Career Compass:

What Are Your Career Coordinates?
Who Owns A Staff Member’s Career?

Staff Member:
- Clearly owns their own career

Direct Manager:
- Can help by setting goals, offering feedback, and providing access and navigation

Human Resources:
- Can offer contacts, information, networks, tools and feedback

Harvard as a University:
- Can offer creation of systems, processes, tools and resources
QUICK CAREER AUDIT
Harvard’s Career Development Model

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<th>Step One</th>
<th>Step Two</th>
<th>Step Three</th>
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<td>Looking Inward</td>
<td>Looking Outward</td>
<td>Looking Forward</td>
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<td>Self assessment</td>
<td>Career exploration</td>
<td>Set concrete, significant, doable</td>
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<td>resources - identify</td>
<td>resources – assess world</td>
<td>career goals. Draft a career plan A</td>
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<td>values, interests,</td>
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<td>skills and assess</td>
<td>grow network</td>
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Staff Member’s Role in Career Development

Initiate the Process

- Identify Interests
- Describe specific skills and experience
- Work at building network
- Set concrete career goals
Manager’s Role in Career Development

Inform, Support, Advise

**Feedback** - Offering the staff member clear goals and feedback on a regular basis

**Access** - Providing access to information / data / people – anything or anyone that is hard for the staff member to get on their own

**Navigation** - Organizational tips on what works and what may not work at Harvard in terms of career navigation
Current Career Truths

- Ultimately, you own your own career
- Career development is ongoing and is work
- Current performance counts
- There are choices for you to make
- You need to actively manage your reputation and network
More Career Truths

• Up is not the only way
• Speak about your experience in terms of skills and knowledge not years
• Computer skills are critical for all positions
• Flexibility in skills and attitude are key
WHAT DO YOU HAVE TIME FOR?
If you have 5-10 minutes:

• Review your Linked in page. Accept connections, read posts, respond to someone’s good news

• Read through a list serve announcement from a professional organization or alumni group
  Any new book or article references?

• Stop by and chat briefly with a co-worker you haven’t seen for a bit

• Set up a job search in ASPIRE
If you have 1-2 hours:

• Watch a webinar live or pre recorded.
• Have coffee/tea or lunch with a co-worker or colleague. Just catch up on how things are going
• Attend a lecture, talk, exhibit, reception that is of interest to you
• Work on your elevator pitch and then try it out on 1-2 people for feedback
If you have more than 2 hours:

- Attend a professional development or alumni group conference, workshop or event
- Read books or articles relating to your profession and talk with a colleague
- Take an online workshop
- Enroll in a Continuing Education course
- Review your resume; sketch out possible changes
GET IT ON THE CALENDAR
RESOURCES AND Q AND A