



Career Development PASSPORT 2016-2017

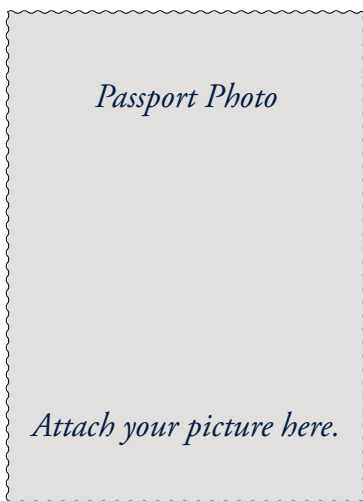




CAREER DEVELOPMENT PASSPORT PROGRAM
UNIVERSITY OF MICHIGAN

The Career Development Passport Program is brought to you by:
University Human Resources | UMHS Human Resources
Center for the Education of Women | Women of Color Task Force
Learning & Professional Development (LPD)
Voices of the Staff Career Development Team
TIAA

ENGAGE. GROW. ADVANCE.



This Career Development PASSPORT belongs to:

Address: _____

Work Phone: _____

Cell Phone: _____

E-mail: _____

This individual passport and its contents (including written reflections) are the private property of its owner. If found, please return to owner.



WELCOME MESSAGE

Dear Colleague,

Your decision to participate in the Career Development Passport Program is a very important step toward continuing to grow your career at the University of Michigan (U-M). Such an investment by you, U-M executive leadership and your supervisor creates a partnership that sets the stage for on-going individual and institutional success. With such a vast array of potential careers at our institution, it is with great excitement that we welcome you on this year-long career exploration journey.

We invite you to think broadly about your individual interests and the career possibilities associated with your unique set of skills, knowledge and abilities. This is truly a unique opportunity for you to continue to seek experiences to learn, grow and achieve.

Looking toward the future and how rapid changes will affect our work environments, it is imperative that each of us be adequately prepared for new and different opportunities. We commend you on taking the steps to be ready for change and for actively managing your career success.

Consider this the first step toward your next U-M career move. We are confident that you will take advantage of all that the program has to offer.

Best Wishes,

A handwritten signature in black ink, reading "W. Jean Tennyson". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

W. Jean Tennyson

Career Development Passport Program Lead

STAFF DEVELOPMENT AT U-M

THE U-M STAFF DEVELOPMENT PHILOSOPHY:

U-M Executive Officers have formally adopted the following statement:

The University of Michigan recognizes that people are our most important resource for sustaining excellent teaching, research & service.

To read the full statement, visit:

<https://hr.umich.edu/about-uhr/staff-development-philosophy>

Our goal for the Career Development Passport Program is for all staff members to make the maximum contribution to their departments, while having opportunities to develop their talents, to acquire and use new skills and to achieve greater career effectiveness and satisfaction. Career development opportunities include access to personal advisors as well as informal and formal training and other opportunities to learn and develop.

The University encourages all employees to take advantage of the broad range of professional development opportunities available and to take ownership of managing their own career success.

Your contributions and commitment to excellence and continuous learning are vital components of our University of Michigan community!

— President Mark Schlissel and
Associate Vice President for Human Resources,
Laurita Thomas

PASSPORT GUIDELINES



The Career Development Passport booklet is intended to help program participants plan and capture career-focused activities in each of the following areas:

- Self-Assessment and Readiness
- Career Exploration
- Job Search Preparation
- Professional Development

For each of the areas above, the Passport booklet can be used as a tool to:

1. *Identify*: Identify resources and transferable skills.
2. *Participate*: Create an itinerary of planned activities and develop career goals. Find and register for events through Canvas. canvas.umich.edu
3. *Reflect*: Use journal pages to document your progress.
4. *Validate*: Use stickers or Canvas to validate participation in events/activities.

“Don’t limit yourself. Many people limit themselves to what they think they can do. You can go as far as you mind lets you. What you believe, you can achieve.”

— Mary Kay Ash, Founder of Mary Kay Cosmetics, Inc.

The Career Development Passport Program will be housed in Canvas. Using Canvas you will be able to:

- See program updates and announcements
- Review calendar of events
- Register for CDP Program workshops
- Browse other career development resources
- Find templates for career planning and preparation
- Document program goals, milestones and accomplishments
- Monitor your program progress

To access Canvas visit: canvas.umich.edu

You may also find it under Tools on the University faculty and staff homepage at: umich.edu/faculty-staff

*Participation in the program will automatically be listed on your university training history in the university wide online learning portal MyLinc.

“We all have dreams. But in order to make dreams come into reality, it takes an awful lot of determination, dedication, self-discipline, and effort.”

— Jesse Owens



My Attended Events:

Self-Assessment (Page 12)

Event Name

Date

_____	_____
_____	_____
_____	_____

Career Exploration (Page 16)

Event Name

Date

_____	_____
_____	_____
_____	_____

Job Search Prep (Page 20)

Event Name

Date

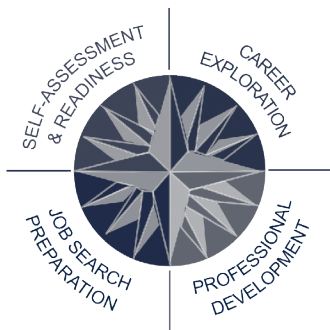
_____	_____
_____	_____
_____	_____

Professional Development (Page 24)

Event Name

Date

_____	_____
_____	_____
_____	_____





SELF-ASSESSMENT

Some people find themselves in the career of their dreams when they take their first full-time job. Others, however, find themselves moving around throughout their careers. As we move through our lives, our interests and priorities change. What motivates us when we are 23 years old may not be the same thing that motivates us at 40 or even 55.

You've decided that you are ready to make a change, but what does that mean? There is a big difference between wanting to make a career change and actually doing so.

As you go through your self-assessment, keep in mind that processing the information, reflecting on it, and relying on your "inner voice" to tell you what feels right will be key in determining how much you get out of this process. Trust yourself. You know what's right for you.

RESOURCES:

Books

StrengthsFinder 2.0 by Tom Rath

Wellbeing: The Five Essential Elements by Tom Rath and
Jim Harter, Ph.D.

External Websites

Career Maze

careermaze.com

American Job Center Network

CareerOnestop.org



SUGGESTED THINGS TO DO:

- Complete a Self-Assessment.
- Check out a book from the CEW career resources library.
- Take the CareerOnestop.org skill profile (no cost).
- Access the Career Development Resources website for Self-Assessment and Readiness information: hr.umich.edu/career/
- Talk with your supervisor about what they think your strengths are.

Find Self-Assessment focused events at:

hr.umich.edu/career-development-passport-program

Five reasons to commit your goals to writing:

1. *It will force you to clarify what you want.*
2. *It will motivate you to take action.*
3. *It will provide a filter for other opportunities.*
4. *It will help you overcome resistance.*
5. *It will enable you to see, and celebrate, your progress.*

— Michael Hyatt
author of *Platform: Get Noticed in a Noisy World*



PROFESSIONAL DEVELOPMENT

JOB SEARCH PREP

CAREER EXPLORATION

SELF-ASSESSMENT

SELF-ASSESSMENT JOURNAL

Date: _____

Section Title: _____

Notes: _____



I Learned: _____

I Can Apply My New Knowledge By:

Date: _____

Section Title: _____

Notes: _____



I Learned: _____

I Can Apply My New Knowledge By:



CAREER EXPLORATION

Are you trying to find some direction for your current career? Perhaps you are contemplating a change in careers? If so, it is important to conduct research into the career paths that may interest you. The more research you do, the more likely a career path will become evident to you.

RESOURCES:

Books

Career Management 101: A Primer for Career and Life Goal Planning by
Howard G. Adams, Ph.D.

Now, Discover Your Strengths
by Marcus Buckingham & Donald O. Clifton, Ph.D.

Strengths Finder 2.0 by Tom Rath

Career Match: Connecting Who You Are with What You'll Love to Do
by Shoya Zichy and Ann Bidou

U-M Websites

Career Path Navigator careernavigator.umjobs.org/

Career Development
Resources Website hr.umich.edu/career

External Websites

American Job Center Network CareerOnestop.org

U.S. Department of Labor BLS.gov/ooh

Occupational Outlook Handbook



CAREER EXPL

SELF-ASSESSMENT

SUGGESTED THINGS TO DO:

- Set short-term and long-term career goals.
- Identify your career interests and skill sets.
- Explore the world of work by reviewing the U-M Career Path Navigator and other online resources.
- Conduct informational interviews.
- Find a personal advisor and/or make an appointment with a career coach or counselor.
- Create an Action Plan.

Find Career Exploration focused events at:

hr.umich.edu/career-development-passport-program



ORATION

PROFESSIONAL DEVELOPMENT

JOB SEARCH PREP

CAREER EXPLORATION JOURNAL

Date: _____

Section Title: _____

Notes: _____



I Learned: _____

I Can Apply My New Knowledge By:

Date: _____

Section Title: _____

Notes: _____



I Learned: _____

I Can Apply My New Knowledge By:



Now it's time to pursue that change in career. You know what you want, but how do you get it?

RESOURCES:

Books

Career Management 101: A Primer for Career and Life Goal Planning by Howard G. Adams, Ph.D.

What Color is Your Parachute? 2013: A Practical Manual for Job-Hunters and Career Changers by Richard N. Bolles

Women Don't Ask: The High Cost of Avoiding Negotiation – the Positive Strategies for Change by Linda Babcock & Sara Laschever

U-M Websites

Careers at the U	umjobs.org
Career Path Navigator	careernavigator.umjobs.org
Work-Life Resource Center	hr.umich.edu/worklife/
Faculty and Staff Assistance Program, FASAP	hr.umich.edu/fasap

External Websites

MichiganWorks!	michiganworks.com
Pure Michigan Talent Connect	MITALENT.org
RPI Career & Professional Development Guide	rpi.edu/dept/cdc

SUGGESTED THINGS TO DO:

- Seek out workshops on resume/cover letter development, interviewing skills and networking.
- Enroll in a training session to upgrade your skills.
- Search for open positions on umjobs.org.
- Develop your elevator speech (2 min. / 3 min. / 5 min.).
- Conduct an informational interview.
- Go to a networking session.
- Submit an application for a job.
- Interview for a job.
- Make an appointment with a career coach or counselor.

Find Job Search Prep focused events at:

hr.umich.edu/career-development-passport-program



PROFESSIONAL DEVELOPMENT

JOB SEARCH PREP
EXPLORATION

JOB SEARCH PREP JOURNAL

Date: _____

Section Title: _____

Notes: _____



I Learned: _____

I Can Apply My New Knowledge By:

Date: _____

Section Title: _____

Notes: _____



I Learned: _____

I Can Apply My New Knowledge By:



Professional development is the cornerstone to personal growth. If you are thinking about making a career change or are striving to grow in your current position, self-development is always a good idea.

RESOURCES:

Books

The Power of Habit by Charles Duhigg

Women Don't Ask: The High Cost of Avoiding Negotiation – the

Positive Strategies for Change by Linda Babcock & Sara Laschever

U-M Websites

Learning & Professional Development (LPD) lpd.umich.edu

Software/Technical Training its.umich.edu/training

External Websites

MichiganWorks! michiganworks.com

American Job Center Network CareerOnestop.org

SUGGESTED THINGS TO DO:

- Investigate local colleges and/or universities for programs that may be in line with your goals.
- Complete a job mapping/career transition exercise.
- Enroll in a class/watch an online course (Coursera/Udacity/edX, Lynda.com) to learn more about a subject in your field.
- Attend a professional conference.
- Investigate/join a professional organization.

Find Professional Development focused events at:
hr.umich.edu/career-development-passport-program



PROFESSIONAL DEVELOPMENT

**JOB SEARCH PREP
EXPLORATION**

PROFESSIONAL DEVELOPMENT JOURNAL

Date: _____

Section Title: _____

Notes: _____



I Learned: _____

I Can Apply My New Knowledge By:

Date: _____

Section Title: _____

Notes: _____



I Learned: _____

I Can Apply My New Knowledge By:



Don't stop now! Career growth is a lifelong journey.

As you continue to make progress with your year-long journey as a Career Development Passport program participant, please take time along the way to reflect on how you will keep that momentum going. To help you with that task, here are a few areas of focus that need to be regularly assessed to help you create your personal definition of SUCCESS (Planning + Action + Perseverance). Please consider using the space/outline below to make notes on your preferred next steps toward developing your personal definition of SUCCESS.

Planning:

- 1.
- 2.
- 3.

Action:

- 1.
- 2.
- 3.

Perseverance:

- 1.
- 2.
- 3.

SUCCESS for me is defined as:

Planning + Action + Perseverance = SUCCESS



hr.umich.edu/career-development-passport-program

The Career Development Passport originated from an idea of the Voices of the Staff Career Development Team.

Passport Program Leader: W. Jean Tennyson

Passport Program Project Team:

Ellen Copeland-Brown, Veretta Nix, Janice Reuben,
Kerianne M. Tupac, Jazmin Williams

Passport Program Administrative Support: Silke Masullo

Special thanks: Voices of the Staff Career Development Team

Passport booklet design and layout: Kerianne M. Tupac



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