DEVELOPING A CAREER PLAN

Where Can I Go From Here and How Can I Get There?
Career Development Process

1. Priorities
   - Personal Priorities
   - Organizational Priorities

2. Career Vision

3. Career Objective

4. Gap Analysis
   - Existing Competencies
   - Required Competencies

5. Development Plan
STEP 1: CLARIFY PRIORITIES
Learn what is important to you and the organization.

**Personal:** Understand what is important to you that might impact your career decision.

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

Consider:
- Financial needs
- Relocation
- Family needs
- Personal needs

**Organizational:** Understand the “industry” to assess how you can add value.

Ask:
- 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 and 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.

**Describe in detail:**
- My definition of career success is:
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 (!)

Business Career Path

This career path may be used in all departments. Please consult with the Classification and Compensation Office at (979) 845-4170 for questions about this career path.

Click on the titles below to view the generic descriptions for this series.

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<thead>
<tr>
<th>TITLE CODE</th>
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STEP 4: CONDUCT GAP ANALYSIS

Identify the competencies and requirements you need to develop or acquire to obtain your next position.

**Required competencies/requirements:** What does the job require?

*Consider:*
- Knowledge (of position, industry, division, etc.)
- Skills
- Abilities
- Attributes
- Education/certifications
- Experience

**Existing competencies/requirements:** What competencies do you already have that the job requires?

*Consider:*
- Knowledge
- Skills
- Abilities
- Attributes
- Education/certifications
- Experience

**Competency gap:** List the competencies/requirements you must acquire to qualify for the job.

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

Four Domain Competency Model
STEP 5: CREATE PROFESSIONAL DEVELOPMENT PLAN

*Develop and commit to an action plan to close the competency gap.*

1. Area to Develop 1
   i. Developmental Activity A
   ii. Target Date
      iii. Developmental Activity B
      iv. Target Date

2. Area to Develop 2
   i. Developmental Activity A
   ii. Target Date
      iii. Developmental Activity B
      iv. Target Date

3. 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 (80% of jobs are secured by networking and 20% by job listings!)
- 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
PERSONAL CAREER DEVELOPMENT PLAN

STEP 1: CLARIFY PRIORITIES (Learn what is important to you and the organization.)

<table>
<thead>
<tr>
<th>PERSONAL</th>
<th>ORGANIZATIONAL</th>
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<tbody>
<tr>
<td>What motivates me?</td>
<td>What are the organization’s current needs?</td>
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<td>What interests me?</td>
<td>Where is the organization headed?</td>
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<td>What do I enjoy?</td>
<td>What is the projected job market?</td>
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<td>What are my financial, personal and family</td>
<td>How can I add value?</td>
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<td>priorities?</td>
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STEP 2: ESTABLISH CAREER VISION (Clarify your long-term career aspirations.)
My definition of career success is...

STEP 3: DETERMINE SHORT-TERM CAREER OBJECTIVE(S) (Decide the next step.)
The position(s) that interest me is (are)...

STEP 4: CONDUCT GAP ANALYSIS (Identify the competencies and requirements you need to develop or acquire to obtain your next position.)

<table>
<thead>
<tr>
<th>Required KSA’s</th>
<th>Acquired KSA’s</th>
<th>Needed KSA’s</th>
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<tbody>
<tr>
<td>What KSA’s are required for desired job?</td>
<td>What KSA’s do I possess?</td>
<td>What KSA’s do I need to develop?</td>
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### STEP 5: CREATE PROFESSIONAL DEVELOPMENT PLAN
(Develop action plan to close the competency gap.)

<table>
<thead>
<tr>
<th>Career Objective</th>
<th>Competencies to Develop</th>
<th>Developmental Activities</th>
<th>Actions and Resources</th>
<th>Timeline</th>
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Resources

Services
HR Employee & Organizational Development  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
Business Career Path Development Program
http://eodinfo.tamu.edu/CompetencyTraining/BusinessCareer/
Winning Strategies for Successful Interviewing workshop
https://training.tamu.edu/courseOutline.php?course=WINSTSUIN

HR Employee Assistance Program
http://employees.tamu.edu/employees/WorkLife/assistance
Offers confidential career consultations to Texas A&M employees

Brazos Valley Workforce Solutions 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
Offers information on resumes, cover letters, interviewing, networking and career exploration

Association of Former Students (for former students)
http://www.aggienetwork.com/careers/topics.aspx
Offers information on resumes, cover letters, interviewing, dress for success, and networking

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

Resumes & Professional Letters
http://careercenter.tamu.edu/docs/ResumeWritingBrochureFall2009.pdf

Career Assessments
Online Career Assessments: Helpful Tools of Self-Discovery, Katharine Hansen, Ph.D.
http://www.quintcareers.com/online_career_assessments.html
Online Career Assessment Tools Review Rankings
http://www.quintcareers.com/online_assessment_review_rankings.html