Career Ladder Table

Use an online resource that you choose to create a career ladder for two career options identified in week one. Specifically, identify two entry level positions, one mid-career, and one management level position. *Be sure to include the position name, educational and experience requirements in each box.*

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| **Top Level Position** | **Position:** **Human Resources Manager**  **Education Requirements:** Bachelor’s degree and five plus years human resource experience.  **Experience/Skills Requirements:** Interpersonal skills, computer skills, reading comprehension, active listening, writing, time-management, human resources, budgeting. | **Position:** **Marketing Manager**  **Education Requirements:** Bachelor’s degree and five plus years marketing manager experience.  **Experience/Skills Requirements:** Interpersonal skills, computer skills, reading comprehension, active listening, writing, time-management, human resources, budgeting. |
| **Mid-Level Position** | **Position:** **Human Resources Specialist**  **Education Requirements:** Bachelor’s degree and five years human resource experience.  **Experience/Skills Requirements:** Interpersonal skills, computer skills, reading comprehension, active listening, and writing. | **Position: Marketing Specialist**  **Education Requirements:** Bachelor’s degree and five years human resource experience.  **Experience/Skills Requirements:** Interpersonal skills, computer skills, reading comprehension, active listening, and writing. |
| **Entry Level Position** | **Position:** **Human Resources Assistant**  **Education Requirements:** Most employers prefer applicants with a high school diploma or GED.  **Experience/Skills Requirements:** Interpersonal skills, computer skills. | **Position: Marketing Assistant**  **Education Requirements:** High school diploma at a minimum; associate’s or bachelor’s degree may be beneficial.  **Experience/Skills Requirements:** Interpersonal skills, computer skills, organizational skills, and writing. |
|  | **Career Field 1:** | **Career Field 2:** |