

Career Catalyst

Building Your Professional Journey at UF



Charting Your Career Success

Part One – *Internal Awareness:
Understanding Where I Am*



Audrey Gainey, Director
Talent Acquisition and Onboarding



Learning Objectives



- **Understand** why developing a career portfolio/chronicle is essential to your successful career journey
- **Learn** how to develop and organize your career portfolio
- **Explore** uses for your career portfolio



Everything you present
tells a story about who
you are.

What story are you
telling?





Activity: Self-reflection





Poll

What is a career portfolio and how does it benefit me?



What is a career portfolio?



Goes beyond a resume, CV (Curriculum Vitae), or cover letter



Organized collection of background information, examples of your career history, experience, and ambitions



Full story of your career journey – a tool to help you learn about and better understand yourself



A way for you to keep important documents & information in one centralized location

What should be included?



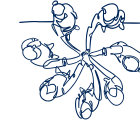
Work Samples

Projects, reports, or other work that demonstrate your skills & experience



Leadership

Experience leading teams and/or projects



Experiences

Volunteering, community involvement/engagement, other experiences

3

4

5

6



Resume/CV

A well-crafted summary of your education, work experience, skills, & accomplishments

1

2



Elevator Speech

An “about me” section, or a career goal statement



Assessments

Tests/assessments that demonstrate your proficiency in specific skills or competencies

Also include...



Achievements

Personal and professional achievements or accomplishments; certifications & awards



Academic Records

Copies showing your degrees courses, & grades



Accolades

Letters of recommendation, references, or testimonials



Core Values

Personal statement about yourself, your values, & your approach to work

Let's Look at Some Examples





Demonstration of Skills & Expertise

Project Management & Organizational Skills

Collaboration & Leadership Competencies

LEVEL II/LEVEL II – DCF CALENDAR - PROJECT CHARTER



GOAL STATEMENT AND PROJECT DESCRIPTION:

TRANSITIONING LEVEL II AND LEVEL II - DCF APPOINTMENTS FROM DAYSMART TO BOOKINGS OUTLOOK CALENDAR.

INITIAL TEAM:

- ☒ PROJECT SPONSOR:
- ☒ PROJECT MANAGER:
- ☒ PROJECT TEAM MEMBER:

KEY STAKEHOLDERS:

- ☒ CAMPUS PARTNERS
- ☒ HIRES FOR SUMMER CAMP & AFTER SCHOOL PROGRAM, CHILDCARE, VOLUNTEERS, DCF PROGRAMS & CANDIDATES FILLING HIGH RISK POSITIONS THAT REQUIRE LEVEL II SCREENING

PROJECT OBJECTIVES (SMART):

- ☒ CREATE TRANSPARENCY
- ☒ ELIMINATE EXPENDITURES
- ☒ STREAMLINE WORKFLOW/PROCESS
- ☒ REDUCE TIME ASSOCIATED WITH SCHEDULING

ALIGNMENT WITH STRATEGY OR SHARED PURPOSE:

CREATE EFFICIENCY, IMPROVE THE END USER EXPERIENCE AND OFFER TRANSPARENCY.

Notes:

- [Bookings Site](#) created by Flo to be tested and edited, if needed. Per Flo, site is tied to Birdella's calendar. Her calendar will be used to determine available appointment slots.
- Bookings provides confirmation and reminder notifications. This functionality should be included in testing.

SUMMARY OF KNOWN MILESTONES: MEASURES PROGRESS TOWARD OBJECTIVES AND IS A CLEAR SEQUENCE OF EVENTS THAT INCREMENTALLY BUILD UP UNTIL YOUR PROJECT IS COMPLETE.

| MILESTONE I June 13 – June 20 Completed | MILESTONE II June 20 – June 27 Completed | MILESTONE III June 27 – July 5 Completed | MILESTONE IV July 8 |
|--|--|---|--|
| <ul style="list-style-type: none"> • Meet with strategic initiatives to review current Bookings Site for design • Test current functionality to include confirmation and reminder notifications. • Identify key stakeholders and develop communication plan for engagement. | <ul style="list-style-type: none"> • Develop draft language for Website instruction • Update department email notification templates associated with receipt of web-based request form • Schedule key stakeholder meeting to share change • Meet with Key stakeholders to discuss change and establish effective date of implementation. | <ul style="list-style-type: none"> • Share effective date in August HR Forum • Communicate change Process in EOR Newsletter • Update DaySmart calendar with change notice • Update DaySmart Calendar and Bookings Calendar to align dates with new process. | <ul style="list-style-type: none"> • Update all links providing calendar access from DaySmart to Bookings (Evening before implementation) • Implementation |

POTENTIAL BARRIERS: STAFFING CHALLENGES; TECHNOLOGY

PRELIMINARY SCOPE: CAPABILITY FOR TIMELY SCHEDULING BY CANDIDATES, SHARED INTERNAL VIEWING OF ALL APPOINTMENTS SCHEDULED, REMINDER NOTIFICATIONS, AND ABILITY TO CANCEL AND RESCHEDULE





Demonstration of Skills & Expertise

TEAMS Titles and Opportunities Offered at the University of Florida

PROJECT MANAGER I

| JOB CODE | FLSA STATUS | PAY GRADE | CAS EXEMPTION REQUIRED |
|----------|-------------|-----------|------------------------|
| 004415 | Exempt | 7 | Yes |

SUMMARY

Under direct supervision, oversees a small project or phases of a larger project. Works with customer(s) to define project scope and objectives. Responsible for identifying appropriate resources needed, and developing schedules to ensure timely completion of project. The Project Manager will work in collaboration with project stakeholders within the assigned business unit to define project scope, goals, and deliverables working towards business needs. Develops work plans, resource plans, project estimates and status reports as needed based upon the size, scope and expected resource utilization of each project. Ensures adherence to quality standards, UF policies, procedures and best practices, and reviews project deliverables.

EXAMPLES OF WORK

Job functions are specific duties that would be included in the essential functions of the job description. These functions are not all-inclusive nor do they cover the full extent of the duties performed.

- Meets with customer to determine customer expectations regarding the project.
- Conducts project meetings and communicates project status with customers, project team members, vendors and supervisors
- Researches, analyzes, and seeks resources for resolution of issues that impede project progress
- Establish and maintain relationships with the business units and key partner groups to understand their business needs, ensure alignment on objectives, and ensure ongoing buy-in across all project activities.
- Translate business objectives into projects with clearly defined scope, timing, deliverables, resources, and key measures of success.
- Create project plans, including timelines and milestones.
- Effectively set and communicate project expectations to stakeholders.
- Facilitate meetings and drive project issues through to resolution.
- Develop and deliver progress reports, proposals, requirements documentation and presentations.
- Proactively manage and communicate ongoing changes in project scope, identify potential crises and devise contingency plans.
- Support the continuous development of best practices and tools for project management and execution.
- Conduct post project assessments and evaluations.



Demonstration of Skills & Expertise

Requirements,
Licensure, Certification,
and Competencies

EDUCATION AND EXPERIENCE

Bachelor's degree in an appropriate area, or an equivalent combination of education and experience

LICENSURE AND CERTIFICATION

N/A

SUPERVISION

This position does not typically include supervisory responsibilities.

COMPETENCIES

- Operational Functions
- Planning: Tactical, Strategic
- Process Management
- Problem Solving
- Effective Communications
- Managing Multiple Priorities
- Analytical Thinking
- Project Management
- Teamwork
- Interpersonal Relationships

Career Goal Statements

Alignment with your career roadmap





Career Change

I plan to secure a career change from administrative assistant to project management. To do this, I'm going to complete my degree in Business Administration Management, pursue a project management job shadowing opportunity within a UF college or unit, and become a Certified Associate in Project Management (CAPM) within six months of receiving my degree. I will then seek opportunities that allow me to utilize my knowledge, skills and abilities in project management within UF.



Learn New Skills

If you want to **learn** new **skills** to increase responsibilities, here's an example of a career goal statement:

My goal is to be the project lead over my college's website design. To achieve this, I'm going to learn about the current website and speak to stakeholders about what visions they have for the new website. I plan to learn more about project management methodologies and implement them when holding myself accountable for my own projects. I can also partner with a member of the project management team to shadow them during a project where they're in charge.



Advancing Your Career

Career goal statement that expresses a **career advancement** goal, with specific action steps:

My career goal is to be a full-time writer in five years. To achieve this, I plan to work on freelance writing projects to help build up my portfolio, attend writing workshops and read one book per quarter on how to improve my writing. I can use my professional network to learn about new writing opportunities to gain exposure in the field.

How does developing a portfolio benefit me?

1. Ownership of
Career Decisions



3. Sense of
Progress &
Accomplishment



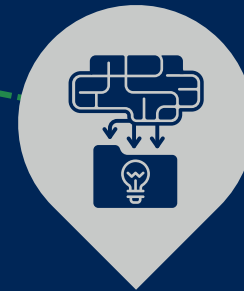
5. Articulates Strengths
& Achievements



2. Self-knowledge



4. Organizes
Information



How should I organize portfolio content?



1. Choose the right format
2. Select relevant and diverse work examples
3. Categorize and label your samples
4. Update and customize your portfolio
5. Showcase your personality and passion
6. Gain feedback



You have a story!

Rock Your LinkedIn Profile - Connect to opportunity

- Build your brand
- Create a summary that introduces you
- Showcase your work, accomplishments, & experiences
- Highlight skills and competencies
- Bring your story to life



“No one can discover you until you do. Exploit your talents, skills, and strengths and make the world sit up and take notice.”

– Rob Liano



Additional References and Resources Used

- The Career Action Plan – Career Connections Center
[The Career Action Plan - Career Connections Center \(ufl.edu\)](https://www.careerconnectionscenter.com/career-action-plan)
- Career Path Worksheet (SHRM)
<https://www.shrm.org/content/dam/en/shrm/topics-tools/news/hr-magazine/career-path-worksheet.pdf>
- Rock Your LinkedIn Profile
<https://www.linkedin.com/learning/rock-your-linkedin-profile/connect-to-opportunity-with-linkedin?u=41282748>
- Your Professional Elevator Pitch
<https://www.prsa.org/article/your-professional-elevator-pitch>
- What is an elevator pitch and why do I need one?
https://careerdevelopment.princeton.edu/sites/g/files/toruqf1041/files/media/elevator_pitch.pdf
- 10 self-reflection questions for career growth
<https://www.pagepersonnel.com.au/advice/career-and-management/success/self-reflection-questions-for-career-growth>



Questions



Charting Your Career Success

**Part 2 – *External Awareness:
Defining Where I Want to Go***

Tuesday, Sept. 10th
12:00 – 1:00 pm
Via Zoom

Registration
Coming Soon!



Surveys will be distributed electronically

We take your feedback seriously and make changes to our webinars based on attendee responses.



It only takes a few minutes to complete!

If you feel this webinar was helpful to you in your career development, please give us a rating between 9 to 10.



Human Resources

Training & Organizational Development

Thank you!

Visit our *Career Development Hub* to navigate your career growth at UF:

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

Stay tuned to the *Career Catalyst* webpage for listings of upcoming webinars and recordings of past webinars:

<https://hr.ufl.edu/professional-development/toolkits/career-toolkits/career-catalyst-building-your-professional-journey-at-uf/>

Check out our Career Toolkits:

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