

*Supporting the Development and Career Growth  
for  
Recruiter/Advisor/Admissions Professionals*

Cathy Tingstrom, Ph.D., Graduate Career Coach  
University of Utah  
Career and Professional Development Center

2019 AACN Graduate Nursing Admissions Professionals Conference  
April 2, 2019  
Salt Lake City, UT

# What is Career Development..???

“The ongoing or continuous process of managing ones’ life, learning and work in order to advance toward a desired future”.



# Why should you have a career development plan????

- ❖ Helps in adapting to changes in nature and types of jobs
- ❖ Aids in management of manpower requirements

*Do not want to wake up one day and realize you have gone nowhere  
and you're not having fun!!!*

# Steps to consider...

- 1) Figure out your destination
- 2) Do a gap analysis
- 3) Create your development plan
- 4) Identify dates/timeline





# Figure out your Destination....

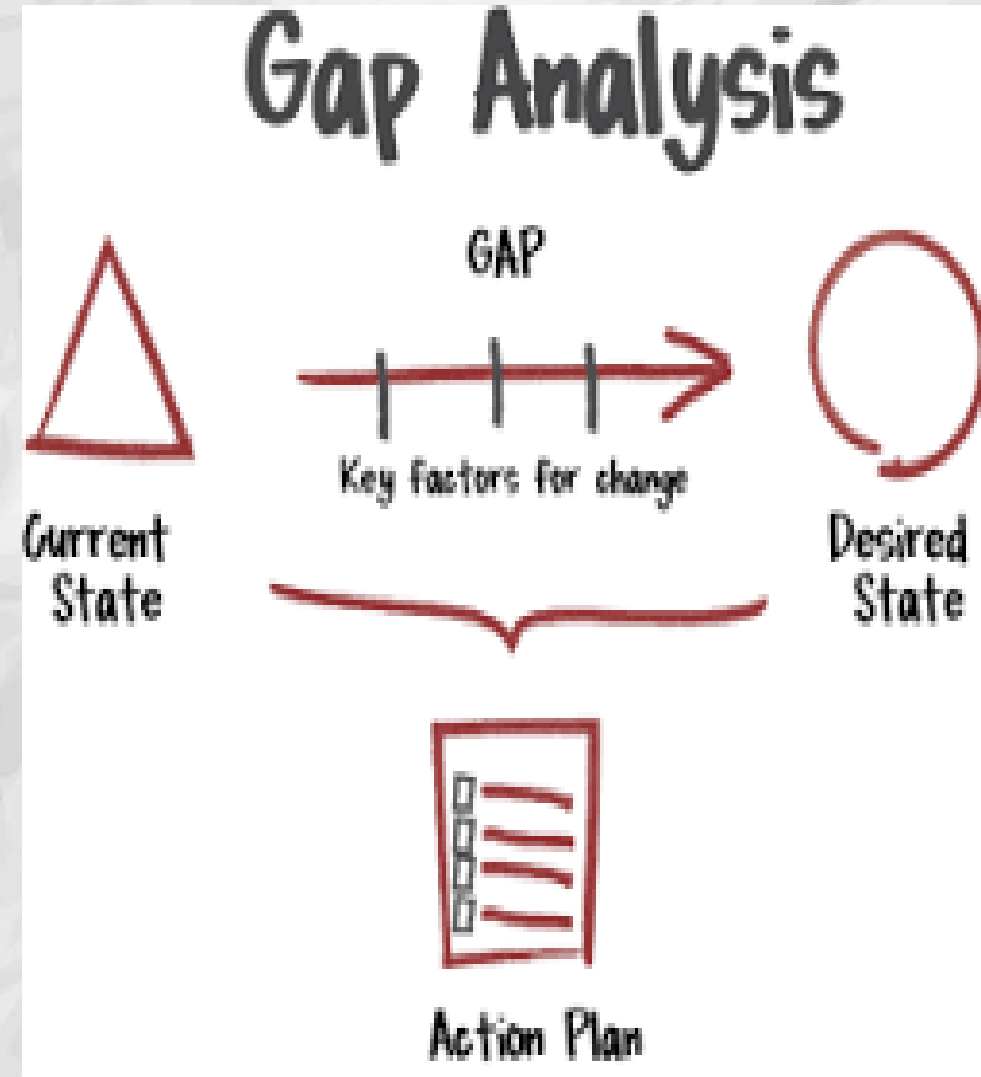
Self Awareness of one's existing skills and what skills and knowledge are required by industry



- ❖ Where do you want to be professionally in 2 years? 5 years?  
(ex: pay, level of responsibility, incentives/bonuses, job flexibility, job satisfaction)
- ❖ Choose a goal that really speaks to you – motivates you to ACT!
- ❖ Write it down

# Conduct a Gap Analysis

- ❖ What do I need to do to achieve these goals?
- ❖ Review job descriptions
- ❖ Rate your current state of skills/ education and experience
- ❖ Look for THEMES
- ❖ Consider getting career coaching help



# Create your Development Plan

- ❖ Consult with boss or mentor
- ❖ Prerequisites: things you need to do first in order to do the NEXT thing
  - becomes a higher priority
- ❖ Identify multiple ways to increase experience/skill set
- ❖ Explore options: LinkedIn, informational interviews
- ❖ Look for opportunities in all places



# Identify Dates or Timeline

- ❖ Take action:
  - ❖ Network
  - ❖ conduct job search
  - ❖ Update resume, create cover letter
  - ❖ interview
- ❖ Accountability
- ❖ Track your progress: 2x/year

**A**ction  
**C**hanges  
**T**hings



# Career Management

The continual process of setting career-related goals and planning a route to achieve those goals”.

**Career management:** continual process of setting career-related goals and planning a route to achieve those goals

- ❖ Career readiness: job search skills, career experience, realistic job expectations, career growth & success (“career sweet spot”)
- ❖ Professional persona: interpersonal skills, professional brand, awareness of workplace competencies, professional competencies and confidence
- ❖ Networking: knowledge of networking skills, values & use of networking, development of a network
- ❖ Career goals and vision: clear vision and goals, awareness of professional gaps, pursuit & establishment of career goals



[ctingstrom@sa.utah.edu](mailto:ctingstrom@sa.utah.edu)