Being intentional about your career

- **Determine** what information you need to know & what competencies you need to develop at that stage!

- **Figure out** what stage you’re in!

- **Identify** the resources, experiences, and opportunities at UCSF & in your personal and professional community to help you develop!

- **Master** the information and skills and move forward toward success!
Getting Started

1. **A framework to look at your career**: Identify what stage of career development you are in.

2. **Putting it all together**: Talk about resources, opportunities and experiences to explore and engage at that stage.

3. **Next steps**: What will you do first/next?
Take Charge of Your Career: Getting Started
Naledi Saul, Office of Career & Professional Development

I know....
1. My Values: What is meaningful to me
2. My Interests: What activities and tasks I find rewarding
3. My Skills: My current strengths and growth areas
4. My Personality: How my preferences influence my work behavior

Stage 1: Self Assessment

I want a career where I can:

- Tackle communicable diseases
- Interact with professionals in my field
- Apply my scientific knowledge
- Educate others
- Design programs
- Work domestically & abroad
- Have job security
- Have a good income
What Stage Are You In?  
A Career and Professional Development Framework

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Career Exploration: I know...  
1. How to research potential career paths  
2. How current & future trends will impact my field  
3. How to network professionally (conduct informational interviews, maintain professional relationships, etc.)

Self Assessment  
Career Exploration & Decision Making  
Career Management (Professional Success Skills)  
Internship, Job or Residency Search

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Stage 2: Career Exploration & Decision Making

I want a career where I can:

- Tackle communicable diseases
- Interact with professionals in my field
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- Educate others
- Design programs
- Work domestically & abroad
- Have job security
- Have a good income

Names of jobs/organizations where I can do that?

- Regional Case Management Specialist for Abt Associations (NGO)
- Community Child Case Management Advisor for State/County Health & Human Services Agency
- Medical Science Liaison for Roche (Pharmaceutical company)
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Career Decision Making: I know....
1. What a Free & Informed Decision is
2. The Internal/external factors and barriers are affecting my decision
3. My preferred decision making style

Stage 2: Career Exploration & Decision Making

I want a career where I can:
- Tackle communicable diseases
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I know....
1. Position myself during my time at UCSF for my employment/residency choice after I graduate
2. How to organize my internship, job or residency search
3. How to write effective application materials
4. How to interview professionally
5. How to negotiate an offer
6. How to evaluate, and accept or decline an offer

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Stage 3: Internship, Job or Residency Search

<table>
<thead>
<tr>
<th>Positioning myself &amp; presenting myself</th>
<th>Names of jobs/organizations where I can do that?</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Read 20-50 job descriptions to figure out what are common criteria for competitiveness</td>
<td></td>
</tr>
<tr>
<td>✓ Identified 10-15 state/county agencies</td>
<td></td>
</tr>
<tr>
<td>✓ I’ve talked to 1-5 people who have had that role</td>
<td></td>
</tr>
<tr>
<td>✓ I know how those agencies hire</td>
<td></td>
</tr>
<tr>
<td>✓ I know how to tailor my resume/cover letter for those type of positions</td>
<td></td>
</tr>
<tr>
<td>✓ I know common interview questions asked for those positions</td>
<td></td>
</tr>
<tr>
<td>✓ I know what is negotiable and how to negotiate for it</td>
<td></td>
</tr>
<tr>
<td>□ Community Child Case Management Advisor for State/County Health &amp; Human Services Agency</td>
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Positioning myself & presenting myself

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Your Turn: What Stage Are You In?

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I know....
1. My definition of work/life integration
2. How to establish myself professionally in a new position
3. How to determine, meet & exceed work expectations
4. How to communicate effectively
5. How to lead a team

Career Management (Professional Success Skills)

Internship, Job or Residency Search

Self Assessment

Career Exploration & Decision Making

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