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

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What is Career Development..???

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

careers.utah.edu
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
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