

**INDIVIDUAL CAREER DEVELOPMENT PLAN**  
**California State University, East Bay**

Name \_\_\_\_\_ Classification \_\_\_\_\_ Date \_\_\_\_\_

Dept. \_\_\_\_\_ Office Phone: \_\_\_\_\_

Class Level:  Undergraduate  Graduate

TERM applying for: Fall 20\_\_\_\_ Winter 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_

Declared Major: \_\_\_\_\_

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**To be completed by Employee**

1. What is your career objective (long range)? If you are pursuing Post-Baccalaureate or Graduate coursework, please indicate how your career objective relates to the future needs of the University.
  
  
  
  
  
  
  
  
  
  
2. If you are pursuing a **degree**, please indicate the degree and major then complete (a) and (b):
  - (a) Have you submitted an application for admission to the University?  Yes  No
  - (b) Have you seen an academic advisor?  Yes\*  No  
\*If yes, please attach your General Education Worksheet, and Department Advising Worksheet
  
  
  
  
  
  
  
  
  
  
3. How will this degree or course of study assist in accomplishing your career objective?
  
  
  
  
  
  
  
  
  
  
4. How long do you anticipate it will take you to complete your studies?
  
  
  
  
  
  
  
  
  
  
5. Could you benefit from developmental assignments (on-the-job training, job rotation, special assignments) in your present position? If yes, please explain.

*I realize the University makes no commitment to promote or reclassify me as a result of completing my Career Development Plan. The University can only assist me in acquiring skills, training and academic studies to further my career development goals. I further understand that in order to continue with the Tuition Fee Waiver Program, I must maintain normal academic standards for my class level.*

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

If required by bargaining contract:

**Appropriate MPP Administrator's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Appropriate HR Administrator's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*(Please return Individual Career Development Plan to the Office of Human Resources, SA 2600.)*