

INSTRUCTIONS

The following questions will help you reflect on and articulate your current role / responsibilities, how your role interacts with others, and where you see opportunity for you / your role to grow.

Share your responses with your manager and colleagues to help everyone get a better understanding of what you do, what you have to offer and how you'd like to grow.

Use the responses as a starting point for conversation. For example:

- How do you feel about your current level of responsibility?
- Do you enjoy the tasks you do each day/week?
- How do you envision your growth leading to future career aspirations?

Your Name _____

THE BIG PICTURE

In one or two sentences, describe the nature or essence of your role. Be intentional about your verb choice, e.g. drive, scout, identify, analyze, manage, discover, produce, sell, secure, maintain, protect, align, envision, design, coordinate, etc.

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List the areas of your work for which you feel responsible. What decisions do you make? What are you "in charge of"?

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What wouldn't happen if your role didn't exist? What would be different if someone else was in your role, or, what, if anything, do you bring that is unique to this role?

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THE DETAILS

List the activities and tasks you do daily or weekly.

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What are your main points of collaboration / coordination / communication with others - both internal to your team, internal at your organization and external outside your organization (e.g. customers, vendors)?

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EXPERTISE AND COMPETENCIES

List your areas of expertise related to your role and beyond.

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List the areas which you rely on other's expertise to help you do your role.

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List the areas which you'd like to develop greater expertise, competency or capability. These can be directly related to your role and beyond.

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