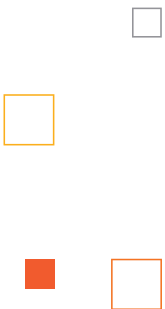




## Career Path Template





**While a percentage of your employees are perfectly fine staying in one role for their entire careers, the majority wants to know how to rise through the ranks and move into more advanced roles.**

Here's how to help.

It's important to ensure your employees know they have achievable career paths by clearly defining development plans. Directly outlining what it will take for them to progress in their careers not only answers the "how," it also provides focus and motivation.

An effective career path plan should include practical progress steps, long-term goals, and intermediate activities. **Using SMART goals (specific, measurable, attainable, relevant and time-bound)** can help ensure alignment with the company's overall direction. Specific timeframes also let your employees know that you're serious and fully invested in getting them on a leadership track in a timely manner.

To give you a head start on a career path program creation for your teams, we've created this template that you can download and modify for your specific circumstances.

### **How to Use this Document:**

Once downloaded, the template can be customized to meet the needs of your organization.

**Legal Disclaimer:** Paycor is not a legal, tax, benefit, accounting or investment advisor. This document is intended for informational purposes only, and does not constitute legal information or advice. All communication from Paycor should be confirmed by your company's legal, tax, benefit, accounting or investment advisor before making any decisions.

# CAREER PATH PLAN

## PURPOSE

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Current Job: \_\_\_\_\_ Goal Job: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

SMART Goals <i>(Specific, Measurable, Attainable, Relevant, Time-bound)</i>	Current Skills	Gaps	Required Resources <i>(money, time, people, tools)</i>	Action Items	Deadline	Status <i>(Started, in progress, complete)</i>
Short Term (1yr)						
Mid Term (2 yr)						
Long Term (3-5 yr)						



## Paycor Builds HR Software for Leaders

Paycor creates Human Capital Management (HCM) software for leaders who want to make a difference. Our HCM platform modernizes every aspect of people management, from the way you recruit, onboard and develop people, to the way you pay and retain them. But what really sets us apart is our focus on business leaders. For 30 years, we've been listening to and partnering with leaders, so we know what they need: HR technology that saves time, powerful analytics that provide actionable insights and Personalized Support. That's why more than 28,000 customers trust Paycor to help them solve problems and achieve their goals.



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