

Career Development Worksheet

It is the role of all faculty and staff to:

- Gain role clarity
- Take initiative
- Proactively communicate
- Be responsible for their personal career growth

To learn more, review this career development worksheet.

Step 1 - Identify: We could all use role clarity, clear direction on what we are supposed to be doing at work and where to focus our efforts. Role clarity starts by taking initiative.

Identify the tasks you are responsible for below.

Step 2 – Reflect and discuss: Do you feel like you have a handle on all your tasks?

You may want to schedule a time with your manager to get their perspective.

Remember, there is not a requirement to take on additional tasks outside of your job duties.

Step 3 – Initiate and expand: If, after that conversation, you feel like you are ready to take more on, you may want to think about new ways to take initiative.

Possible suggestions:

- Suggest a process improvement
- Recommend a solution to an inefficiency or problem
- Make a plan to improve how you communicate
- Understand yourself better
- Understand others better
- Grow your interpersonal skills
- Improve your technical skills
- Learn a new technology skill