# career pathway mapping

This is a template you can use to create your own Career Pathway Map. You will investigate many sources of information including education providers, employment agencies, industry bodies and employers.

This template is more suitable for people already in employment, or if you are returning to work after a break in your career.

For those of you who are just starting out in your career, there is a Career Goals Workbook which you will find more useful.

## Your career history and current position

Your Career Pathway Mapping begins with your current position and your career history. The following are questions to help you research your career history and current opportunities.

What education or qualifications do you have that are still relevant in the workplace, and that you would like to continue to use, or you would like to update?

List all of the jobs you have had up to this point in time, and see if you can create a logical link between them that defines a specific career eg. starting as an apprentice or trainee in a skilled field and working your way up

Alternatively, you may have had a range of different jobs, but there are some common skills that you have taken with you from job to job eg. managing people or presentation skills

What would be the very next job that you would be qualified for in the organisation or industry where you are currently working? (it may be your boss’s job or it may be a more senior job, but not your boss’s job)

Is the job you identified above one that you are interested in as a next job on your career pathway, or are you looking for a job that is on a different pathway (a different job, or a change of organisation, or a change of industry)?

If there are jobs in the current organisation you work with that you are interested in as a next career move, then it could be good for you to speak with your boss or manager about how you could work towards achieving that next job. Here are some questions to guide your conversation with your manager about moving upwards in your career:

* How do you rate my performance in comparison to others in a similar job to me?
* What potential do you see for me to move upwards into a more senior or more experienced role?
* What would I need to learn or experience to be ready for an upwards move in my career?
* What are the chances of a more senior or more experienced role becoming available at this organisation in the coming year?
* What is the process for expressing interest in growing my career further with this organisation?
* What advice or assistance could you possibly provide me with to help me make my next career move?
* Who else could you suggest I speak with to investigate career opportunities further (either within this organisation, or at another organisation)?

## Investigating a career change

There are a number of ways that you can investigate and identify a different job, change of organisation or change of career if that is what you want. Consider the following questions as gateways to seeking a career direction change or new job.

Who are the competitors in the industry that you would like to work for? And how can you find out about the jobs they might have available?

What professional or industry trends are you seeing that have created new jobs in the past 2 to 5 years, and what are those new jobs?

Where could you find further information on new jobs or career pathways that would utilise your skills and be relevant to your career interests?

Here are some further questions that may give you leads to investigate fresh career opportunities:

* What social impact or local community issues are you interested in, and are any of these a source of career opportunities for you?
* What types of organisations might need your specific skills and experience to help with their current challenges?
* Which of your non-career hobbies or passions may provide job opportunities for you if you were to seek them?
* How could volunteering lead you along a new career pathway?
* What are the ideal working conditions, benefits, location and hours that would suit you best at this time in your life?
* Do you have a desire to start up or run your own business? What services or products would you sell?
* If you were to write your own job description, including all of the tasks and responsibilities that you enjoy the most, what would that job look like, and what would it be called?

## Your next steps

Complete the following details to commit to your next steps in charting your career pathway:

By *[insert date]* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I will have done my research and I will know what type of job I want to get next in my career

The skills I have that are still relevant to my next career move are:

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The experiences I have that are most valuable for my next career move are:

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The people or sources that I have identified to help me with information on finding my next job are:

1.

2.

3.

The industries and organisations that I am focusing my next career move on are:

1.

2.

3.

An affirmation for you to say to yourself: ***I am a courageous, confident and talented career seeker who is actively working towards my next ideal job***