

Career Lattice Implementation Checklist for HR Leaders

Ready to transform how your organization thinks about career development?

This isn't just another checklist—it's your roadmap to creating a more dynamic, flexible, and exciting workplace. Whether you're looking to boost employee engagement, retain top talent, or build a more adaptable organization, we've got you covered.

Let's turn potential into performance.

Strategic Planning

- Conduct comprehensive organizational skills audit
- Map existing career paths and potential movement opportunities
- Identify cross-functional skill transferability
- Develop initial competency framework
- Create preliminary career lattice visualization
- Secure leadership buy-in and support
- Define organizational talent mobility objectives

Technology Preparation

- Research career development platform options
- Select comprehensive career tracking technology
- Evaluate system integration capabilities
- Develop data migration strategy
- Create skill tracking and assessment mechanisms

- Design employee self-service career exploration tools
- Implement skill gap analysis system

Communication Strategy

- Develop career lattice communication plan
- Create employee-facing presentation materials
- Design internal marketing campaign
- Prepare manager communication toolkit
- Develop FAQs about career mobility
- Create visual guides for career path exploration
- Plan town hall and department-level presentations

Skill Development Infrastructure

- Design mentorship program framework
- Create cross-departmental shadowing protocols
- Develop skill-building workshop curriculum
- Establish micro-credentialing process
- Design internal training certification program
- Create skill development tracking mechanism
- Develop learning path recommendations system

Talent Mobility Policies

- Draft internal transfer guidelines
- Define cross-functional movement criteria

- Create fair evaluation process for lateral moves
- Establish mobility application procedures
- Design manager support guidelines
- Develop skills validation methodology
- Create appeal process for mobility decisions

Performance Management Alignment

- Revise performance review templates
- Integrate skill development metrics
- Create competency-based evaluation criteria
- Develop potential assessment framework
- Design recognition system for skill acquisition
- Align compensation with skill development
- Create career progression tracking mechanism

Monitoring and Metrics

- Define key performance indicators for career lattice
- Establish internal mobility rate tracking
- Create employee engagement measurement system
- Design skill diversity tracking methodology
- Develop retention rate analysis framework
- Create reporting dashboard for career mobility
- Implement continuous feedback collection system

Legal and Ethical Considerations

- Review mobility policies for potential bias
- Ensure equal opportunity compliance
- Develop transparency guidelines
- Create documentation retention strategy
- Establish data privacy protocols
- Design equity monitoring mechanism
- Develop anti-discrimination mobility framework

Change Management

- Create leadership training program
- Develop manager coaching curriculum
- Design employee empowerment workshops
- Establish change communication protocols
- Create resistance management strategy
- Develop cultural integration plan
- Design continuous learning promotion strategy

Pilot and Rollout

- Select pilot departments
- Develop pilot implementation timeline
- Create comprehensive pilot evaluation criteria
- Design feedback collection mechanism

- Prepare scalability assessment process
- Create full organizational rollout plan
- Develop continuous improvement framework

Post-Implementation

- Conduct quarterly career lattice effectiveness review
- Create annual comprehensive program assessment
- Develop iterative improvement process
- Design long-term talent development strategy
- Establish ongoing communication channels
- Create continuous learning culture initiatives
- Develop future workforce planning approach

Final Implementation Checklist

- Complete all preparatory stages
- Obtain final leadership approval
- Finalize technology implementation
- Complete initial training programs
- Launch internal communication campaign
- Begin pilot program
- Monitor and adjust implementation strategy

Note: Success of a career lattice approach requires ongoing commitment, flexibility, and a culture that genuinely values employee growth and development.

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