

Taking Charge and Navigating your Career Development Ideas and Resources

Development Activities for your Current Position

- To broaden your experience, look for a transfer to a lateral position.
- Ask for special projects that will expand your skill.
- Take on co-worker responsibilities or those of your manager when they are on holiday.
- Ask for coaching and feedback.
- Find an opportunity to make a presentation.
- Join Toastmasters.
- Take some courses within or outside of the university.
- Look for teaching/training opportunities
- Volunteer with a non-profit organization

Give Your Job a Chance Before You Split

By Susan Bryant

<http://content.monster.com/careerchangers/articles/timeforchange/overhaul/>

Think about whether your job is a poor match for you, or whether you like the work you do (but some elements detract from it)

I Could Like My Current Job More if:

- I had more autonomy and could make more decisions
- I had more direction from my supervisor
- I had more/less people contact
- I worked different hours
- I received more recognition for my work
- I could take on bigger challenges
- I had a mentor/could be a mentor
- I had a different boss
- I could change the physical surroundings in which I work
- I could have less responsibility
- I could delegate a few tasks to someone else

Resources

Web Resources

- *Career Xroads* by Gerry Crispin and Mark Mehler – world's leading reference guide to job and resume websites

What do I want? and What are my gifts?

- *Whistle While You Work – Heeding Your Life's Calling* by Richard J. Leider and David A. Shapiro
- *How to Find the Work You Love*; Laurence G. Boldt
- *Live the Life You Love*: Barbara Sher

Resumes and Cover Letters

- *Resume Magic: Trade Secrets of a Professional Resume Writer* by Susan Britton Whitcomb
- *The Damn Good Resume Guide: A Crash Course in Resume Writing* by Yana Parker
- *101 Best Resumes* by Jay A. Block
- *Cover Letter Magic* by Wendy Enelow, Louis Kursmak

Interviewing

- *Best Answers to the 201 Most Frequently Asked Interview Questions* by Matthew DeLuca
- *201 Best Questions to Ask On Your Interview* by John Kador

Presented by Gail Higgins, Leigha Kinnear, Kimberly Morris
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