**HR Career Aspirations Template**

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| Name | Jane Smith | Current job title | Benefits Administrator |
| Start date | 03/01/2025 | Achieve by date | 09/01/2025 |

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| 1. **STRENGTHS & SKILLS**
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| **What gives you energy or drive?***Define your 1-3 elements of your current job that gives you energy or drive.*  |
| 1. I enjoy researching and defining pay structures.
2. *[Describe what gives your energy in your role]*
3. *[Describe what gives your energy in your role]*
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| **What are your strengths?***Identify your strengths that you believe will help you grow in your career.* |
| 1. I have a good grasp of numbers and complex equations.
2. *[List your strengths]*
3. *[List your strengths]*
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| **What are your current skills?***Consider the current skills you have acquired in your current or past roles that will help you grow in your career.* |
| 1. Data analysis
2. *[Current skills that you have acquired]*
3. *[Current skills that you have acquired]*
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| **Who are your supporters?***Identify people in your life, either professionally or personally, that can support you in achieving your career growth.*  |
| 1. John Doe – Head of Compensation & Benefits.
2. *[Enter supporter]*
3. *[Enter supporter]*
4. *[Enter supporter]*
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| 1. **VALUES ALIGNMENT**
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| **What is important to you in a company?** *List the elements that you feel are important to you for a company to have.*  |
| 1. A company that embraces and supports diversity & inclusion.
2. *[List what is important for you in a company]*
3. *[List what is important for you in a company]*
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| **What is important to you in a team and in a manager?** *What characteristics would you like to see in your manager or in your team?* |
| 1. A manager that supports my growth in becoming…
2. A team that…
3. *[List what is important to you in a team and a manager]*
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| **What values do you want your workplace to demonstrate?** *Describe values that are important to you such as trust, respect, collaboration, fun, growth, diversity* |
| 1. A company that invests in corporate social responsibility.
2. A workplace that values innovation and experimentation.
3. *[Enter value]*
4. *[Enter value]*
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| 1. **CAREER ASPIRATIONS & GOALS**
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| **What are your career ambitions?** *Identify what your career aspirations are. Which position, specialty or job title do you want to achieve? What will your career path look like? Use* [*AIHR’s Career Mapping tool*](https://www.aihr.com/hr-career-map/) *to help you plot your HR career path.* |
| 1. Achieve a Benefits Manager title within the next 6 months.
2. *[Enter career ambition]*
3. *[Enter career ambition]*
4. *[Enter career ambition]*
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| **What are your career goals?** *How will you achieve your future career? Jot down your goals that will help get you there.*  |
| 1. Enroll in a [Compensation and Benefits Certificate Program](https://www.aihr.com/courses/compensation-benefits-certification/)
2. *[Write down your goal]*
3. *[Write down your goal]*
4. *[Write down your goal]*
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| 1. **SKILLS GAPS & DEVELOPMENT**
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| **Which skills do you need to master to move into your ideal role?***Identify the specific skills or knowledge areas to develop in order to achieve the goals. Take the* [*T-Shaped HR Competency Assessment*](https://www.aihr.com/t-shaped-hr-assessment/) *to understand which skills you should focus on.* |
| 1. Designing benefits programs
2. *[Describe your skills gap]*
3. *[Describe your skills gap]*
4. *Describe your skills gap]*
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| **Describe your ideal job** *Not down what your idea job would entail. Ensure what you describe is realistic and attainable.*  |
| In my ideal job I would… |

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| 1. **TAKING ACTION**
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| **Action plan***Outline activities that are going to help bridge the skills gaps and achieve your career aspirations. Define a timeframe in which you aim to complete them.* |
| **Action** | **Timeframe** |
| Complete a [Compensation & Benefits Certificate Program](https://www.aihr.com/courses/compensation-benefits-certification/)  | End of July 2025 |
| Propose to a new way to benchmark salaries of warehouse staff  | By 15 June 2025 |
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