

Career roadmap checklist

**Need to keep you and your direct report on track with career roadmaps?
We got you. Check items off as you go, and watch their careers take off!**

Preparation

- Send the career roadmap template to your direct report, and ask them to fill it out.
- Schedule a time to discuss your direct reports' career roadmap with them.

Discussion

- Attend the meeting with vulnerability and an open mind.
- Document the tasks to be completed in the next year in order to achieve their short-term goals.

Action

- Share a list of tools for professional development that align with their goals.
- Encourage your direct report to perform research on career paths and draw inspiration from what industry leaders are doing.
- Actively look for opportunities for your direct report to gain their desired experience within your company.
- Schedule informal one-on-one check-ins with your direct report to discuss their progress.
- Revisit their career roadmap in an annual meeting to assess progress and priorities.
- If they want to change their roadmap, approach this conversation with a coach-like mindset.

P.S.

Remember, this exercise is supposed to get your direct report closer to their goals and desires. Be flexible, curious and get ready to help them achieve their dreams!