

BOSTON COLLEGE

Options & Opportunities A Career Development Resource Guide for Employees

THE EXPLORATION PROCESS • LEARNING OPPORTUNITIES • SUPPLEMENTAL RESOURCES

Along our career path, we may find ourselves at a point where we could use help in:

- seeking further professional development—enhancing our current skills and knowledge
- addressing personal issues affecting our job-finding information about on-campus jobs currently available
- exploring realistic current career options

To assist Boston College employees in managing their careers within the University, the Department of Human Resources has compiled resources that are available both on and off campus, and open to all employees.

THE EXPLORATION PROCESS

The exploration process may involve finding a fit between your work and your values. The information in this section offers suggestions on how you may achieve that balance.

Job and Career

FROM HUMAN RESOURCES . . .

Use the performance management process to review your job responsibilities, identify your skills, and get helpful feedback.

Become familiar with the University's core competencies.

Design and implement a development plan with your supervisor.

Review Job Opportunities Listing on a regular basis, looking closely at required skills and experiences.

Seek advice from Human Resources staff on job-related issues.

Learn more about a particular department and possible opportunities:

visit that department's Web site

schedule an informational interview in that department

review the Employment Office Contact List and make a follow-up appointment with the appropriate Employment staff member to discuss potential positions and necessary skills, and vocational goals

FROM THE CAREER CENTER . . .

Take the Strong Interest Inventory, an on-line assessment, that points out some patterns of interests that you have and recommends some career areas to explore.

Scroll through its extensive Web site.

Make an appointment Career Center advisors.

Visit Career Center Library.

Connecting Work, Spirit, and Personal Values

SPIRITUALITY/VOCATION

To explore connections between your personal life and values, and your job and career aspirations. Contact John Murray, S.J., internal consultant for Ignatian spirituality, or Bernie O'Kane, director, Employee Development Office.

The Center for Ignatian Spirituality offers assistance to the University community to consider the meaning of the Ignatian/Jesuit tradition and how to implement it in one's area of responsibility.

The Intersections Project helps students understand the connection between their talents and their vocational ideals. You may find its Web site helpful in making similar choices. Also, Intersections Seminars give faculty and administrative staff the opportunity to reflect on their own role in students' vocational discernment.

PERSONAL/FAMILY ISSUES

The Faculty/Staff Assistance Program provides professional counseling and referral to University faculty and staff and their families.

Boston College

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LEARNING OPPORTUNITIES AT BOSTON COLLEGE . . . AND BEYOND

Your career action plan may require attaining new skills or improving current ones. Take ownership for your self-development and continuous learning and boost your skills and knowledge portfolio. Here are some resources and suggestions.

At Boston College

FROM EMPLOYEE DEVELOPMENT OFFICE

job-related workshops and programs October through April

a list on role-specific functions and processes

FROM INFORMATION TECHNOLOGY SERVICES

hands-on computer training September through April

information on supplementary on-line technology resources

DEGREE PROGRAMS

Take advantage of tuition remission for the following programs:

Woods College of Advancing Studies, both undergraduate and graduate programs

Part-time degree programs, both Masters and/or Doctoral level in Liberal Arts, Social Work, Education, School of Theology/Ministry, Management

Contact individual admissions offices for specific courses of study.

Certain conditions apply. See Employee Handbook.

Off-Campus Resources: A Sampling

The Boston Consortium for Higher Education || professional development workshops at a reasonable cost

Nsight || communications services and workshops from marketing and creative to publishing and editorial to technical communications

MindTools || extensive on-line resources focused on personal- and career-development as well a range of publications and training materials

American Management Association || 140 seminars in 20 subject areas, Webcasts, and Webinars

Fred Pryor Seminars and CareerTrack || business-skills training; subject categories include management, communication, organization, professional development

Explore on Your Own

Join a professional association in your desired career field. Volunteer to be on the Board. Build your skills and networking circle.

Ask family, friends, colleagues for leads to set up informational interviews.

Seek out adult education centers and community colleges for continuing education and certificate programs.

FROM OPTION TO ACTION

Assess yourself

- What are my most important career values (what matters most to me)?
- What work accomplishments do I feel particularly proud of?
- What would my ideal workday look like?
- What types of work do I avoid?

Assess your strengths and skills

- What are my strongest skills? Am currently using them?
- What am I good at and no longer want to do?
- What skills need a boost? How would they get me to where I want to go?
- What would external and internal customers say about me?
- How would I describe my work style?

Put your goals into action

- What new skills, knowledge, or technology do I need to achieve my goals?
- What are some short-term goals (three to six months) that I could start now?
- How can I gain the new skills that will help me with my goals while in my *current* job?
- What relevant experiences can I gain by serving on committees or taking on projects?
- Who else should be involved in my plan?

Create your action plan

- Write down your goals, exact steps, and deadlines.
- Be flexible
- Revise your plan along the way.
- Build in benchmarks to measure progress along the way.

Make your career goals S.M.A.R.T.

SPECIFIC goals state what is to be accomplished.

MEASURABLE goals answers the question, "How will I know when it is accomplished?"

ATTAINABLE goals are results-oriented and relevant.

REALISTIC goals are do-able and achievable.

TIMELY goals are grounded in a start and end point, with intermediate points to assess progress.