

Navigating Your Future: Career Conversation Prep Guide

Use this to prepare for a conversation with your manager about your career growth and next steps.

1. My Direction – Where I Want to Go

1a. What does “next level” mean for me?

- More responsibility in my current role
- A promotion to the next level in my current department
- A move into a different area (which?) _____
- Building expertise in a specific area (which?) _____
- Leading people or a special project

1b. 1-3 Year Vision (write 2-3 sentences)

In 1-3 years, I would like to be working on/as: _____

Type of role or work: _____

Impact I want to have:

What “success” would look like for me:

2. Snapshot of Today – How I’m Doing Now

2a. My current role basics:

Job Title: _____

Department/Team: _____

Time in Role: _____

2b. My proudest contributions and wins in the last 12 months:

List 3-5 accomplishments you're proud of:

1. _____
2. _____
3. _____
4. _____
5. _____

2c. What I enjoy most about my work:

Tasks or responsibilities that energize me:

1. _____
2. _____
3. _____
4. _____
5. _____

2d. What feels frustrating or limiting right now:

Things that get in the way of me doing my best work:

1. _____
2. _____
3. _____

3. My “Next Level” Role & Skill Gaps

If you have specific role in mind, use this section. If not, think about the “type” of role you’d like next.

3a. Target role(s) or level I’m interest in:

Role/area/level: _____

Why this role interests me:

3b. What this next level seems to require

(Use our job descriptions, career page, and people you see in this role as a clue.)

Key skills they use:

Typical Responsibilities:

Behaviors You Notice (How they show up):

3C. My Strengths and Gaps

Consider technical skills, people skills, business skills, and leadership skills.

List 3 Strengths:

1. _____

2. _____

3. _____

List 3 Weaknesses:

1. _____

2. _____

3. _____

My Development Goals

List 2-3 Practical, focused goals. Keep it specific, actionable, and tied to your work.

Goal 1:

What I want to develop:

Why it matters to (for me and the business):

Actions I can take (training, stretch assignment, and mentoring/networking opportunities):

Goal 2:

What I want to develop:

Why it matters to (for me and the business):

Actions I can take (training, stretch assignment, and mentoring/networking opportunities):

Goal 3:

What I want to develop:

Why it matters to (for me and the business):

Actions I can take (training, stretch assignment, and mentoring/networking opportunities):

Support I need from my manager:

Introductions to...

Opportunities to try...

Feedback on...

How we'll know it's working...

5. Questions To Ask My Manager

Circle or highlight ones you want to use in your conversation:

Expectations & Readiness Questions:

“From your perspective, what does ‘strong performance at the next level’ look like?”

“Based on how you see me now, where do you think I’m closest to ready, and where do you think I need to grow?”

“Are there 1-2 specific behaviors or results you’d want to see from me before you feel confident recommending me for the next level?”

Opportunities & Exposure:

“What stretch assignments or projects over the next 6-12 months would help me grow toward the next step?”

“Are there people or committees I should be connected with to better understand the business?”

Support & Feedback

“What’s the most helpful way for me to ask you for feedback as I work through these goals?”

“How often should we check in on my progress?”