

# **PERSONAL CAREER DEVELOPMENT PLAN**



## **DEPARTMENT OF VOCATIONAL REHABILITATION**

Putting People & Solutions To Work

Select Appropriate Plan:

☐ Original Plan \_\_\_\_\_ Date \_\_\_\_\_  
☐ Amended Plan \_\_\_\_\_ Date \_\_\_\_\_  
☐ Achieved Plan\* \_\_\_\_\_ Date \_\_\_\_\_  
☐ Reviewed plan with no changes needed \_\_\_\_\_ Date \_\_\_\_\_  
\*Attach new PCDP

## PERSONAL CAREER DEVELOPMENT PLAN

**PURPOSE:** The Personal Career Development Plan is designed to encourage and assist staff in the pursuit of continuous professional development and to promote quality services for Kentuckians with disabilities.

### INSTRUCTIONS:

1. Personal Career Development Plans (PCDP) are to be developed and signed by the supervisor and the employee within three months of date of employment.
2. A copy of the original and amended plans will be sent to the Human Resource Development Branch.
3. PCDP will be reviewed, initialed, and dated annually by the supervisor and employee.
4. Specific training must be included to be eligible for training assistance.

EMPLOYEE NAME \_\_\_\_\_ SS# \_\_\_\_\_

CURRENT POSITION: (check one)

- ☐ Administrator ☐ Field Administrator ☐ Counselor ☐ Assistant  
☐ Rehabilitation Engineer ☐ Rehabilitation Technologist ☐ Evaluator  
☐ Employment Specialist ☐ Interpreter ☐ Instructor ☐ Recreation Staff  
☐ OT/PT Staff ☐ Nursing Staff ☐ Psychologist ☐ Other \_\_\_\_\_

Working Title \_\_\_\_\_

DATE EMPLOYMENT BEGAN WITH THE DEPARTMENT \_\_\_\_\_

OFFICE LOCATION \_\_\_\_\_ DISTRICT # \_\_\_\_\_

PROFESSIONAL CERTIFICATION/LICENSURE \_\_\_\_\_ DATE OBTAINED \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

POST-SECONDARY EDUCATION IF APPLICABLE:

SCHOOL	DEGREE	DATE COMPLETED

KENTUCKY  
DEPARTMENT OF  
VOCATIONAL  
REHABILITATION



CABINET FOR  
WORKFORCE  
DEVELOPMENT

PERSONAL CAREER DEVELOPMENT PLAN

EMPLOYEE NAME \_\_\_\_\_

SS# \_\_\_\_\_

Continuous Improvement Goal	Steps Needed to Reach Goal	Time Frame	Evidence of Achievement	Date Completed	Annual Review	Initial & Date of Review

IF YOU HAVE A DEPARTMENT CAREER GOAL PLEASE INDICATE: \_\_\_\_\_

\_\_\_\_\_  
Employee’s Signature                      Date

\_\_\_\_\_  
Supervisor’s Signature                      Date

## PERSONAL CAREER DEVELOPMENT PLAN INSTRUCTIONS

<b>Employee Name</b>	Print or type your first and last name
<b>SS#</b>	Enter your 9 digit social security number
<b>Current Position</b>	Check your current position, if your position is not listed check 'other' and fill in your working title
<b>Date Employment Began with the Department</b>	Enter your initial date of employment with the Department
<b>Office Location</b>	Enter your current office location, city only
<b>District Number</b>	Enter the district number you work in
<b>Professional Certification/License</b>	List any certifications or licenses you hold at the present time
<b>Date Obtained</b>	Enter the date you obtained the certification or license. If you renew your certification or license at regular intervals, please enter the date you first became certified or licensed
<b>Post-Secondary Education</b>	Enter any colleges, universities, and technical schools you have attended, what degree, diploma, or certification you obtained and the date completed. For post-secondary education in which you are currently enrolled list the "anticipated" date of completion
<b>Completion of Goals</b>	If you have completed all the Continuous Improvement Goals listed on your PCDP, sign, date and send a copy to the Human Resource Development Branch. At this time, complete a new PCDP outlining new goals
<b>Continuous Improvement Goal</b>	With one goal per block, list your personal career goals. Some examples might include: Increase knowledge of Microsoft Access, Obtain Master's in Rehabilitation Counseling, Become Certified Rehabilitation Counselor, Become Certified Public Manager, Increase Stress Management Abilities, etc.
<b>Steps Needed to Reach Goal</b>	List the steps needed to obtain your continuous improvement goal. Some examples might include: Attend GSC stress management classes, Begin Master's in Rehabilitation Counseling at University of Kentucky, Enroll in Certified Public Manager's training through GSC, Attend annual APSE and KRA conference to maintain CRC, etc
<b>Time Frame</b>	Indicate the anticipated beginning and ending month/year to reach your goal. Some goals will be "ongoing" and can be entered in place of a specific date
<b>Evidence of Achievement</b>	Indicate what will determine if you have successfully achieved your goal. For example, if your goal is to obtain your MRC, you could simply put Degree. If your goal is to improve your knowledge of Microsoft Access, you could put GSC Certificate of completion
<b>Date Completed</b>	Indicate the date the goal was achieved
<b>Annual Review</b>	During the month of April or August, you and your supervisor will review your progress on your PCDP during the previous fiscal year. In this section make any comments and/or amendments needed to reflect progress toward the goal. Mail amended plan to Human Resource Development branch
<b>Initial &amp; Date</b>	Both you and your supervisor initial and date each goal to indicate it has been reviewed
<b>Department Career Goals</b>	If you have an interest in working toward another position within the Department or have special skills you would like utilized, indicate here