

Career Planning Process



1. Preparation of Personal Profile

The first important step in the process of career planning is the preparation of personal profile. It comprises of various personality traits of the person. It is very difficult to be familiar with one's own nature, but it is essential for preparing personal profile. One should answer some questions to oneself like attitudes towards nature, work, initiative, confidence, future expectations etc. This will help in determining the direction of one's professional career.

2. Formulation of Personal and Professional Goals

To plan one's career it is necessary to formulate both personal and professional goals. This is because the personal goals enable the person to enter into a profession and then professional goals direct the person in achieving higher heights in the career.

3. Analyzing Environment Effect

A systematic analysis of the environmental opportunities is required in career planning. Career planning process is by both inside and outside environment for opportunities. While deciding about career strategy it is necessary to consider the stage of growth of the organization, future expansion plans, thinking of management etc. Further for formulation of career strategy, the outside environmental factors including economic, social, political, technological etc should

need to be discussed. Both future and present environment should be considered which requires forecasting. Since many factors need to be analyzed, one should plan the career necessities, should be selective and should only concentrate on those factors which are critical to personal success.

4. Analysis of Strengths and Weaknesses

Job requirements and environmental opportunities should be matched with the strengths and weaknesses of a person. Different type of jobs requires different type of skills on the part of the performer. One person may be more suitable at supervisory level only, while the other may go up to middle level management and so on. So it becomes necessary for the individual to analyze his/her own strengths and weaknesses and match them with the available jobs within and outside the organization.

5. Development of Alternatives

The several alternatives are required to be developed under good career planning process. The assessment of alternatives is done in view of the environment and available opportunities. One alternative may be suitable under particular situation while the other may benefit under different condition. Sometimes efforts are made to overcome weaknesses to take advantage of the available opportunities.

6. Development of Contingency Plans

In the environment of uncertainty the individual develops his career plans. Even though some future assumptions are made but these may not prove correct. So, contingency plan may be formulated for facing the uncertain future conditions.

7. Monitoring Career Plan

The individual should monitor his/her career plan for finding out whether the plans are moving according to the pre determined assumptions. The monitoring can also be done at the time of Performance Appraisal or when some project or assignment is completed. Some adjustments may be needed as required under the changing situation.