



What is a Career?

- Career definition

- A sequence of positions occupied by a person during the course of a lifetime
- Any work, paid or unpaid, pursued over an extended period of time, can constitute a career

Careers and Career Development

- Whose perspective?
 - The organization: succession planning
 - The individual: career planning
- Changing ideas about careers
- Current issues in careers

What is a Career?

- “A sequence of positions occupied by a person during the course of a lifetime”
- “A sense of where one is going in one’s work life”
- Who is responsible for your career?
 - Traditionally, the employer
 - Now, **YOU**
- What constitutes a successful career?

What is a Career Development?



- **Individual career development**
 - Focuses on assisting individuals to identify their major career goals
 - To determine what individuals need to do to achieve these goals

- **Organizational career development**
 - From organization standpoint, career development involves tracking career paths
 - Management tracks career paths to direct and monitor progress and to ensure managerial and technical talent will be available to meet organizations needs

Succession Planning

- Determine possible successors
- Job analysis of key jobs and job progressions, as they will exist in the future
- Appraise employees' performance to determine gaps
- Training and development to close gaps
- Progression through career ladder

VALUE OF CAREER DEVELOPMENT

- Ensure needed talents will be available
 - Improves organizations ability to attract and retain high-talent personnel
 - Ensures minorities and women get opportunities for growth and development
 - Reduces employee frustration

- **Ensure needed talents will be available**
 - Align the needs and aspirations of individual employees with those of the organization
 - ensure right people will be available to meet organizations staffing requirements

- Improves organizations ability to attract and retain high-talent personnel
 - Talented individuals seek jobs that offer challenge, responsibility and opportunities for advancement
 - People are looking for work that are compatible with their personal and family interests
 - Career development should make sure better organization-individual match

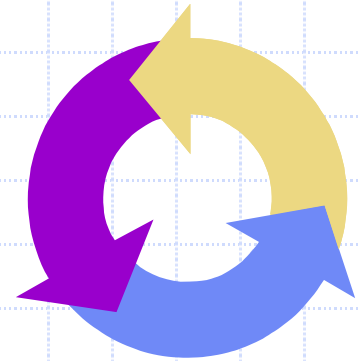
- Ensures minorities and women get opportunities for growth and development
 - Legislation demands that minorities and women get opportunities for growth, development and greater responsibility in an organization
 - Minorities and women are asking for career development assistance

- **Reduces employee frustration**

- there will be frustration among employees when there is significant disparity between employee aspirations and opportunities available in organization
- Slow economic growth can result in reduced opportunities
- Career counseling can result in realistic employee expectations

Career Development

- Career planning
- How do individuals choose careers?
- The career cycle
- Changing ideas about careers
- Current issues in careers



Career Planning

- Identify individual goals
- Assess personal characteristics
- Determine how and if goals can be reached
 - Obtain more information about goal
 - Compare personal resources and career requirements
- Take steps toward goal
 - Mentors and other interpersonal relationships
 - Personal development activities
- Periodically reassess goals and progress toward goals

Mentors

- A mentor: a senior person in the organization who guides your career
- What does a mentor do?
 - Provides inside knowledge, insight into culture
 - Feedback on career progress
 - Provides opportunities for visibility
- How do you find a mentor?
 - Seek one out
 - You may be **sought** out
 - Formal company program

Individual Career Choice

- Overall life goals
- Social background, including family factors
- Personal interests
- Abilities
- Self-identity
- Personality factors

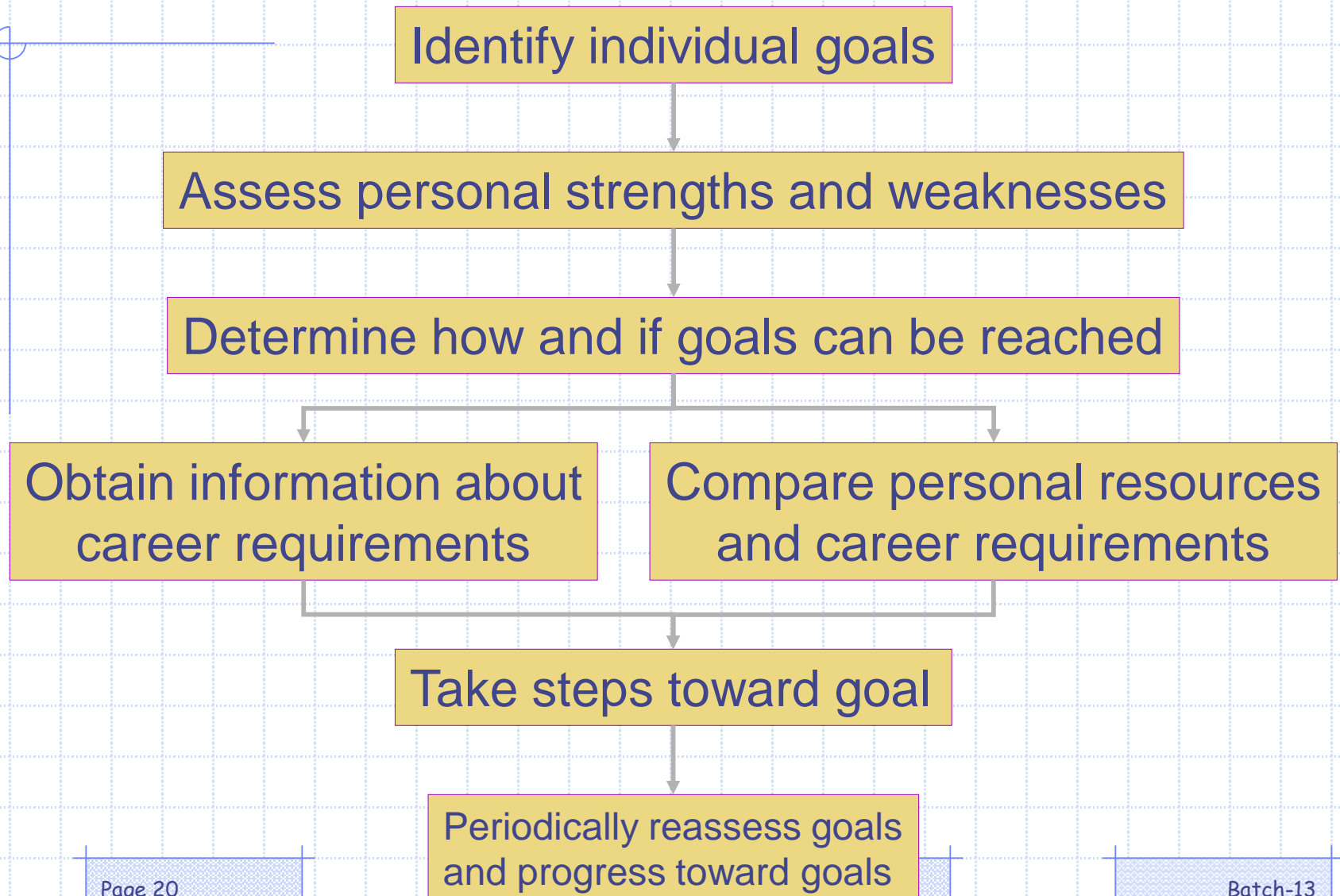
Holland's Model of Occupational Personality Types

- **Realistic**
 - Prefers to work alone
 - Values predictability, order
 - Work with hands
 - Craft/trades, engineer, military
- **Investigative**
 - Interested in ideas, not people; abstract thinker
 - Creative (external focus)
 - Tends to be cold, distant
 - Scientist, physician
- **Artistic**
 - Work with ideas and materials to express self
 - Creative (internal focus)
 - Singleminded
- **Social**
 - Work with and through others
 - Provide nurturance and support
 - Not abstract thinkers
 - Helping professions
- **Enterprising**
 - Control, dominate people
 - Interpersonally distant
 - Prefers well-defined, clear goals
 - Management
- **Conventional**
 - Focus on details (verbal, numeric), not people
 - Looks for structured setting
 - Clerical, accounting

Issues to Consider in Career Choice

- Overall **life** goals
- Look at each choice or step as it contributes to your overall goal
- Be willing to make short-term sacrifices for long-term benefits
- Think carefully about becoming too specialized
- Portable knowledge & skills
- Networking

A Model of Career Development



“the only thing you can do is

PREPARE....”