

**Northern New Mexico College
CAREER PLANNING POLICY
(Human Resources 3.23)**

Subject:	Career Planning
File Reference:	3.23
Date Approved By Board of Regents:	Pending Board Approval
Replaces Policy Approved On:	N/A
Purpose:	NNMC is committed to providing a supportive environment designed to encourage all employees to pursue their professional goals and career objectives at NNMC through Career Planning, Personal Training and Personal Development.
Policy:	<p>It is the policy of NNMC to work with interested employees in identifying their NNMC career aspirations and interest, and to help these employees develop a viable career plan designed to help them realize their career aspirations.</p> <p><i>Participation in Career Planning does not guarantee that an employee will achieve their career goals or any particular job assignment.</i></p>
<p>Procedures: Annual Career Planning is available to all employees. Career plans and goals are carefully monitored on a recurring basis to ensure continuous movement toward the accomplishment of employees' personal and professional goals while at NNMC.</p> <p>Supervisors Annually (usually at the time of Performance Evaluations), Supervisors shall ask their employees if they are interested in participating in NNMC's Career Planning Program. Supervisors shall assist the employee in compiling the employee's Career Planning Form.</p> <p>The Employee's Career Planning Form will serve as the basis for helping the employee develop their career plan.</p> <p>Employees Employees interested in participating, shall compile their Career Planning Form with the help of their supervisor. Completed Career Planning Forms shall be forwarded to the Human Resources Office on-line. Employees shall also make copies for the following:</p> <ol style="list-style-type: none"> 1. The employee, 2. The employee's supervisor, and 3. For the supervisor of any NNMC Target Position Identified on their Career Planning Form (i.e. jobs that the employee is desirous of obtaining during their career). <p>Career Pathed Employees Employees, who have compiled a Career Planning Form, are considered a Career Pathed Employee. Career Pathed employees, who have specifically identified a target job, shall be considered along with other viable candidates for that job, whenever an opening occurs. Career Pathed Employees shall notify the hiring manager of their target job of their continued interest, at the time a job opening occurs.</p> <p>Target Job Vacancy Supervisor Any supervisor staffing a particular job opening, shall consider any employee who has identified said opening as a target job in their Career Planning Form, so long as the employee is still interested in the target job at the time of the opening.</p>	

Development

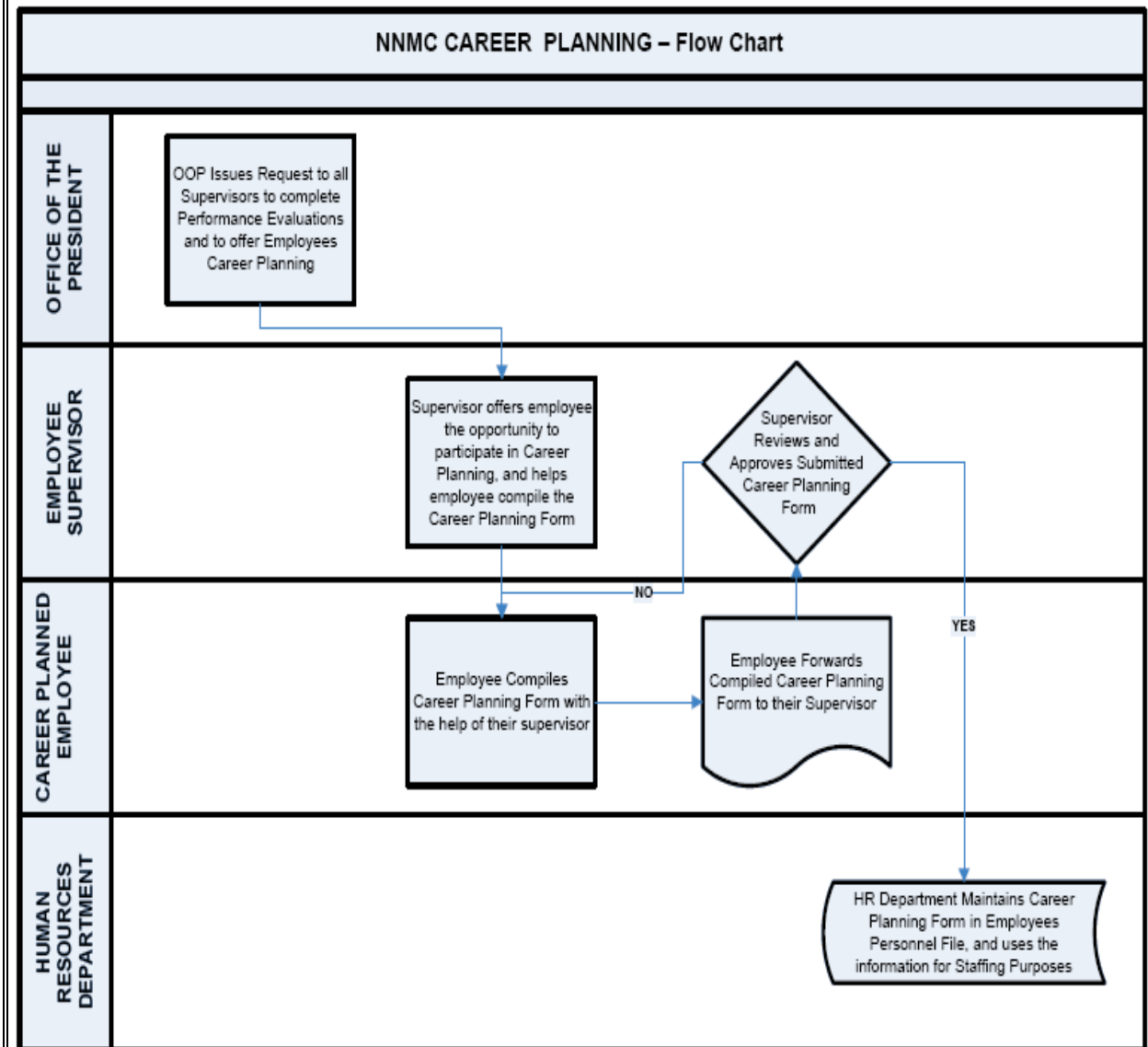
The Career Pathed Employee and their Supervisor shall identify opportunities to further develop and qualify the Career Pathed Employee for their target job(s), wherever possible. This might include:

1. Furthering their education
2. Providing rotational assignments
3. Securing Lateral Assignments on a full or part-time basis
4. Being vigilant to any target job openings

HR

The HR Department shall maintain Career Planning Forms in the employee's personnel record, and encourage updates by all Career Pathed Employees on an annual basis.

NNMC SUCCESSION PLANNING – FLOW CHART



NNMC SUCCESSION PLANNING FORM

Submit by Email



**Northern New Mexico College
Career Planning Form**

Page 1 of 3

Employee Information

Name _____		Position Title _____	
Department	Enter Department _____	# of Employees Managed	Enter # of Employees _____
Work Location	Enter Location _____	Primary Customer	Enter Customer _____
email _____		Telephone # _____	

Employee Core Competencies

Indicate the Relevant Core Competencies Required to Do the Incumbent's Job and the % of the total:

Core Competencies	Percentage (%)
<input type="radio"/> A. Personnel Management Experience	_____
<input type="radio"/> B. Budget Management Experience	_____
<input type="radio"/> C. Banner Management Information System Experience	_____
<input type="radio"/> D. Registration Experience	_____
<input type="radio"/> E. AQIP Experience	_____
<input type="radio"/> F. Recruitment Experience	_____
<input type="radio"/> G. Teaching Experience	_____
<input type="radio"/> H. Financial Aid Experience	_____
<input type="radio"/> I. Other _____	_____
<input type="radio"/> J. Other _____	_____
<input type="radio"/> K. Other _____	_____
<input type="radio"/> L. Other _____	_____
<input type="radio"/> M. Other _____	_____
<input type="radio"/> N. Other _____	_____
<input type="radio"/> O. Other _____	_____
Total	100%

Employee Education

<input type="radio"/> Associate Degree	Major _____	Institution _____
<input type="radio"/> Bachelors Degree	Major _____	Institution _____
<input type="radio"/> Masters Degree	Major _____	Institution _____
<input type="radio"/> Doctorate Degree	Major _____	Institution _____



Northern New Mexico College Career Planning Form

Page 2 of 3

EMPLOYEE CAREER PLAN			
	Near Term Target Job	Medium Term Target Job	Long Term Target Job
Target Job Title >>>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Target Job Core Competencies	Employee's Current Core Competencies Rating Scale: 0 to 100 Where 0 = Lacks Competency; 100 = Outstanding Competency		
A Personnel Management	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>
B Budget Management	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>
C Banner	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>
D Registration Experience	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>
E AQIP Experience	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>
F Recruitment Experience	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>
G Teaching Experience	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>
H Financial Aid Experience	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>
I Other	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>
J Other	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>
K Other	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>
L Other	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>
M Other	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>
N Other	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>
O Other	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>	RATING <input style="width: 50px;" type="text"/>
EDUCATION REQUIREMENT			
Degree	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Major	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>



Northern New Mexico College Career Planning Form

Page 3 of 3

EMPLOYEE CAREER PLAN (CONTINUED)

Target Job Title >>>	Near Term Target Job	Medium Term Target Job	Long Term Target Job
EMPLOYEE DEVELOPMENT PLAN (Employee plan to develop Target Job Core Competencies)			
EMPLOYEE DEVELOPMENT PLAN (Employee plan to develop Target Job Educational Requirements)			

Date/Time
Field

Reset Form

Print Form

Submit To OOP