

Career Development Model

Career development is a self-initiated process with support and resources provided by managers and the organization.



At UC Berkeley, we use a 5-part model of career development to help you organize your career development planning activities. We encourage you to explore all the information, resources, and tools provided in each area of our model.

Develop Core Competencies:

Core Competencies are identified as knowledge, skills, and abilities that describe employee traits which directly and positively impact the success of employees and organizations. Competencies can be objectively measured, enhanced, and improved through coaching and learning opportunities.

At UC Berkeley, the following competencies have been created for professional staff:

- Inclusiveness
- Problem Solving
- Communication
- Teamwork
- Quality Improvement
- Stewardship
- Decision Making
- Leadership
- Service Focus
- Strategic Planning and Organizing

STAFF CAREER DEVELOPMENT



Resource

What you will find

Career Counseling Library uhs.berkeley.edu/students/careerlibrary	Occupational information and research
Counseling & Psychological Services http://www.uhs.berkeley.edu/facstaff/careercounseling.shtml	Individual career counseling
Career Development Workshops http://hrweb.berkeley.edu/learning/career-development/workshops	Self-assessment and job search skills
BLU blu.berkeley.edu	UC Learning Center and job opportunities on campus
Career Compass http://careercompass.berkeley.edu/	Job standards, performance management, and career development
CAL PACT http://hrweb.berkeley.edu/learning/computer-classes/calpact	Computer training for UCB staff
Staff Ombuds Office http://staffombuds.berkeley.edu/	Classes and workshops to help manage and resolve conflict in the workplace
Online Career Development Guide http://hrweb.berkeley.edu/learning/career-development	Detailed information to assist in career development
Faculty and Staff Health Programs http://www.uhs.berkeley.edu/facstaff/programs/	Employee assistance, wellness, ergonomics, and work/life resources
Staff Organizations at UC Berkeley http://stafforg.berkeley.edu	Support network, campus involvement and professional development opportunities
Ask the Headhunter http://www.asktheheadhunter.com	Job hunting tools and resources
California Careerzone http://www.cacareerzone.org	Career planning and exploration

Updated copies of this brochure are available for printing as a downloadable pdf at:
<http://hrweb.berkeley.edu/learning/career-development/workshops>

STAFF CAREER DEVELOPMENT RESOURCES



Organizational Partners:
Counseling & Psychological Services
Human Resources at UC Berkeley
Talent and Organizational Performance (TOP)
Talent Acquisition & Employment Services

Free Individual Career Counseling



Career Counseling Appointments

There are times when meeting confidentially with a career counselor can be helpful in clarifying career questions and framing sound, attainable career goals.

Issues commonly addressed in career counseling include:

- Dealing with change in your current job
- Identifying satisfying career options on campus
- Achieving work/life balance
- Addressing obstacles to career development

Step #1:

If you are interested in meeting with a counselor, please download the background information form found on this page:

<http://www.uhs.berkeley.edu/facstaff/careercounseling.shtml>

Return the completed form along with a copy of your resume by fax: (510) 664-7880 or drop off/mail to:

Counseling & Psychological Services
University Health Services
Tang Center, 2222 Bancroft Way
Berkeley, CA 94720-4300
Attn: Staff Career Program

Step #2:

After completing and submitting the background form, call (510) 664-7880 to schedule your first appointment with a counselor.

“On Demand”

Career Development Podcasts

To date, podcasts are available addressing each aspect of the UC Berkeley career development model: self-assessment; career awareness; goal-setting; skill development; and career management; as well as an overview of the model and associated online resources.

To view any of these podcasts, go to:
<http://hrweb.berkeley.edu/learning/career-development/video-podcasts>

Or, go to the UC Learning Center in Blu and type the first few words of the podcast title into the search-box.



Workshops



Staff Career Development Workshops

Talent and Organizational Performance (formerly L+OD), through a partnership with Counseling & Psychological Services and Human Resources, offers free staff career development workshops and career counseling. These services are offered to help staff in building a career on campus by developing a plan to connect personal interests and abilities with career opportunities available at the university.

Offerings Include:

- *Exploring Career Interests with the Strong Interest Inventory (BECAR101)*
- *Assessing Personality Type and Your Career with the Myers-Briggs Type Indicator (BECAR102)*
- *Taking Action and Moving Forward in Your Career (BECAR201)*
- *Marketing Yourself for Your Next Job: Resume Writing (BECAR301)*
- *Web 2.0 Job Search: Using Technology as your Competitive Advantage (BECAR305)*

View current schedule at:

<http://hrweb.berkeley.edu/learning/career-development/workshops>

All workshop and enrollment information can be found at the UCB Learning Center, accessible through the Blu Portal at <http://blu.berkeley.edu>. To easily find each workshop, use the BECAR### code to search.

PRE-REGISTRATION IS REQUIRED.