

Are You Using Career Management?

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Career Management is
“a process by which
individuals develop,
implement, and monitor
career goals and
strategies”

Jeffrey H. Greenhaus, Gerard A. Callahan and Veronica M. Godshalk, *Career Management for Life*, 5th ed (New York: Routledge, 2019).



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Benefits to Employee



INCREASED ODDS OF
HAVING SATISFYING
AND SUCCESSFUL
CAREER



ASSISTS IN MAKING
CAREER DECISIONS



MORE ADAPTABLE TO
CHANGES AND
PROFESSIONAL
INNOVATIONS



PUTS A MEASURE OF
CONTROL IN YOUR
HANDS



PERSONALIZED LENS
= PERSONALIZED
RESULTS

Benefits to Employer



Succession planning aid



Opportunity to identify skills that will also benefit employer



Create/adapt positions based on employees' new skills



Help employees set *realistic* career goals/plans



Engaged and productive staff member



Positive impact on workplace in general

Early Career Stage



Learning expectations (Y1-2)



Developing new skills (Y1-2)



Determining fit with employer (Y1-2)



Intense growth (Y3-15)



Advancement (Y3-15)



Professional leadership roles (Y3-15)



Lifestyle changes (Y3-15)



Career goals (short or long term)

Mid Career Stage



Plateauing

Structural
Content
Personal



Obsolescence



Lifestyle changes



Time to change
things up?

Late Career Stage



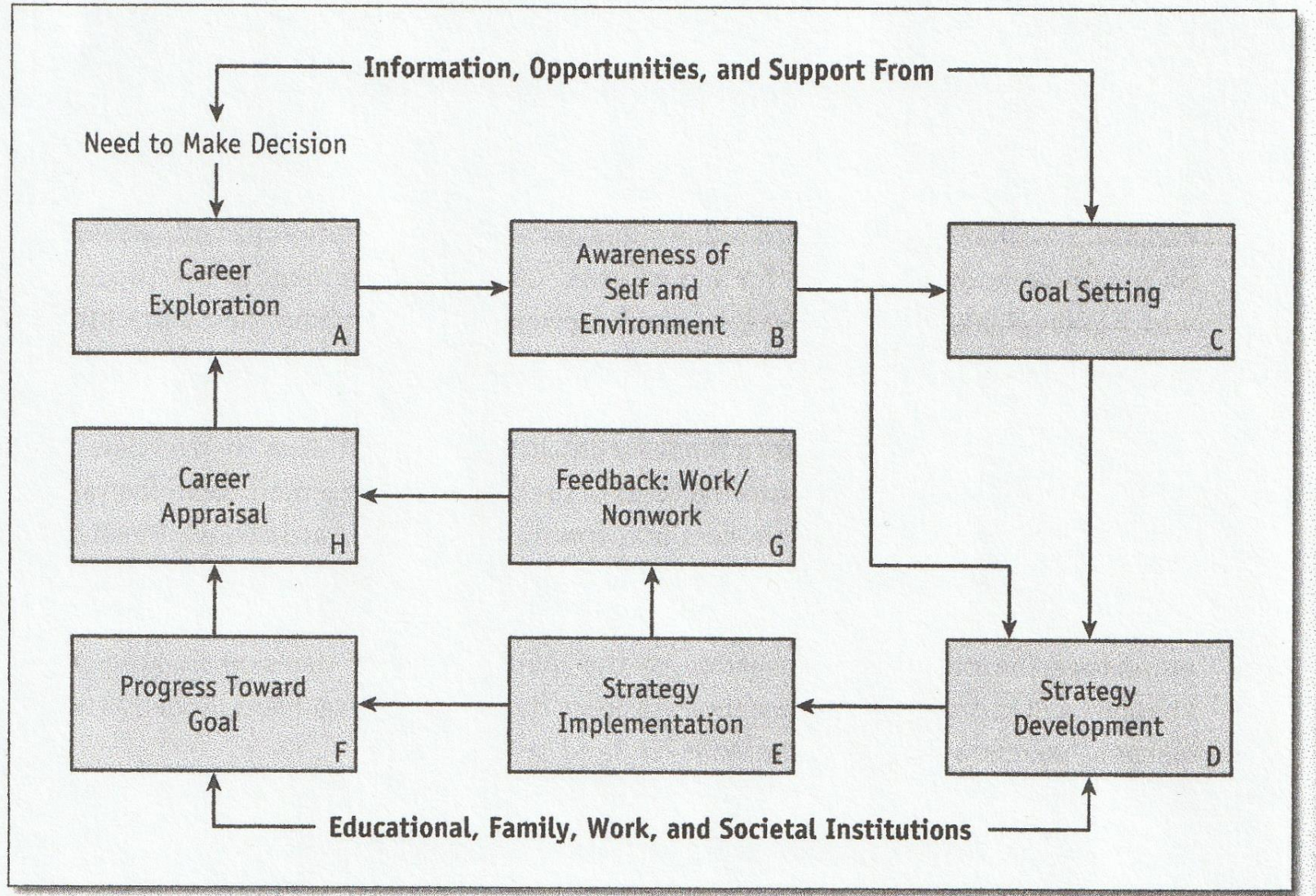
REMAINING PRODUCTIVE
AND ENGAGED



PLANNING FOR
RETIREMENT

Career Management Process

EXHIBIT 3.1 Model of Career Management



Jeffrey H. Greenhaus, Gerard A. Callahan and Veronica M. Godshalk, *Career Management for Life*, 5th ed (New York: Routledge, 2019).

Career Management Process

- Career Exploration
 - Information gathering stage
 - Situational, based on a question or scenario
- Awareness of Self and Environment
 - Information analysis stage
- Goal(s) Setting
 - Information application stage
 - Short and/or long-term goals

Career Management Process continued

- Strategy Development
 - Identifying steps/skills needed to accomplish goal
- Strategy Implementation
 - Putting it into action
- Progress toward goal or Obtaining Feedback
 - How is your plan working out?
- Career Appraisal

SWOT Analysis Tool for Career Exploration

Strengths

Weaknesses

Opportunities

Threats

A strategy planning technique used to analyze existing strengths and weaknesses and potential future opportunities and threats

INTERNAL

STRENGTHS

S

WEAKNESSES

W

SWOT
Analysis

OPPORTUNITIES

O

THREATS

T

EXTERNAL

POSITIVE

NEGATIVE



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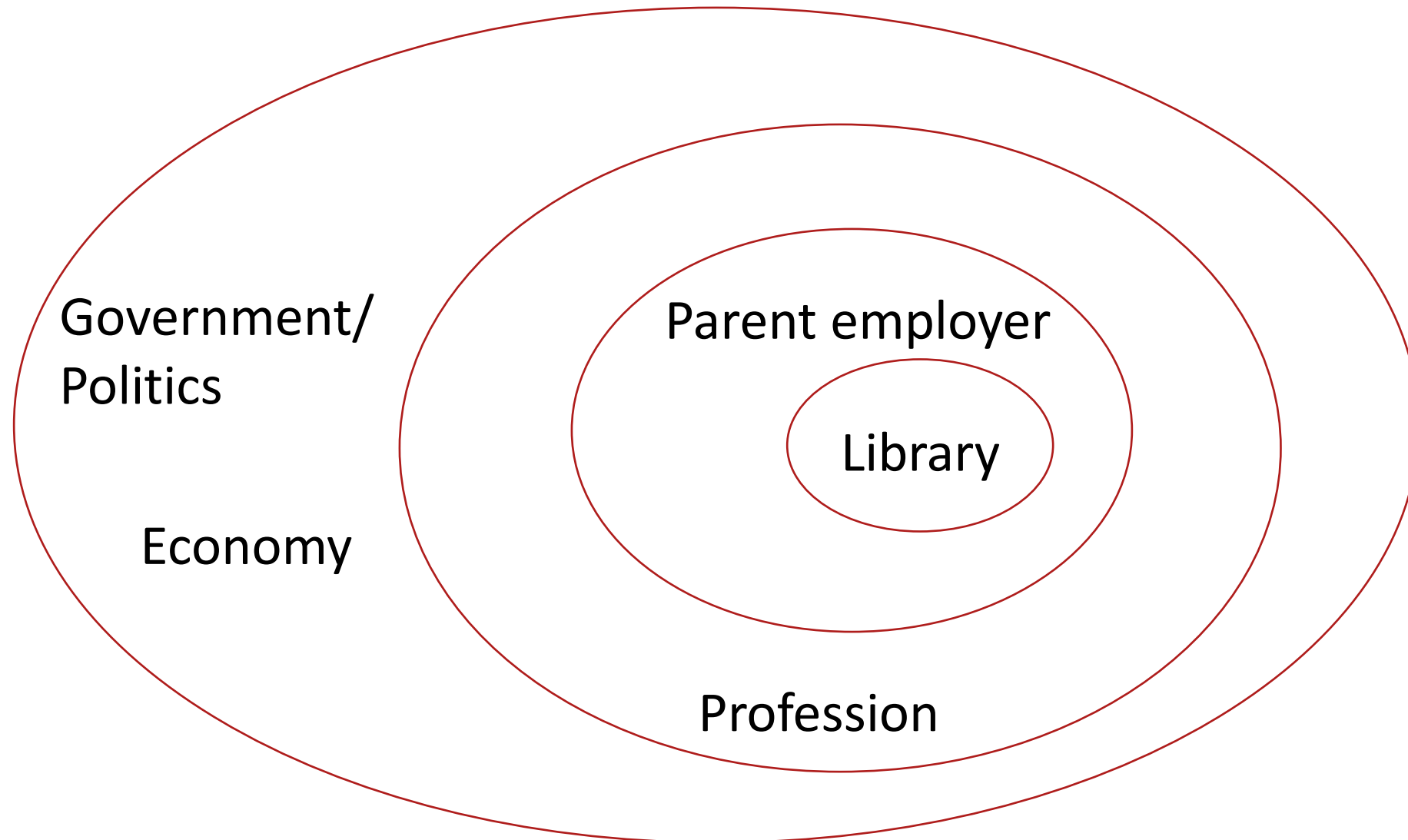
Strengths

- Aspects of job you excel at
- Positive work habits
- Supervisor's comments
- Asked for assistance/advice?
- New skills through courses
- Resources you can draw on?
- Contacts/networks
- Positive personal characteristics

Weaknesses

- Aspects of job need improvement?
- Negative work habits
- Supervisor's comments
- Things you avoid doing
- Colleague have skills you don't?
- Have to request assistance?
- Any failures? Cause?
- Negative personal characteristics

Some External Environments



Opportunities

- Budget increase
- Job vacancy/posting
- Gaps in staff supports, services, programs
- Complaints received
- Trends in profession or related professions?
- New technology
- Network and rumours

Threats

- Funding issues
- Competitors (colleagues)
- Lack of necessary skills
- Obstacles related to specific opportunity?
- Disruptive technology?
- Relationship with supervisor/administrators



Questions? Comments?

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