

## CAREER PLANNING QUESTIONNAIRE

As important as it is to build strengths and development areas that employees need now, it is also important to build skills that employees will need for future roles. This conversation guide is designed to ensure that you have a firm understanding of your employees' career aspirations; by assuming that employees will follow a particular career path, you risk expending effort developing skills that they may not want or need in the future.

Conversation Guide	
Questions to Ask Your Employee	Employee Responses
<b>Questions About Your Current Goals</b>	
1) What is your favorite part of your current role?	
2) What would you describe as your biggest strength?	
3) What one skill would you like to develop to improve in your current role?	
<b>Questions About Your Future Role(s)</b>	
1) Where do you see yourself in 1 to 3 years?	
2) Where do you see yourself in 10 years?	
3) If there is one task or project type you'd like to do more frequently in your future roles, what would you select?	
4) If there is one task or project type you'd like to do less frequently in your future roles, what would you select?	
<b>Questions About My Role</b>	
1) How can I best help you in your current role?	
2) How can I best help you achieve your career goals?	
3) Are there other individuals you would like me to enlist to help you achieve your career goals? (e.g., a colleague in a role you're interested in pursuing)	