Developing a Career Plan

Where can I go from here and How can I get there?

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March 25, 2011
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Career Development is a progressive, intentionally planned effort!

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**Why Career Development?**

The purpose of career development is to:

- Enhance each employee's **current** job performance.
- Enable employees to take advantage of **future** job opportunities.
- Promote a dynamic and effective workforce.
But I’m Happy Where I Am...

Consider...

- Will your job always be the same?
- Will you need to refresh your skills & abilities?
- Are you prepared for change?
But I Can’t Lose Her/Him!

Would you rather have an employee

... who is unhappy and quits?

... quits but stays?

... is motivated and engaged?
Who’s Responsibility is it?

YOU drive your development
Who’s Responsibility is it?

Supervisor supports, encourages, coaches

PART 2 - PERFORMANCE ACTION PLAN AND CERTIFICATIONS

Performance Objectives/Initiatives (New or Updated) and Professional Development Plan
List measurable performance objectives for this employee for the upcoming evaluation period: April 1 to March 31. **At least one objective is required** (use additional pages as necessary).
To complete:
- **Performance Objective**: Write a description that is specific and include how successful completion of that objective will be measured.
- **Professional Development Needs**: list any professional development or training for the employee to increase knowledge, skills or abilities in order to meet the objective. For professional development opportunities and ideas, see [http://EODinfo.tamu.edu](http://EODinfo.tamu.edu)
- **Resources and Support Needs**: include the resources or other type of support required in order to meet the objective.
- **Target Completion Date**: provide the date by which the goal is reasonably expected to be met.
The Process

- Why
- What
- How
- When
How do you measure up?

"Why yes, the resume is a very important basis for who we hire."

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Step 1 - Clarify Priorities

Learn what is important to you and the organization

**Personal:**

- What motivates you?
- What activities do you enjoy?
- What interests you?

**Consider:**

- Financial needs
- Relocation
- Family needs
- Personal needs
Step 1 - Clarify Priorities - continued

Learn what is important to you and the organization

Organizational:

- What are the organization’s current needs?
- Where is the organization/industry headed?
- What is the projected job market in the future?
- How can you add value? (Create your niche.)

Resources:

- Vision 2020 / Action 2015
- Division/college strategic plans
- Professional associations
- Personal skills, attitudes and interest assessments
- Networking (!)
Step 2 – Establish Career Vision

Clarify your long-term career aspirations

My definition of career success is...

“You’ve got to think about big things while you’re doing small things, so that all the small things go in the right direction.”

– Alvin Toffler
Step 3 – Determine Short-Term Career Objective(s)

Decide the next step in your career

Consider:
- Which jobs interest me?
- What does the job market look like for this position(s)?
- How does the job(s) complement my personal priorities?
- How will this job(s) lead me to fulfilling my Career Vision?

Resources:
- Job sites
- Established career paths
  [http://employees.tamu.edu/employees/positions/CareerLadders](http://employees.tamu.edu/employees/positions/CareerLadders)
- Experience (job shadowing; volunteering; stretch assignments)
- Position descriptions
- Informational interviews
- LinkedIn
- Network (!)
- UT Wayfinder (really!)
  [http://www.utexas.edu/ugs/wayfinder/](http://www.utexas.edu/ugs/wayfinder/)
Step 4 – Conduct Gap Analysis
Identify competencies and requirements you need to develop

**Resources:**
- KSA’s on position descriptions
- Peer feedback
- Supervisor feedback
- Self-assessment
- Skills inventory & assessments
- Networking (!)

Required – Existing = Qualifications Gap
Step 5 – Create Professional Development Plan

Develop and commit to an action plan to close competency gap

Area to Develop 1

Developmental activity A
- How/what/when

Developmental activity B
- How/what/when

Area to Develop 2

Developmental activity A
- How/what/when

Etc.

Resources:
- Take classes and workshops
- Pursue degree or certification
- Obtain a mentor
- Join professional organizations
- Engage in self-study (books, journals, websites)
- Gain experience (job shadow, volunteer, join committees, take on new assignments or projects)
- Network (!)
Tips for Success

• NETWORK!
• Progress requires intentional effort and discipline
• Make a plan, prioritize, and take bite-size pieces
• Develop a portfolio of your accomplishments
• Develop resume and cover letter

• Hone interviewing skills
• Be open to feedback (positive and developmental)
• Seek support from supervisor
• Expand experiences (e.g., job shadowing, volunteer assignments)
• Include career development goals in performance evaluation process
Miscellaneous resources

Services

**HR Employee & Organizational Development** [http://EODinfo.tamu.edu](http://EODinfo.tamu.edu)

Offers a variety of workshops, programs and services designed to enhance the professional growth and effectiveness of Texas A&M University's employees and workgroups

- Winning Strategies for Successful Interviewing workshop [https://training.tamu.edu/courseOutline.php?course=WINSTSUI](https://training.tamu.edu/courseOutline.php?course=WINSTSUI)

**HR Employee Assistance Program**

[http://employees.tamu.edu/employees/WorkLife/assistance](http://employees.tamu.edu/employees/WorkLife/assistance)

Offers confidential career consultations to Texas A&M employees

**Brazos Valley Workforce Solutions** [http://www.bvjobs.org](http://www.bvjobs.org)

Offers job search assistance, career reference materials, and workshops on resume writing, interviewing techniques and strategies for conducting a job search

**Texas A&M Career Center** (for current and former students)

[http://careercenter.tamu.edu](http://careercenter.tamu.edu)

Offers information on resumes, cover letters, interviewing, networking and career exploration

**Association of Former Students** (for former students)


Offers information on resumes, cover letters, interviewing, dress for success, and networking
Miscellaneous resources

Readings
- *Power Networking* by Donna Fisher and Sandy Vilas, MountainHarbour Publications, 1999
- *Networking & Your Job Search* by Margaret Riley Dikel, 2000, [http://www.rileyguide.com](http://www.rileyguide.com)

Career Assessments
The secret of getting ahead is getting started. The secret of getting started is breaking your complex overwhelming tasks into small manageable tasks, and then starting on the first one.” – Mark Twain

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