

Ongoing Career Management

“Ongoing career management” refers to activities that help you create an optimum work life for yourself. Here are some questions you can ask yourself:

Self-Supervision:

1. Are there small steps I can take to reach my goals in the areas where I need to improve?
2. How will I review my progress?

Working with a Mentor (or friend or family member):

3. Do I have a mentor who will help me to achieve my goals? If not, who could help me?
4. Do I help my mentor to assist me by:
 - a. being clear about the type of assistance I need?
 - b. providing updates on my progress?
 - c. thanking my mentor for his/her time and interest?

Working with a Supervisor:

5. Do I know the criteria on which my work is evaluated?
6. Do I set performance objectives and review my progress on my own & with my supervisor?
7. Do I ask my supervisor questions when I am unsure or have a problem?
8. Do I report on results and ask for feedback?

Ongoing Learning and Development:

9. What are my learning and development goals?
10. Have I discussed priorities with my mentor or supervisor regarding ongoing learning and development?
11. Do I regularly keep myself up-to-date and current by:
 - a. reading books or publications related to my work?
 - b. attending conferences or workshops?
 - c. joining relevant industry or trade associations?
12. Do I try to learn new things on the job each day?
13. Do I take the initiative to meet people in my industry?
14. Do I offer to teach others the new things I learn?

Creating More Options to Use My Skills:

15. Can I describe or list my skills and abilities?
16. Have I thought about other ways to apply my skills within my organization?
17. Have I discussed with my supervisor what other skills I could learn to help me advance?
18. Do I know what promotion opportunities there are within my company? Do I know the logical next step?
19. Have I talked with other people in my industry about opportunities outside of my company? Do I know the logical next step?
20. If I were offered a new position have I already prepared someone to take my place?

Acquiring New Skills:

21. Do I spend time with people, learning what they do?
22. Do I know the latest technologies relevant to my field and am I trained to use them?
23. Do I keep my eye on jobs advertised in the paper, on the Internet, or in trade publications? Do I have the skills requested, or do I need to upgrade my skills?