

# Career Development Plan - Pilot

<i>Employee Name</i>	<i>CHRS Empl ID#</i>	<i>Email</i>
<i>Classification</i>	<i>Bargaining Unit</i>	<i>Department</i>

## Purpose

The Career Development Plan (CDP) is a framework designed to empower employees to articulate their career aspirations within the organization. It outlines actionable steps to achieve these goals, fostering a proactive approach to career growth.

- **Collaborative Effort:** This plan is most effective when developed in collaboration with a manager who can provide valuable insights and help identify growth opportunities.
- **Guidance and Resources:** Employees should utilize the supplemental [Career Development website](#) as a reference when completing this form.
- **Focus on Growth:** Identifying areas for growth is a key component of this plan, aimed at future development.
- **Voluntary Participation:** Participation in the CDP is entirely voluntary and is distinct from the Performance Evaluation process.

## Step 1: Identify Your Career Objective

### Objective

How would you like to grow in your current position? Or what future roles within Sacramento State or the California State University system are you aspiring to achieve? Reference [Sac State Careers](#), [CSU Classifications](#) and [CSU Careers](#) for ideas.

--

### Knowledge, Skills and Experience Needed

List knowledge, skills, experience, and education needed for this position or objective. Note if each is required or preferred.

--

### Current Strengths and Transferable Skills

What are your current skills and strengths? What past or volunteer experiences could be leveraged? If required for the career objective, what is your evidence of attainment? (e.g. professional or volunteer experience, education, training, accomplishments, etc.)

--

## Step 2: Identify Areas for Development

Consider:

- **Strengths to Develop or Utilize:** Which of your strengths would you like to enhance or use more frequently?
- **Opportunities for Further Development:** In which areas do you see potential for growth to achieve your career goals?
- **Gap Analysis:** What are the differences between the skills, experience, or education you currently possess and what is required to meet your goals?
- **Perception Challenges:** Are there any perceptions or biases you need to overcome or address?

**Development Plan:** List the identified gaps and outline your plan to acquire the necessary skills, experience, or education. *Reference position descriptions/job postings from [Sac State Careers](#), [CSU Classifications](#) and [CSU Careers](#) for ideas.*

<i><b>Qualifications, knowledge, skills and abilities (Required or Preferred?)</b></i>	<i><b>What is my evidence of this qualification or skill, if any?</b></i>	<i><b>Next steps to meet this qualification or develop this skill?</b></i>

## Step 3: Action Plan

List your short-, mid-, and long-range goals to obtain the necessary skills, experience or education. Prioritize and add anticipated timelines. Briefly outline the steps you plan to take to reach your objective.

Definitions:

- *Professional Development Activity:* Courses, workshops, certificates, special training activities, work experience, future job assignments, special projects, rotational assignments, targeted training, volunteer work, etc. The [Collective Bargaining Agreement \(CBA\)](#) may offer additional options.
- *Manager Support/Resources Requested:* Release time, introductions, project or assignments, training suggestions, tuition assistance/fee waiver, etc.
- *Mutually Beneficial Outcomes:* How are these outcomes mutually beneficial for you and your department?
- *Target Date:* A date by which you can realistically complete this activity. Can be changed/revisited.

<i><b>Professional Development Activity</b></i>	<i><b>Manager Support Resources Requested</b></i>	<i><b>Mutually Beneficial Outcomes</b></i>	<i><b>Target Date</b></i>

(Optional) If your plan includes an academic goal, please complete the following:

<b><i>What is your highest level of education?</i></b>	
<b><i>If you have other degrees or certifications, please list them.</i></b>	
<b><i>Please state your academic goal, such as a certificate, Bachelor's, Master's or Doctoral Degree and the Major, or if it is a Teaching Credential (Multiple or Single Subject).</i></b>	

**Important Tip:** Check with the Benefits Office to see if you are eligible to use the Fee Waiver to help meet your academic goal. For more information, go to Sac State's Benefits [employee fee waiver](#) site.

## Step 4: Acknowledgement

The Career Development Plans is an ***informal planning document*** between the employee and manager. There is no need to submit to Human Resources.

### Employee

This Career Development Plan (CDP) provides an opportunity for me to articulate my career goals within the organization and outline the steps to achieve these goals. I understand that completing the CDP does not guarantee promotion or advancement. Additionally, if I enroll in CSU academic courses using the fee waiver, I acknowledge that I must meet the standard academic requirements of Sacramento State and/or any CSU campus.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### Appropriate Administrator

The career opportunities and action steps outlined in this plan are intended solely for planning purposes. They do not constitute a commitment by the employee, manager, or Sacramento State. The responsibility for acquiring the necessary skills, training, and academic qualifications to apply for a position lies with the employee. Sacramento State does not guarantee promotion, advancement, or additional compensation as a result of completing this career development plan.

---

Name and Title

---

Signature

---

Date

## Step 5: Plan Completion (Optional)

Upon completion of the professional development activities listed in “Step 3: Action Plan”, the employee may wish to have the completed Career Development Plan added to their *personnel file* in Human Resources.

### Supporting Documentation (Optional)

The employee may provide supporting documentation to verify completion of the plan. Supporting documentation may include a certificate, degree, unofficial transcript (with grades obscured or removed), or an email or letter confirming completion of the activity.

### Employee

I am pleased to share that I have completed the activities outlined in my Career Development Plan (CDP) action plan. While I understand that completion of the CDP does not guarantee promotion or advancement, I value the opportunity it provided to clarify my career goals and take meaningful steps toward achieving them.

---

Employee Signature

---

Date

### Appropriate Administrator

Congratulations on completing your plan.

---

Name and Title

---

Signature

---

Date