

Career Path Worksheet

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Fill in the following information to create a plan that will take you step-by-step toward your ultimate career goal. (See "[Viewpoint: How to Plan Out Your HR Career](#)" for more information.)

Pinnacle Job

Where do you see yourself at the pinnacle of your career? Describe the position, the company, the industry and the intangibles that make this your dream job.

Next, articulate why this position is ideal for you. How does it match your skills, strengths and interests? How does it challenge you? What do you bring that will be of value? Why are you the right person to succeed in this role? Note: you probably do not have the experience or skills to fill this job now, but you can make some assumptions about the future, based on your current career interests and your background.

What qualifications are you missing? Write down any specific experiences, educational credentials, or other qualifications that are essential (or highly desired) for the pinnacle job you are envisioning.

Path to the Pinnacle

Next, map out the anticipated steps from your current job to your pinnacle job.

Current Job Title/Industry _____

Next Job Objective—*Write down the position title and any preferences for specific industries and/or companies.* _____

Rationale—*Why does this step make sense? What does this position offer that will help you reach the step after that and, ultimately, your pinnacle job?* _____

Targeted Date for Next Position _____

New Skills and Experience Required _____

Plan for Achieving Required Skills and Experience _____

Additional Education Required _____

Plan for Achieving Required Education _____

Repeat the above section for EACH job change you anticipate making to reach your pinnacle job:

Next Job Objective—*Write down the position title and any preferences for specific industries and/or companies.*

Rationale—*Why does this step make sense? What does this position offer that will help you reach the step after that and, ultimately, your pinnacle job?*

Targeted Date for Next Position _____

New Skills and Experience Required _____

Plan for Achieving Required Skills and Experience _____

Additional Education Required _____

Plan for Achieving Required Education _____

Next Job Objective—*Write down the position title and any preferences for specific industries and/or companies.*

Rationale—Why does this step make sense? What does this position offer that will help you reach the step after that and, ultimately, your pinnacle job?

Targeted Date for Next Position _____

New Skills and Experience Required _____

Plan for Achieving Required Skills and Experience _____

Additional Education Required _____

Plan for Achieving Required Education _____

Next Job Objective—*Write down the position title and any preferences for specific industries and/or companies.*

Rationale—Why does this step make sense? What does this position offer that will help you reach the step after that and, ultimately, your pinnacle job?

Targeted Date for Next Position _____

New Skills and Experience Required _____

Plan for Achieving Required Skills and Experience _____

Additional Education Required _____

Plan for Achieving Required Education _____

Pinnacle Job Reached!