can power your team towards their goals with our unique Objectives and Key Results (OKRs) framework built-in to our HR platform. To explore this and more effective people management tools, [book a demo](#) with one of our business specialists today.

DISCLAIMER: While due care has been taken in preparing the document, no responsibility is accepted by the author for the accuracy or suitability of the information contained. All liability is expressly disclaimed for any loss or damage which may arise from any person relying on, using or acting on any information contained therein.

## Career Progression Plan

Name: \_\_\_\_\_

Role: \_\_\_\_\_

### Overall Career Goals

*It's time to think big. Let's talk about your professional ambitions for the long term.*

1. What is an activity that you've always enjoyed doing?  
This could be work-related or a hobby

2. What would you say are your three top personal values?

3. List some skills which you feel come naturally to you.

4. List some skills which you have always wanted to learn.

5. What do you think are your professional strengths?

6. Do you see yourself as someone who would want to pursue leadership, or do you feel more suited to a specialist or independent role?

7. Whose career, attitude and personality do you most admire?

*Take some time to reflect on the above before answering the next questions.*

8. Where would you like to see yourself in a year from now?  
What's different, and how have you grown as a professional?

If you had to describe it in one sentence, your 12-month goal is...

9. How about five years from now. Are you in a different position?  
What new skills have you learned?

If you had to describe it in one sentence, your five-year goal is...

10. Let's fast forward far into the future. You're about to retire, what are your proudest achievements of your career?

If you had to describe it in one sentence, your overall career goal is...



#### Quinn's Hero Tip

Whenever you're thinking about goals, always remember the SMART methodology.

Goals must be:

- 01 Specific
- 02 Measurable
- 03 Achievable
- 04 Relevant
- 05 Timely

## The next 12 months

*We've stepped back and taken a look from a broad perspective, now it's time to zero in. What can you do to give yourself a step-up towards achieving your 12-month goal?*

1. How will you measure the success of your goal?

2. What is currently standing between you and your goal? *(This could be a skill, a qualification, a bad habit, etc.)*

3. What kind of training or learning do you need to complete to move closer to your goal?

4. Let's plan a rough timeline for this training.

5. What habits do you need to adopt to make it easier for you to move closer to your goal?

6. How will you reward yourself when you meet your goal?

## The next 5 years

*Looking a little further, is there anything that you can do now that will help set you up for success?*

1. How will you keep yourself accountable for your goals? (This could be a regular check-in, an accountability buddy, etc.)

2. What skills can you work on now that won't necessarily count towards your 12-month goal, but will make all the difference in the long term?

How can you gain these skills?

3. What would you want to tell your future self to motivate them to continue moving towards your goal?