

## Sample and Instructions

Use these instructions to complete the form on Page 2.

SAMPLE Career Development /Action Plan	Career Plan Template Instructions
Name: Susie Sample	<b>Date:</b> September 1, 2013
Current Classification: Office Tech	
Career Goal: (consider both short term and long term goals)  To become a Staff Services Analyst	<b>Goal:</b> Your specific, ultimate career goal. This goal should be focused and clear. For example, a goal to become an Environmental Scientist, Staff Services Analyst, an Associate Governmental Program Analyst, or a Supervisor.
Current Education: High school diploma	<b>Current Education:</b> Your current education. For example, Associate's degree in Business Communications.
Required Education: Minimum Qualifications Either I Education: Graduation with a Bachelor's degree from a recognized four-year accredited college or university. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) Or II Work experience in the California state service may be substituted for the required education in Pattern I on a year-for-year basis by applicants who have at least six semester or nine quarter units of college level training in public or business administration, accounting, economics, political or social science, English, speech, statistics, law, or a closely related area.	<b>Required Education:</b> Any education (formal or informal) needed to reach your ultimate career goal.
Current Skills: Administrative, ability to multi-task, excellent communications skills. Knowledge of MS Office programs.	<b>Current Skills / Experience:</b> Any and all skills and experience you have that are relevant to your career goal.
Additional Skills needed: Analytical skills and report writing skills.	<b>Additional Skills / Experience:</b> Any additional skills or experience you will need for your career goal. For example, must be proficient in Excel, Word and Outlook.
Step 1: Contact Supervisor or OTD to discuss available training or educational opportunities to become a Staff Services Analyst.	<b>Step 1:</b> The first step you will need to reach your ultimate career goal. This could be researching additional training or investigating ways to gain additional skills, such as, special assignments or job shadowing.
Target Completion Date: September 7, 2013	<b>Target Completion Date:</b> Write down a target date for each step in your career process.
Step 2: Research programs at local colleges; meet with advising office to find out program requirements, class schedules, and financial aid information. Talk with my supervisor or OTD to help decide which program to attend.	<b>Step 2:</b> Each step should be what you need to do beyond the previous step to move you toward your career goal. If you are unsure what your next step should be, revisit your career development plan, talk with your supervisor, OTD, or someone in that job.
Target Completion Date: September 21, 2013	Target Completion Date: Again, every step should have a target date.
You can add as many steps to the career development plan template as you need for your specific career goal. Revisit your plan after you complete each step, and adjust as necessary.	

## CDFW Career Development Plan

**Name:**

**Date:**

**Current Classification:**

**Career Goal:** (consider both short term and long term goals)

**Current Education:**

**Required Education:**

**Current Skills:**

**Additional Skills needed:**

**Step 1:**

**Target Completion Date:**

**Step 2:**

**Target Completion Date:**

**Employee Signature** \_\_\_\_\_ **Supervisor Signature** \_\_\_\_\_

*We have discussed this plan on [date] \_\_\_\_\_. Signature does not guarantee funding or State time for all training/education listed.*