

## Career Development Skills Matrix

*Instructions:* Use each matrix to determine where employees stand with the department and role-specific skills they need to hone.

Department Skills	Poor	Fair	Great	Exceptional
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Role-Specific Skills	Poor	Fair	Great	Exceptional
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Career Development Template

Name	
Department	
Current Position	

In one, three, and five years I'd like to be...

One year:

SMART Goal #1:	SMART Goal #2:	SMART Goal #3:

Three years:

SMART Goal #1:	SMART Goal #2:	SMART Goal #3:

Five years:

SMART Goal #1:	SMART Goal #2:	SMART Goal #3:

To get there, I need to develop the following skills:

One Year Skills	Three Year Skills	Five Year Skills

Here's my skill development plan:

One Year Skills	Three Year Skills	Five Year Skills

I would like the following support from my employer:

--

My biggest supporters in the company include:


## Career Development Timeline

*Instructions:* Based on the goals and skills you want to develop, plot out a timeline that helps you accomplish your goals.

Year One Timeline
Year Two Timeline
Year Three Timeline
Year Four Timeline
Year Five Timeline