

BestWork Guide

# Career Planning



BestWork™

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# Introduction

Introducing BestWork Guides, a series of PDF guides providing the information you need to be a DATA wizard. Each PDF covers the different uses of DATA within your BestWork account. We intend to make it easier to understand when and how to use our reports so you can feel comfortable making decisions with DATA.

Thank you for your business and continued support.



# Career Planning

Career planning is a critically important element of talent management. It is hiring with a far more expensive decision. Hiring a new employee is certainly an important decision, and a poor choice can be costly. However, if a current employee is being considered for a promotion, that employee has performed their job well and demonstrated the potential for even greater responsibilities. The company has invested in them, and their knowledge and experience is valuable. Promoting them into the right job can unlock their potential, benefiting the employee and the business. Putting them into the wrong job can lead to the loss of that talent.

The key to the success of this decision is to ensure that the employee is well-matched to the new position. Success in one job does not necessarily mean success in the another job. Stories of excellent employees failing in the new job are not uncommon. With BestWork, it is easy to prevent this, and to ensure that the person is capable of performing the new role.



# Career Planning

BestWork provides tools that are essential important for effective career planning.

- **Career Path Snapshot** - Quick look at a new hire's potential for supervisory or management positions, their speed in learning a new job and their ability to change jobs
- **Primary Job Identifier** - Chart showing fits or nonfits with various types of jobs or key job activities
- **Job Reports** - Describes how the person will perform the job behaviors that are necessary in a specific job
- **Succession Planning Snapshot** - Reviews this individual with respect to the major factors affecting the success of the most promotions
- **Executive Expectations Planner** - Indicates the most likely impact that this individual's promotion will have on their new area of responsibility
- **Executive Matching Chart** - Enables a visual comparison of how this person matches with their new manager or supervisor
- **Management Interview Questions** - If the person is new to a management or supervisory role, use these questions to see how they will handle it. Choose the questions that seem important to you.

# Career Planning

This is a simple plan for using them:

1. **Career Path Snapshot** is the first place to look. If it is a management or supervisory position, can they do it? How quickly can they learn the new job? How easy will the transition to the new role be?
2. Next, review the individual's **Job Report** for their current role. Were there any issues in that role?
3. Next, review the individual's **Job Report** for the new position. Note any concerns. If the next position is not decided or is unclear, the **Primary Job Identifier** can help identify the more promising directions and eliminate the ones that will not work.
4. Review the individual's **Succession Planning Snapshot**, noting any concerns.
5. If the new position is an executive role, review the individual's **Executive Expectations Report**. Note positives and concerns.
6. Using the **Executive Matching Chart**, see how the individual matches with their new manager or supervisor.

# Career Planning

It is important to remember that everyone is good for some jobs but no one is good for all jobs.

Outstanding performance in one role does not ensure a similar level of performance in another role. BestWork enables you to consider how anyone's strengths and abilities match up with any job.

Job skills can be learned and experience can be acquired. The hard-wired strengths and abilities do not change. If they are not in place before the promotion, they will not be there after it.

# Thank you.

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We thank you  
for your  
continued  
support in our  
efforts to  
change the  
world with  
DATA.

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## Connect with us

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