

# CAREER DEVELOPMENT COMPETENCIES ASSESSMENT

What allows some people to effectively manage their careers while others do so less successfully? Often, it is the mastery of several key competencies that allow people to be successful in developing their careers. *As you read the following list of career management behaviors, assess your own level of competency in each area of our career development model using the following scale:*

**Not True (1)                  Somewhat True (2)                  Very True (3)**

<i>Self-Assessment Competencies</i>	<i>Score</i>
• I know my interests and how they relate to my career.	
• I know the strengths I bring to my work.	
• I understand my areas for professional growth.	
• I know what my values are in relation to work.	
• I know my preferred work style.	
<b>TOTAL SELF-ASSESSMENT COMPETENCY SCORE</b>	

<i>Career Awareness Competencies</i>	<i>Score</i>
• I know how to research careers that are relevant to me.	
• I know how to learn about jobs at U.C. Berkeley.	
• I know how to identify work environments that are satisfying to me.	
• I am able to identify my department's mission, values and goals.	
• I understand what is changing in my field and organization, and how it impacts my career.	
<b>TOTAL CAREER AWARENESS COMPETENCY SCORE</b>	

<i>Goal Setting Competencies</i>	<i>Score</i>
• I have a long-range vision for my career.	
• I am able to set goals consistent with performance feedback.	
• I take my department's goals into account when setting my career goals.	
• I can balance my career goals and personal priorities.	
• I regularly re-assess my career goals and action steps.	
<b>TOTAL GOAL SETTING COMPETENCY SCORE</b>	

<i>Skill Development Competencies</i>	<i>Score</i>
• I can identify skills to develop, aligned with my career direction.	
• I actively seek or create development experiences on and off the job.	
• I understand the positive impact of my skill development on the organization's future.	
• I stay up to date on the skills that are relevant to my field.	
• I have participated in training activities within the last year to develop my skills.	
<b>TOTAL SKILL DEVELOPMENT COMPETENCY SCORE</b>	

<i>Career Management Competencies</i>	<i>Score</i>
• I am confident in pursuing career goals during times of uncertainty.	
• I handle organizational and workplace changes effectively.	
• I regularly update my resume.	
• I can communicate my strengths and skills confidently in an interview.	
• I am in regular contact with colleagues and others for professional and career development.	
<b>TOTAL CAREER MANAGEMENT COMPETENCY SCORE</b>	

### **Scoring Your Career Development Competencies Assessment**

1. Total your scores within each competency area so that you have a total (ranging between 5 and 15) for each area. Record your total scores on the TOTAL line at the bottom of each area.
2. Transfer your 5 TOTAL scores here:
  - \_\_\_\_\_ **Self-Assessment Competencies**
  - \_\_\_\_\_ **Career Awareness Competencies**
  - \_\_\_\_\_ **Goal Setting Competencies**
  - \_\_\_\_\_ **Skill Development Competencies**
  - \_\_\_\_\_ **Career Management Competencies**
3. The area in which you have the LOWEST score may be the best area for you to begin your career development process. You can then investigate resources in any or all of the other competency areas. See the ASSESSMENT ACTION GUIDE for suggested resources in each area of the model.

It's not necessary to be highly proficient in all of these areas. Instead, focus on leveraging the competencies you are good at, while continuing to develop your abilities in the other competencies.

# CAREER DEVELOPMENT ACTION GUIDE

---

## SELF ASSESSMENT

- Attend one or all of the **Self-Assessment Workshop Series** offered through Counseling & Psychological Services. To register for a workshop, visit the **UCB Learning Center** within the “Self Service” section of the campus BLU portal (<http://blu.berkeley.edu>) using your CalNet I.D.
  - *Exploring Career Interests with the Strong Interest Inventory (BECAR 101)*
  - *Assessing Personality Type and Your Career with the Myers-Briggs Type Indicator (MBTI) (BECAR102)*
  - *Understanding Your Work Related Values (BECAR103)*
  - *Identifying Your Vital Skills (BECAR104)*
- Review the online Career Development guide at [hrweb.berkeley.edu/learning/career-development](http://hrweb.berkeley.edu/learning/career-development) for additional suggestions on self-exploration and career development tools.
- Visit the **California Careerzone** at [www.cacareerzone.org](http://www.cacareerzone.org) for free assessments and information on job salaries.
- Meet individually with a **career counselor** at Counseling & Psychological Services (<http://www.uhs.berkeley.edu/facstaff/careercounseling.shtml>) to identify your interests, values, skills and personality preferences, and gain an understanding of how these factors relate to career choice and satisfaction on campus. **NOTE: there is no charge** for these services for campus staff.

## CAREER AWARENESS

- Access job openings through the campus BLU portal (<http://blu.berkeley.edu>) to learn about job opportunities on campus. You will need your CalNet I.D. and passphrase to log in. Click on the “Find Jobs” link.
- Visit the Career Compass website (<http://careercompass.berkeley.edu>) to learn **about job fields and families** on campus. You will be able to view information about skills, abilities, and knowledge needed to be successful in job families and job titles on campus.
- Go to the Career Development tab on the HR website to find information about “Organizational Culture at Berkeley” and suggested activities for learning more about the culture of departments and work units. (<http://hrweb.berkeley.edu/learning/career-development/career-awareness/org-culture>).
- For information about the UC Berkeley **Operating Principles**, visit <http://vcaf.berkeley.edu/what-we-do/leading-best-practices/operating-principles>
- Visit **ONET** (<http://online.onetcenter.org>), a free career information system that provides comprehensive information on key attributes and characteristics of occupations.
- Visit the **Career Counseling Library** at 2220 Bancroft Way (Courtyard of the Tang Center; 510-642-2367; (<https://uhs.berkeley.edu/students/careerlibrary>) to browse books on topics related to workplace culture and etiquette, trends in specific fields of work, or other topics of interest.

- At the Career Counseling Library, you can also sign up for an online account on **Eureka.org**, which gives you access to information on over 800 occupations. You can also receive assistance in researching occupations and industries.

## GOAL SETTING

- Knowing the competencies that are expected for career advancement can help you set goals for your career development. To know the expected specific competencies for your job, talk with your supervisor, look at your performance evaluation, and read the job description for jobs you are interested in. You can also find information about Core Competencies that apply to many jobs on campus through the Career Development section of the HR website (<http://hrweb.berkeley.edu/learning/career-development/career-awareness/compentencies>).

“Behavioral Anchors” for these core competencies have been defined, and are available in the Performance Management section (<http://hrweb.berkeley.edu/performance-management/tools/behavioral-anchors-matrix>).

- Attend the *Taking Action and Moving Forward in Your Career* workshop from the **Self-Assessment Workshop Series** to get help with putting together a Career Development Plan. To register for this workshop, visit the UCB Learning Center within the “Self-Service” section of the campus BLU portal (<http://blu.berkeley.edu>) using your CalNet I.D.
- Visit the Career Development pages of the HR website for information and suggestions for articulating a career vision, goals, and action steps. (<http://hrweb.berkeley.edu/learning/career-development/goal-setting>).
- Meet individually with a **career counselor** at Counseling & Psychological Services (<http://www.uhs.berkeley.edu/facstaff/careercounseling.shtml>) to get help with setting goals and moving forward in your career planning. **NOTE: there is no charge** for these services for campus staff.

## SKILL DEVELOPMENT

- **CAL PACT** (<http://calpact.berkeley.edu>) offers free computer training to all UCB employees. Courses last two to three hours and involve hands-on training. Detailed handouts are provided with each class so that learning can continue back on the job.
- Berkeley encourages continuous learning and offers a variety of **Employee Development Programs** sponsored by Human Resources and Learning + Org Development (<http://hrweb.berkeley.edu/learning>).
- Attend a workshop offered through the **Staff Ombuds Office**. To register for a workshop, visit the **UCB Learning Center** within the “Self Service” section of the campus BLU portal (<http://blu.berkeley.edu>) using your CalNet I.D.
- Visit **e-Learn** to take courses at your desktop or laptop when it’s convenient for you (24/7) or to access business reference books from your computer. Log into **e-Learn** through the “Self Service” section of the campus BLU portal (<http://blu.berkeley.edu>) using your CalNet I.D.

- Attend one or all of the **Job Search Skills** workshops: offered through the staff career development program. To enroll in workshops on campus, visit the **UCB Learning Center within** the “Self Service” section of the campus BLU portal (<http://blu.berkeley.edu>) using your CalNet I.D.
  - Marketing Yourself for Your Next Job: Resumes & Cover Letters
  - Job Interviewing
  - Informational Interviewing
  - Social Networking

## CAREER MANAGEMENT

- Visit the Career Development pages of the HR website for a summary of the **Six Invaluable Factors**, by Dave Crenshaw. (<http://hrweb.berkeley.edu/learning/career-development/self-assessment/six-factors>.) These are six qualities that help an individual continue to demonstrate value to their organization or employer.
- Attend one or all of the **Job Search Skills** workshops (See the section above for a list of workshops, as well as registration information).
- Visit the **Career Counseling Library** at 2220 Bancroft Way (Courtyard of the Tang Center; 510-642-2367), where you will find books and resources on resume writing, interviewing, and cover letters (<https://uhs.berkeley.edu/students/careerlibrary>). You can also make an appointment to consult with a career counselor about your resume. It is best to arrange a consultation *after* you have taken the job search workshop.
- **Search job openings** at Berkeley posted in **the campus BLU portal** (<http://blu.berkeley.edu>). You will need your CalNet I.D. and passphrase to log in.
- Participate in the **Berkeley Staff Assembly’s Mentorship Program** (<http://bsa.berkeley.edu/mentorship>).
- Visit the **ASK THE HEADHUNTER** website at: [www.asktheheadhunter.com](http://www.asktheheadhunter.com), where Nick Corcodilos, who wrote the book, *Ask the Headhunter*, reveals fallacies that conspire to keep talented workers and good employers apart, and shares his sound, profitable methods for getting them together. There are articles, Q&As, and lots of no-nonsense advice for all job hunters.

## Self-Efficacy Exercises

Achieving your goals is often the result of many actions over time. Perseverance takes believing in yourself, even when you can't quite see ahead to the outcome of your actions. Across all stages of career development, it is important to believe in the strengths and abilities that you have. Here are some suggestions for cultivating and maintaining your positive beliefs about your career-development abilities. Try one or more of these activities when you hit a snag or see your momentum lagging.

**Past Accomplishments:** Think back on the 5 main accomplishments you are most proud of in your life. List them with detailed descriptions of what you did. Analyze the list to identify your **transferable skills** that played a part in each accomplishment.

**Modeling:** Think back on and list what kinds of skills you have had a chance to observe others doing well. Select experiences where you got a prolonged exposure, such as in internships, jobs, volunteer work, your family interactions, or other opportunities for **vicarious learning**. Most likely, you may have developed as well, through observing them in others.

**Encouragement:** Think back on the positive feedback and encouragement you have received. Focus on the people who have really taken the time to get to know you and who have been your biggest supporters. Write down the feedback you received and notice how your sense of belief in yourself increases as you read and remember receiving this feedback. Think now about what kind of encouragement you want, in order to make the career changes you are considering.

**Anxiety-Reduction:** Change is anxiety-provoking for many people, and career development is full of change or potential change. Reducing your anxiety will help you feel more of a sense of control, increasing your confidence in yourself and your abilities. Consider what has helped you feel more in control and less anxious in the past and apply those ways of thinking or behaving now. Examples can include exercise, mindfulness exercises, and/or taking a few deep breaths. Seek support from a career counselor if needed.