

Pulling it All Together

Setting Career Goals

Before you begin this worksheet, review the work you have previously done. If desired, go back and highlight key points of interest.

1. List the competencies (skills, knowledge and ability) that apply in each quadrant:

Competencies I would like to continue to use	Competencies I would like to use less often
Competencies I would like to use more often	New competencies or experiences I would like to gain

2. What values are most important to you in the workplace?

3. What strengths have you identified that you would like to continue to use or build on?



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8. What competencies or experiences do you need/or want to develop to prepare yourself for future opportunities? (List any ideas that did not surface in questions 3 and 4)

In order to develop a skill or improve your competency in a certain area, you have to practice what you have learned and have an opportunity to build your competence. With your manager, define the skill or competence you will work on, and what will be the milestones of progress toward successful acquisition of skills and the target completion dates for each milestone. Set your schedule of check-in meetings to be able to give status reports and receive feedback and advice from your manager throughout your development activities. Ensure you have ample time to practice and apply what you have learned. Learning through experience is often the best and most powerful teacher.

Upon completion of a development activity, review with your manager the skills you have acquired and the ways in which those skills have enhanced your job performance and can be used to help you grow in the future. Set new goals and revise or adjust action steps and timelines as necessary.