

# CAREER PLANNING AND DEVELOPMENT

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## ABSTRACT

The process of career planning & development being with the basic facts that individuals must bear the full responsibility for the determination & planning of the own career. It define as the occupational position a person has had over many years. The objective of career planning to attract & retain the right type of person in the organization. It is needed to perform measure, high employ turn over & to educate the employee. It is useful for individual & organization. It tells the process & stages of ongoing process by which an individual progress through a series of stages. So far conclusion the objectives of the study, to get the overall knowledge about actually what the career planning & development is scope of such programmers in the banking industry or adequately fulfilled. And study conclude tough pressure as well as more stress & frustration, need to be handling the career's of most valuable assets that is the people. Conclusively that was worth while to choose such topic as project, which is not only important for an employee & employer. In researches also to select the career in a particular line & may be a particular industry in which one want to make the career & get enough chance of advancement in career.

**Keywords:** *Career planning, career development, self - assessment, career skill assessment, Downsizing career, exploration, setting your career objectives.*

## I. INTRODUCTION

### 1.1 Meaning of Career

A career has been defined as the sequence of a person's experiences on different jobs over the period of time. It is viewed as fundamentally a relationship between one or more organizations and the individual. To some career is a carefully worked out plans for self advancement to others it is a calling-life role to others it is voyage to self discovery and to still other it is life itself. A career is a sequence of positions/jobs held by a person during the course of his working life.

**According to Edwin B.Flippo.**" A career is a sequence of separate but related work activities that provided continuity. Order and meaning to a person's life".

**According to Garry Desslers.** "The occupational positions a person has had over many years".

Many of today employees have high expectations about their jobs. There has been a general increase in the concern of the quality of life. Workers expect more from their jobs than just income. A further impetus to career planning is the need for organizations to make the best possible use of their most valuable resources the people in a time of rapid technological growth and change.

## **II. CAREER DEVELOPMENT**

Career development, both as a concept and a concern is of recent origin. The reason for this lack of concern regarding career development for a long time has been the careless, unrealistic assumption about employees functioning smoothly along the right lines, and the belief that employees guide themselves in their careers. Since the employees are educated, trained for the job and appraised, it is felt that the development fund on is over. Modern personnel administration has to be futuristic, it has to look beyond the present tasks, since neither the requirements of the organization nor the attitudes and abilities of employees are constant. It is too costly to leave 'career' to the tyranny of time and casualty of circumstances. Career development refers to set of programs designed to match an individual's needs, abilities, and career goals with current and future opportunities in the organization, Where career plan sets career path for an employee, career development ensures that the employee is well developed before he or she moves up the next higher ladder in the hierarchy

## **III. CAREER PLANNING**

Career planning is a relatively new personnel function. Established programs on Career planning are still rare except in larger or more progressive organization.

Career planning aims at identifying personal skills, interest, knowledge and other features; and establishes specific plans to attain specific goals.

## **IV. AIMS AND OBJECTIVES OF CAREER PLANNING:**

Career Planning aims at matching individual potential for promotion and individual aspirations with organizational needs and opportunities. Career Planning is making sure that the organization has the right people with right skills at the right time. In particular it indicates what training and development would be necessary for advancing in the career altering the career path or staying in the current position. Its focus is on future needs and opportunities and removal of stagnation, obsolescence, dissatisfaction of the employee.

## **V. OBJECTIVE OF CAREER PLANNING**

- To attract and retain the right type of person in the organization.
- To map out career of employees suitable to their ability and their willingness to be trained and developed for higher positions.
- To have a more stable workforce by reducing labor turnover and absenteeism.
- To improve employee morale and motivation by matching skills to job requirements and by providing opportunities for promotion.
- It helps employee in thinking of long term involvement with the organization.
- To provide guidance and encourage employees to fulfill their potentials.
- To achieve higher productivity and organizational development.
- To ensure better use of human resource through more satisfied and productive employees.
- To meet the immediate and future human resource needs of the organization on the timely basis.

## **VI. NEED FOR CAREER PLANNING**

- Realize and achieve the goals.
- Performance measure.
- High employee turnover.
- To educate the employees.
- It motivates employees to avail training and development.

## **VII. ADVANTAGES OF CAREER PLANNING & DEVELOPMENT**

In fact both individuals and the organization are going to benefit from career planning and development. So the advantages are described below;

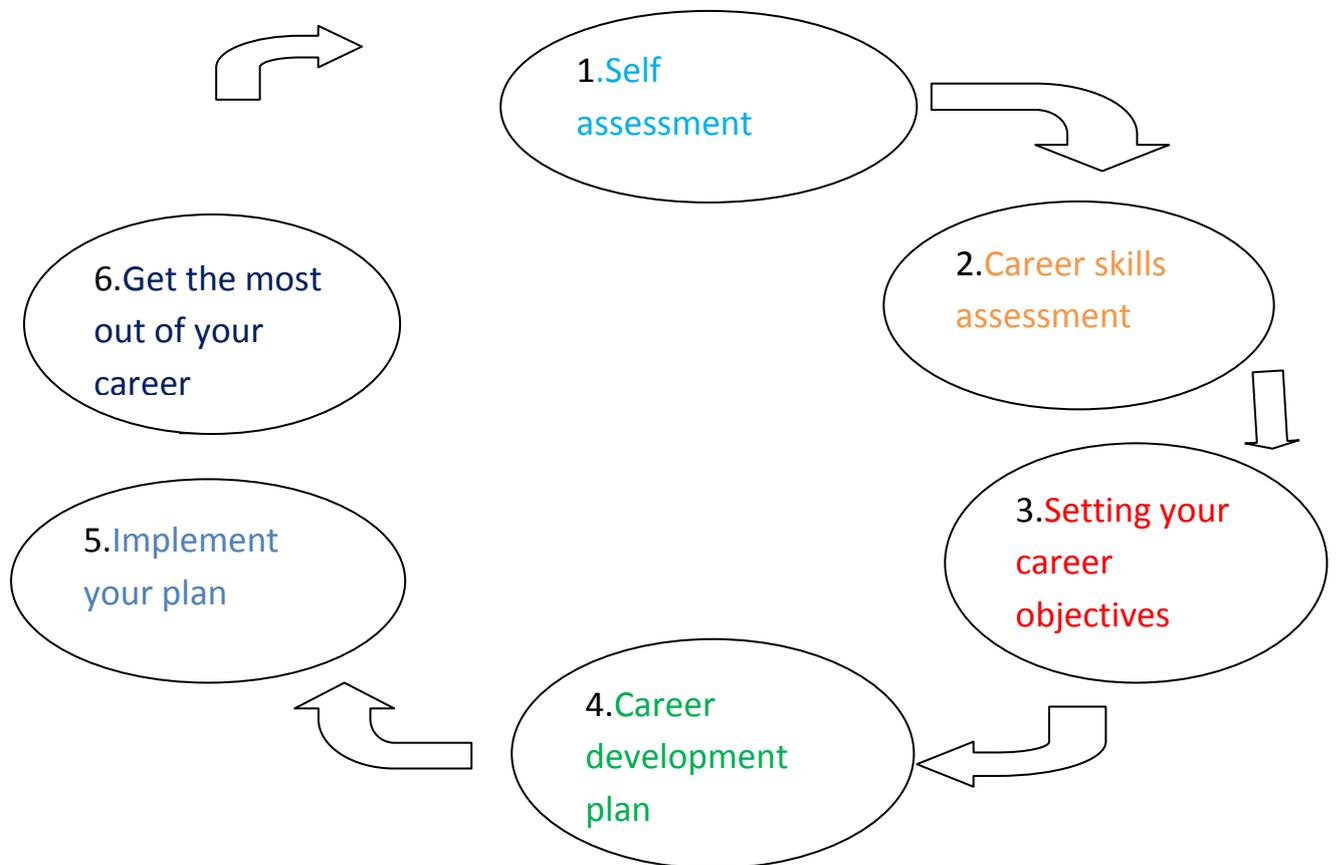
### **VIII. FOR INDIVIDUALS**

- The process of planning helps the individual to have the knowledge of various career opportunities, his priorities etc.
- This knowledge helps him select the career that is suitable to his life styles, preferences, family environment. Scope for self-development etc.
- It helps the organization identify internal employees who can be promoted.
- Internal promotions, up gradation and transfers motivate the employees, boost up their morale and also result in increased job satisfaction.
- It improves employee's performance on the job by tapping their potential abilities and further employee turnover.
- It satisfies employee esteem needs.

### **IX. FOR ORGANIZATIONS**

- A long-term focus career planning and development will increase the effectiveness of human resource management. More specifically, the advantages of career planning and development for an organization include;
- Efficient career planning and development ensures the availability of human resources with required skill, knowledge and talent.
- The efficient policies and practices improve the organization's ability to attract retain highly skilled and talent employees.
- The proper career planning ensures that the women and people belong to backward communities get opportunities for growth and development.
- The career plan continuously tries to satisfy the employee expectations and as such minimizes employee frustration.
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## CAREER PLANNING AND DEVELOPMENT PROCESS



**1. Identifying individual needs and aspirations:** It's necessary to identify and communicate the career goals, aspiration and career anchors of every employee because most individuals may not have a clear idea about these organization and employee potential areas.

**2. Analyzing career opportunities:** The organizational set up, feature plans and career system of the employees are analyzed to identify the career opportunities available within it. It can also necessary to analyze career demands in terms of knowledge, skill, experience, aptitude etc.

**3. Identifying match and mismatch :** A mechanism to identifying congruence between individual current aspirations and organizational career system is developed to identifying and compare specific areas of match and mismatch for different categories of employees.

**4. Formulating and implementing strategies :** Alternative action plans and strategies for dealing with the match and mismatch are formulated and implemented.

**5. Reviewing career plans:** A periodic review of the career plans is necessary to know whether the plan is contributing to effective utilization of human resources by matching employee objectives to job needs. What changes are likely to take place and what skills are needed to adapt to the changing needs of the organization.

## **X. CAREER PLANNING & DEVELOPMENT STAGES**

**Exploration:** Almost all candidates who start working after college education start around mid-twenties. Many a time they are not sure about future prospects but take up a organization, this stage is of no relevance because it happens prior to the employment.

**Guidance from parents and well-wishers:** Establishment this career stage beings with the candidate getting the first job getting hold of the rights job is not an easy task. Candidates are likely to commit mistakes and learn from their mistakes.slowely and gradully they become responsible towards the job . ambitious candidates will keep looking for more lucrative and challenging jobs else where. This may either result in migration to another job or he will remain with the same job because of lack of opportunityus candidates will keep looking for more lucrative and challenging jobs else where. This may either result in migration to another job or he will remain with the same job because of lack of opportunityus candidates will keep looking for more lucrative and challenging jobs else.

**Mid career stage:** This career stage represents fastest and gainful leap for competent employees who are commenly called “climbers”.There is continous improvement in performance. On the hand ,employees who are unhappy and frustardted with the job, ther is marked deterioratiaon in therew performance.”climbers” must go on improving their own performance. Employees tend to settle down in their jobs and “job hopping”is not common.

**Late-career stage:** This career stage is pleasant for the senior employeea who mlike to survive on the past glory. Ther is no desire to improve performance and improve past records. Such as employees enjoy playing the role of elder statesperson. They are expected to train younger employees and earnrespect from them.

**Decline stage:** This career stage represents the completion of one’s career usually culminating in to retirement. After decades of hard work, such employees have ti retire. Employees who were cliber and achivers will find it hard to compromise with the reality. Others may think of “life after retirement”.

## **IX. LIMITATIONS OF CAREER PLANNING & DEVELOPMENT.**

Despite planning the career, employees face certain career problems. They are:

1.**Dual career families:** With the increase in career orientation among women, number of femalr employees is on increase. Consequently, one of those family members might face the problems of trenfer. This has become a complicated problem to organizations.

2. **Low ceiling careers:** some carers do not have scope for much advancement. Employees cannot get promotions despite their career plans and development in such jobs.

3. **Declining career opportunities:** Career opportunities for certain categories reach the declining stage due to the influence of the technological or economical factors. Solution for such problem is career shift.

4. **Downsizing and careers:** Business p[rocess reengineering, technological change and business environmental factors force the business firms to restructure the organizations by and downsizing. Career planning can become a reality when opportunities for vertical mobility are avilabule. Therefore, it is not sutiable for avery small organization.

5. **Others:** Several other problems hamper career planning. These include lack of an integrated human resources policy, lack of a rational wage structure, absence of adequate opposition of trade unions, lack of good performance reporting system, ineffective attitudinal surveys, etc....

## **XII. THREE TYPES OF CAREER PATH**

<b>HISTORICAL</b>	<b>ORGANIZATIONAL</b>	<b>BEHAVIORAL</b>
Past patterns of career progression; how the incumbents got where they are	Paths defined or dictated by management to meet operating needs; progression patterns that fit prevailing organizational needs	Paths that are logically possible based on analysis of what activities are actually performed on the job
Actual paths created by the past movement of employees among management jobs	Paths determined by prevailing needs for staffing the organization	Rational paths that could be followed willingly
Perpetuates the change; way career have always been	Reflect prevailing management values and attitude regarding careers	Calls for change; new career options used as a basis for career planning
Used as basis for promotion and transfers	Usually consist with job evaluation and pay practices	Used as a basis for career planning
Basis is informal, traditional	Basis is organizational need. Management style, expediency	Basis is formal analysis and definition of options

## **XIII. FINDINGS**

- Most of the employees have felt that they are successful in attaining their career objectives.
- Very few employees disagreed to do the work even though inspired of not linking it.
- Almost all the employee agreed upon the organization providing a safer environment.
- Though most of the employees used to complete their job on time, there were few who disagreed.
- It has been founded that employees will look forward to change in the job if the job allotted to them is monotonous.

- Many of the employees considered the constant training provided to them is enhancing their career.
- Among the respondents very few disagreed to not following the rules and regulations of the organization.
- Half of the employees were not satisfactory with the working condition provided.
- Majority of the respondents were happy with their growth in the organization.

#### **XIV. SUGGESTIONS**

- Awareness about career planning and development has to be made among employees.
- Proper training and development activities have to be provided to the employees.
- The organization must improve upon their working organization.
- Employees should be motivated with rewards and recognition.
- Superiors must encourage their subordinates to perform better
- Trust and good faith to be inculcated in employees through team building e

#### **XV. CONCLUSION**

Career planning and development programs as we find from the study plays crucial role in employee as well as organization development. Career planning is an integral part of every organization. It motivates and inspires employees to work harder and keeps them loyal towards the organization. career planning helps an employee know the career opportunities available in organization. This knowledge enables the employee's to select the career most suitable to his potential and this helps to improve employee's morale and productivity . on the basis questionnaire and personal interviews with the employees it was also founded that promotion is the major reason that sticks them with the current job. Employees also prefer sound recognition as well as proper training. So for conclusion, the objectives of the study. To get the over all knowledge about actually what the career planning and development is , the scope of such programs in the banking industry are adequately fulfilled. And study concludes that in bankanking industry because of its monotonous task and due to tough pressure as well as more stress and frustration. Need to be handling the careers of most valuable asset that is the people. But for the researcher also to select the career. A in particular line and may be a particular industry in which one wants to make the career and get enough chances of advancement in career.

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