

Career Development

at the University of Florida



Resources to support your
career advancement &
professional growth



Helpful Terms:



Job Family:

a series of related job titles with progressively higher levels of impact.



Career Path:

a pathway of progression or advancement within a particular job family.



Competencies:

knowledge, skills, and abilities required to be successful in a position.



Classification:

a system of categorizing titles and associated duties, responsibilities, and qualifications to ensure compliance with federal laws and regulations.



Career Opportunities in
**management or
leadership**





Career Opportunities in **management or leadership**

1

Identify career paths in your job family to find manager and leadership titles

2

Explore competencies and identify knowledge and skill gaps

3

Engage in trainings and certificate programs to build leadership skills

4

Supplement your skills with additional LinkedIn Learning courses

5

Outline your career goals with quarterly UF Engaged Check-ins and find a mentor

6

Search for careers that suit your goals with Careers At UF





GROW GREATER GROW TOGETHER

Meet Vanessa



She is an Accountant IV, looking for an opportunity to advance to a manager or leadership position within the same job family, Accounting & Finance.

We will walk through the six steps for finding leadership opportunities.



1



Vanessa reviews career maps that outline common pathways for a specific job family.

She navigates to the Career Path website: <https://learn-and-grow.hr.ufl.edu/career-path>

She clicks on the Accounting & Finance job family.

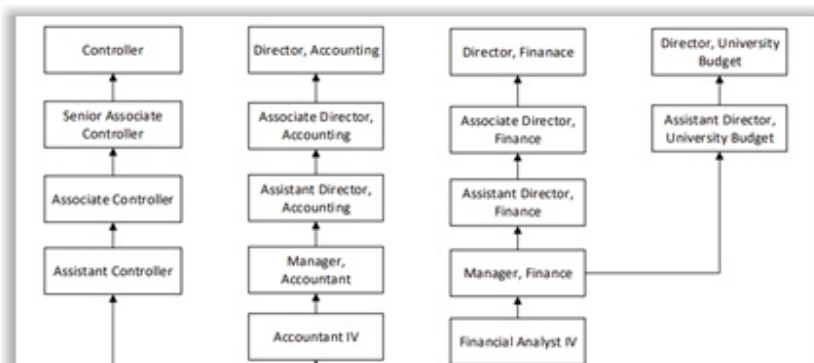


Link: <https://learn-and-grow.hr.ufl.edu/career-path>

1



Vanessa finds that there are several career paths within Accounting & Finance that lead to leadership positions. Accountant Manager would be a good next step for her.



For Full Text and to Explore Further:

https://learn-and-grow.hr.ufl.edu/wp-content/uploads/sites/5/2018/11/Career-Path-Navigation_Accounting-and-Finance_2018-November.pdf

Vanessa will do some research to understand what these positions entail.



Link: https://learn-and-grow.hr.ufl.edu/wp-content/uploads/sites/5/2018/11/Career-Path-Navigation_Accounting-and-Finance_2018-November.pdf

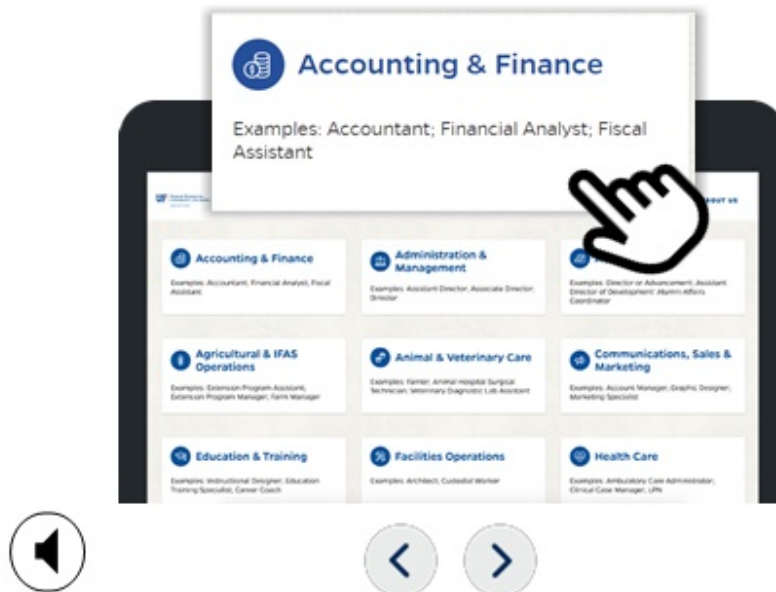
2



Vanessa navigates to the TEAMS titles webpage which includes duties, qualifications, and competencies for each job title:

<https://teams-titles.hr.ufl.edu>

She then selects Accounting & Finance and searches for Manager, Accounting as one possible path.



Link: <https://teams-titles.hr.ufl.edu>

2



Vanessa then selects Accounting Manager and scrolls down to explore the competencies.

COMPETENCIES

- Accountability*
- Advocacy*
- Coaching/Mentoring*
- Collaboration*
- Communication*

Explore Further: <https://teams-titles.hr.ufl.edu/teams-title/manager-accounting/>

Many positions share the same requirements – knowledge, skills, abilities, and competencies – that would allow a person to progress from one classification series to another.



Link: <https://teams-titles.hr.ufl.edu/teams-title/manager-accounting/>

2



When Vanessa selects a competency like Facilitative Decision Making, she can find information about the levels of proficiency for the competency.

BEHAVIOR STATEMENTS	
Proficiency Level 1 - Basic understanding	Identifies issues and communicates with others when a decision needs to be made. Identifies decision makers in own environment. Explains steps in an effective decision-making process. Describes types of decisions for incumbent in own job or function.
Proficiency Level 2 - Working experience	Assists in assessing risks, benefits and consideration of alternatives. Participates in documenting data, ideas, players, stakeholders, and processes. Applies an assigned technique for critical thinking in a decision-making process. Recognizes, clarifies, and prioritizes concerns. Identifies, obtains, and organizes relevant data and ideas.
Proficiency Level 3 - Extensive experience	Uses effective decision-making approaches such as consultative, command, or consensus. Differentiates assumptions, perspectives, and historical frameworks. Leverages experience in analyzing relevant data and assessing implications of alternatives. Identifies decision options and points and predicts their potential impact. Evaluates past decisions for insights to improve decision-making process. Makes sure assumptions and received wisdom are objectively analyzed in decisions.

For Full Text and to Explore Further:

<https://teams-titles.hr.ufl.edu/job-competency/facilitative-decision-making/>



Link: <https://teams-titles.hr.ufl.edu/job-competency/facilitative-decision-making/>



At the bottom of each competency page, there is a list of titles that also share the competency she is reviewing.

TITLES WITH SHARED COMPETENCIES	
Assistant Dean	Assistant Dean, Student Affairs
Assistant Director, Academic Support Services	Assistant Director, Accounting
Assistant Director, Admissions	Assistant Director, Analytic Services

Explore Further: <https://teams-titles.hr.ufl.edu/job-competency/facilitative-decision-making/>

This is a good place for Vanessa to get ideas for other potential job matches. While not an exhaustive list, this is a good place to get started.



Link: <https://teams-titles.hr.ufl.edu/job-competency/facilitative-decision-making/>

3



UF-specific trainings are available to all employees on a wide range of topics including leadership.

As an emerging leader, Vanessa may want to focus on completing a training series that covers a variety of important topics. The following programs would help build a strong foundation.



THRIVE includes a broad range of topics designed for UF employees.



Gators Together is an Inclusion & Diversity certificate that promotes creating an inclusive climate for all.



Supervisory Challenge is a series of courses aligned to the UF defined Leadership Competencies. This is a self-paced option.

Manager's Cohort provides managers an opportunity to complete the Supervisory Challenge with a cohort of peers.



3



There are several leadership offerings for current leaders wanting to advance their practice.



UF Academy is designed for emerging leaders at UF offering an immersion in the culture and organizational structure of our institution.



Advanced Leadership for Academics and Professionals (ALAP) is a program offers UF academic and professional leaders a program to deepen their leadership skills.

Graduates of the UF Academy and ALAP can join the UF Leadership Network (UFLN).



UF Leadership Network (UFLN) is a network of leadership professionals that explores leadership topics/issues and provides opportunities for networking and collaboration.



3



Vanessa may consider joining a community of practice.



Gator Business Administrator Services (GBAS) is a professional development community designed for mid-to-high-level business administrators in finance, HR, & Sponsored Projects.



Mainspring is an interconnected community of professionals learning, sharing, and growing together to move the research enterprise forward.



UF Leadership Network (UFLN) is a network of leadership professionals that explores leadership topics/ issues and provides opportunities for networking and collaboration.





3

The Employee Education Program (EEP) enables full-time employees to receive six credit hours per semester at the state university closest to their work location.

Employees must be UF Academic Personnel, TEAMS, or USPS and in good standing. TEAMS employees may also attend classes at a public community or state college closest to their work location.



Vanessa might consider the EEP to enhance her qualifications and leadership skills as she searches for new positions.



4



After exploring the competencies and engaging in UF-specific training opportunities, Vanessa might be interested in additional learning opportunities through LinkedIn Learning.

<https://www.linkedin.com/learning/?u=41282748>

For example, Vanessa might notice that many leadership positions she is interested in are looking for strategic thinking skills. Enter, LinkedIn Learning.



LinkedIn Learning offers more than 13,000 free online training courses.

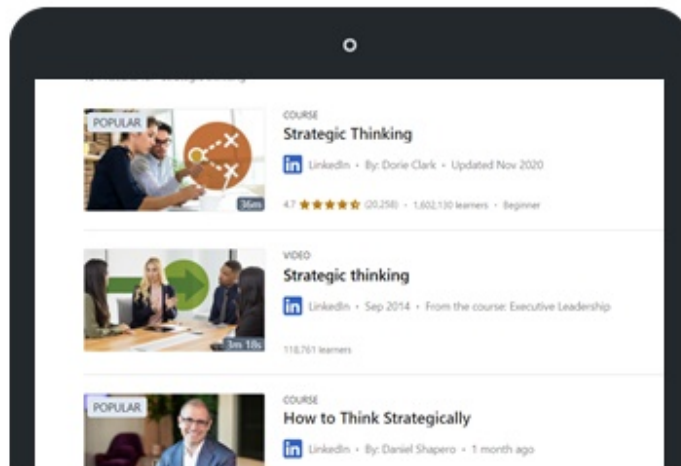
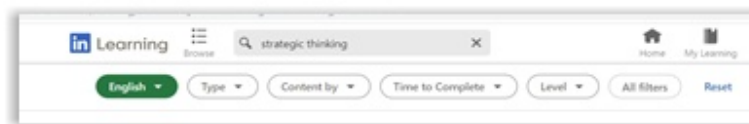


Link: <https://www.linkedin.com/learning/?u=41282748>

4



Vanessa may search for strategic thinking in LinkedIn Learning and pick a course or two to complete and improve her skills & knowledge.



5



UF Engaged is UF's performance management process. It's an opportunity for leaders and employees to discuss career development on a quarterly basis.



This includes having discussions focused on supporting employee success and reviewing career development opportunities with employees.

This is a great time for Vanessa to discuss her interests, the skills she wants to develop, and possible advancement to a managerial role.

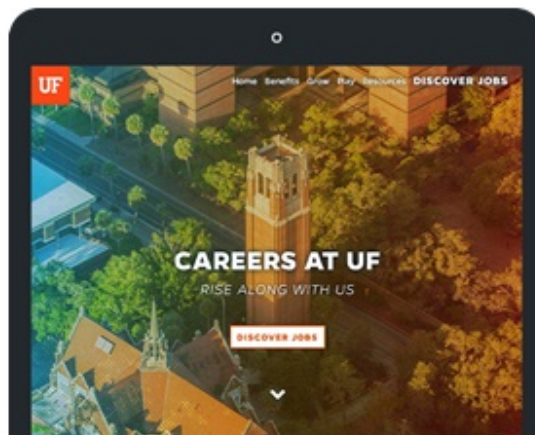




Vanessa is ready to search for a position where her experience and interests intersect in the Accounting & Finance job family.

Vanessa can find support navigating the Careers at UF portal, developing a cover letter and resume, or interview skills at:

<https://learn-and-grow.hr.ufl.edu/grow-greater/>



Link: <https://learn-and-grow.hr.ufl.edu/grow-greater/>

Additional resources can be found on the career development page at:

<https://hr.ufl.edu/career-development>

To explore career opportunities within the same job family or in a new job family, return to the career development website.



Link: <https://hr.ufl.edu/career-development>