**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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[A screenshot of a cellphone

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