

## Navigating Your Career Path at Lehigh University

### *Enrich, Explore, Realign, and Evaluate Professional Development and Career Options*

The career management program at Lehigh University is designed to promote opportunities for staff members to explore and encourage professional and career development. This framework will create a foundation for mapping careers over a lifetime. The message of the career management program is to cultivate career planning and continuous opportunities for learning through:

- Understanding what is changing in the world of higher education, at Lehigh University and in departments and jobs
- Enriching and expanding current skills
- Exploring and assessing work interests, skills, values, and preferences
- Realigning career opportunities through individual career development plans
- Evaluating professional development and career mobility options

### **Real Time Coaching**

Judy Zavalydriga (x83897) and Linda Parks (x85195) are prioritizing time on the first and third Fridays of every month to focus on you. We will use this time to talk about where you are at in your work life, professional growth, career interests and more. Take time to uncover your obstacles and opportunities.

### **CareerPower Lunch sessions:**

#### **Interviewing**

**January 27, 2012**

Preparing for the interview is an important step in the job search process. This information session will define and give an overview of how to prepare for behavioral based interviews. Skill building will focus on sample behavioral interviewing questions that originate from core and managerial success factors. The STAR method for answering questions will help you to process and articulate your career experiences and gain confidence prior to your next interview. This interactive session will prepare both exempt and nonexempt staff members for the employment and interviewing process at Lehigh University.

#### **Perspective**

**February 16, 2012**

How do other employees view you and your work? This Career Power Lunch requires pre-work (ideally, two weeks) to solicit feedback from people with whom you interact on a regular basis. You designate three to six people who receive a questionnaire about your skills and behaviors. During the lunch session you will compare the information you've received to your self-evaluation. The results may be surprising. Use the information to gain insights about your performance and how to manage others' perspective of you and your work.

## **Possibilities**

**March 15, 2012**

When people think about their career options, they often think in terms of moving up in the organization, but it is important to understand that options can be much broader than that. In this session we will first explore your career interests, then we will look at six career options and leverage their fit for you and Lehigh. This session requires pre-work which will be sent to attendees one week in advance of the session.

## **Developing A Plan**

**April 19, 2012**

This session will provide an overview and instruction for how to create an Individual Development Plan. A Development Plan will help give direction to your career by looking at immediate and longer term goals. No specific pre-work is required but it is helpful to start thinking about goals and objectives you want to establish to help you achieve your individual career outcomes.

## **Navigating the University's Salary System**

**May 10, 2012**

Understanding salary policies and guidelines at Lehigh is important when you are developing an individual career plan. This information session will provide an overview of how Lehigh's compensation system works and give you information about aligning salary expectations with career goals.

Knowledge and awareness of the salary system will help you plan and set career goals with realistic salary expectations. As you approach your current supervisor or potential new supervisor, you will have knowledge and savvy about salary information that will enable you to discuss the following topics: hiring rates, job re-classifications, promotions, transfers, merit increases, temporary bonus opportunities, and developmental pay. This session will help you prepare for a discussion about career goals and salary expectations.

## **Rewards and Recognition**

**June 7, 2012**

Lehigh University values the contributions of its employees and has several programs of employee recognition and appreciation throughout the year. This information session will cover the underlying principles of the University's staff recognition awards, the pyramid of staff recognition, and explain how you can fully utilize one or more of the four recognition programs for your staff and/or colleagues.

The following Career Power Lunch sessions will be offered starting Fall 2012:

### **Career Values Self-Assessment**

Breathe some life back into your work and re-energize through career exploration. If you are satisfied with your current position, need new challenges, or you have lost interest in your job, what are the next steps in getting refocused? This session will allow participants to work with a value assessment tool. Our values give meaning to our life and work and provide personal fulfillment. Knowing the values that are most essential to you, at this point in time, will enable you to make the best career choices and plan for professional development.

## Designing an Effective Resume

This information session will review the fundamentals of a cover letter and resume. A resume should represent a unique marketing tool that generates a positive message while emphasizing your experience, skills, and accomplishments. Learn how to capture and document your exceptional skills, talents, and professional expertise in a targeted, precise manner.

## Networking

Networking is an ongoing process of forming contacts and maintaining relationships with people in a field of interest or profession you may want to pursue. The people with whom you connect are invaluable resources for advice on your quest to research career opportunities. This information session will help you to identify and compile networking resources and to prepare for informational interviews.

## **Career Coaching for Managers** (This is a full day session, not a lunch session.)

Focusing on staff professional development is one example of Lehigh's strategic focus on investing in our staff members to promote their personal as well as the University's success. **Career Coaching for Managers** workshop is a fast-paced, interactive program that provides managers with a menu of ways to develop and grow talent and retain the capable staff in which Lehigh has made such an investment. Supervisors will learn to support a staff team and address current and future staffing needs through the Talent Development Model:

- *Listen: Have staff members talking about their skills, interests, and values.*
- *Level: Have members of your team reflect about their strengths and development needs.*
- *Look Ahead: Have your team looking at trends, department needs, and the higher education culture.*
- *Leverage: Have your team analyze multiple career options and contingency plans.*
- *Link: Have your team move to support specific development plans and department staffing needs.*

To register for these programs, go to [www.lehigh.edu/HRtraining](http://www.lehigh.edu/HRtraining).

Inquiries about scheduling individual or departmental appointments contact:

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