

Career Development... Creating Your Personal Development Plan

<http://odt.uoregon.edu/resources-and-toolkits> - Checklists and Worksheets – Career Development

PREPARATION Checklist – Charting Your Course

Name: _____ Date: _____

1. Career Aspirations... the big picture

Think about your ideal work experience. Get a picture in your mind of what that looks like and words that describe it:

- Where is it located?
- What are you doing? What kinds of work are you doing?
- Are you supervising employees or working independently?
- What is the salary?
- Who do you report to?

Phase 1: Using a sticky pad, write one word or phrase on each pad to describe your ideal work experience. (*i.e., independence, autonomy, decision-making authority, creativity, opportunities to collaborate, a clear beginning and end, etc...*)

Phase 2: Organize the words into groups that have something in common, then put a title over each grouping to represent the essence of those gathered words.

Phase 3: Decide what level of responsibility you are comfortable with:

- Are you most comfortable being:
 - the leader/visionary/advocate/decision-maker,
 - part of the decision-making team, or
 - the one who implements others decisions?

Phase 4: Identify jobs that match your descriptions and the level of responsibility you are interested in.

2. Minimum Qualifications – specific to the job you want

NOTE: For assistance:

- **Classified Employees**
 - OUS Job Classification Descriptions: <https://secure.ous.edu/dept/hr/classification-specs>
 - Call Human Resources at 541-346-3159 and ask for the Classified Employment Manager to inquire about job announcements in your area of interest.
- **Unclassified Employees**
 - Occupational Outlook Handbook (Bureau of Labor Statistics): <http://www.bls.gov/ooh/>
 - Chronicle of Higher Education Job Listings: <http://chronicle.com/section/Jobs/61/>
 - Internet search by job title

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Minimum Qualifications – specific to the job you want- continued

QUALIFICATIONS TO BE MET
<i>After reviewing the job qualifications for positions that interest you identify the minimum qualifications?</i>
KNOWLEDGE REQUIREMENTS
Education degree (Associate's, Bachelor's, Master's or Ph.D) <ul style="list-style-type: none">• Required level: • Your current level:
Certification or licensing <ul style="list-style-type: none">• Certificate / license required: • Your current certification or licensing:

WORK EXPERIENCE REQUIREMENTS
Required years of experience = in: Your current years of experience = in:
Required years of experience in associated fields = , which include the areas of: Your current years of experience in associated fields = , which include the areas of:

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COURSES/WORKSHOPS NECESSARY TO QUALIFY FOR THE CHOSEN POSITION

Note: As an employee at the University of Oregon, you have a variety of avenues to assist you in meeting these criteria. <http://odt.uoregon.edu/registration/sessions/new> or <http://odt.uoregon.edu/elearning>

Check the [UO Professional Development and Training Policy](#) for guidelines about training at the UO. If the training is related to your current position, you may be able to use release time, with supervisory approval.

COURSES	LEVEL OF PROGRESS		
	Started	Completed	Created Action Plan*
1.			
2.			
3.			

* Create an action plan to transfer learning from each course to the workplace, discuss with your supervisor and/or mentor, and implemented the action plan for this learning experience.

3. Sources for Networking

Consider the professional associations that are associated with your field of choice. Explore what they have to offer members and consider learning from, and creating a network of colleagues, through these resources.

PROFESSIONAL ASSOCIATIONS RELATED TO YOUR CAREER CHOICE	Joined

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4. Practicums – Opportunities to experience new roles and responsibilities

Knowledge gained by classroom and/or elearning courses provides the conceptual component of learning. The practical application of that knowledge is essential in building your credibility as a professional. What have you done to demonstrate your ability to apply the concepts and skills learned in real work situations? Choose one or select several.

Practicum (see examples below)	Contact	Area of focus	Deadline for completion
Internship	Department/Organization:		
	Phone:		
	Email:		
Mentorship	Department/Organization:		
	Phone:		
	Email:		
Job Shadowing	Department/Organization:		
	Phone:		
	Email:		
Volunteering	Department/Organization:		
	Phone:		
	Email:		

Contact Pam Farmer, Director, Professional Development for questions and to get started – pfarmer@uoregon.edu
 This checklist can be found at: <http://odt.uoregon.edu/resources-and-toolkits> - Checklists and Worksheets – Career Development

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