

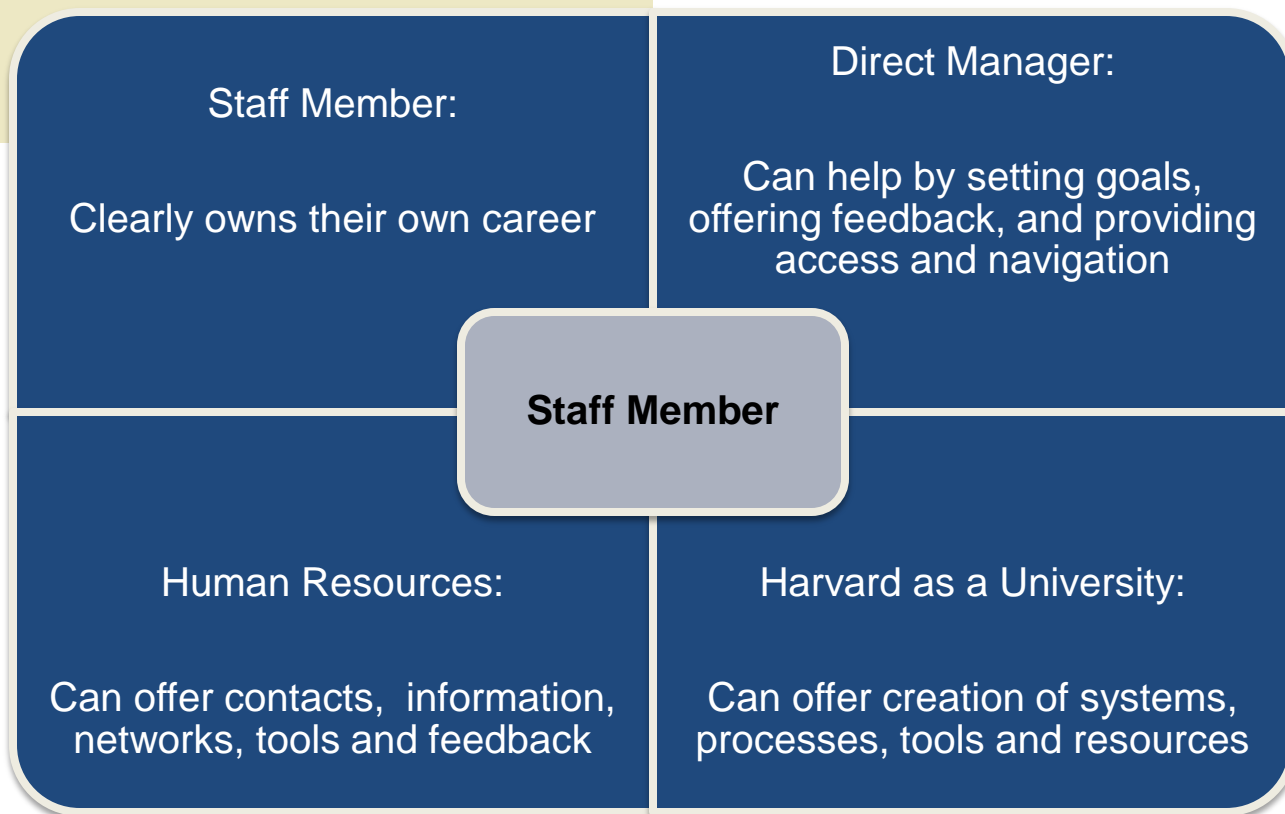


# Career Compass:

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**What Are Your Career Coordinates?**

# Who Owns A Staff Member's Career?


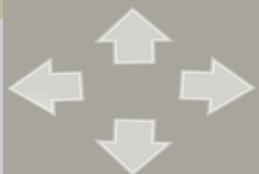



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# **QUICK CAREER AUDIT**

# Harvard's Career Development Model

<b>Step One</b>	<b>Step Two</b>	<b>Step Three</b>
<p data-bbox="185 458 587 515">Looking Inward</p> 	<p data-bbox="741 458 1186 515">Looking Outward</p> 	<p data-bbox="1321 458 1765 515">Looking Forward</p> 
<p data-bbox="121 829 649 1065">Self assessment resources - identify values, interests, skills and assess reputation</p>	<p data-bbox="745 829 1186 1122">Career exploration resources – assess world of work and identify and grow network</p>	<p data-bbox="1300 829 1808 1129">Set concrete, significant, doable career goals. Draft a career plan A and plan B</p>

# 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

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

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

**N**avigation - 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





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**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