

Developing Career Management Skills

Ideas for helping your mentees become adept at managing their own careers

Getting the first position:

When mentees are seeking their independent position, you can strengthen their career management skills by:

- ✓ Encouraging exploration of different career paths (don't assume they will follow your path)
- ✓ Assisting with preparation for interviews and job talks, including what questions to ask
- ✓ Discussing how to evaluate the work environment both beforehand and while on a site visit
- ✓ Examining how to assess the "fit" between a position and the mentee's overall career goals
- ✓ Offering advice on negotiating an offer (start up package, administrative support, expectations for research, teaching, and service)

Getting promoted, advancing in career:

When mentees are junior faculty in your institution, you can strengthen their career management skills by:

- ✓ Encouraging them to create (and periodic re-evaluate) an individualized career vision, mission, and goals, as well as strategies and timelines for meeting annual milestones.
- ✓ Offering advice on effectively balancing their workflow, time, and activities across different professional areas (with attention to balance with personal life).
- ✓ Reviewing statements for the specific areas and criteria for promotion in their track
- ✓ Periodically evaluating their CVs for **content** (is the mentee doing enough in key areas of research, teaching, and service) and **presentation** (is the information easy to find, easy to evaluate, at the appropriate level of detail)
- ✓ Advising on when to propose themselves for review and promotion
- ✓ Assisting with finding a position at a different institution (if the mentee's career goals are not a fit with the current institution)