

MANAGING YOUR CAREER DEVELOPMENT

Career development is a lifelong process during which you develop your ideas on yourself and your career identity. It is essential that you take personal responsibility for your own career development.

YOU ARE RESPONSIBLE FOR SHAPING UP YOUR OWN FUTURE

Tips for being a survivor in the 21st century world of work

Be flexible, adaptable and willing to gain knowledge and learn new skills.
Be prepared for lifelong learning. It is essential that you are constantly on the lookout for possibilities to develop yourself and your skills. Build up a valuable network of contacts.
Be prepared to perform tasks that may not be exactly what you want to be doing, but which could pave the way for future development.
Don't expect to stick to the same job for your entire life.
Move around while you can. Gain fresh experiences
Find yourself a mentor.
Learn to work effectively in a team.

Change the World

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**MANAGING YOUR CAREER
DEVELOPMENT**

CAREER DEVELOPMENT

Get involved early

Career development is not about planning exactly what you will do for your career from the time you start studying to the day you leave; it's about exploiting every opportunity that you come across to acquire new skills which will enhance your employability.

Take responsibility for your own career development

The career development process is aimed at achieving self-knowledge and learning how you can become as marketable as possible in the current world of work.

Engage in self-reflection and assessment

If you know yourself and have insight into who you are, you will be better able to know where you could be going. This knowledge will equip you to plan and develop your career path effectively.

As part of this process, ask yourself questions such as:

What am I good at? What do I want to do when I have completed my studies? What is really important to me? What lifestyle do I want my work to support? What work could I be really passionate about? What areas do I need to work at improving?

Consider these questions with regard to your
Academic performance in the various subjects
Extra-murals
Work experience
Social interactions

While attempting to answer these questions, make an honest assessment of your interests, aptitudes/ abilities, personality traits, strengths and weaknesses, values, attitudes, skills, successes and failures.



MARKETABILITY

There are several ways of making yourself more marketable:

Develop your transferable skills

These are any relevant skills that you have developed in one context that can be transferred to another. General skills such as public speaking, time management, problem-solving and taking the initiative can be built up during your studies.

Get involved extramurally

Look for organizations such as clubs, societies, teams, church groups, Peer Helping etc. which will give you the opportunity to make a meaningful contribution and learn and practice skills such as communication, leadership and teamwork.

By taking on many different roles, you will learn about yourself. You will get to know what you are good at and what you enjoy.

Note: Do not participate in things merely to have something to put down on your CV. Employers see through lists of activities designed only to impress. It is very important to get involved early on in your time at university. By so doing, you will be exposed to many opportunities to develop crucial skills.

Get your driver's license

In a large number of jobs these days the need to have a driver's license is specified as one of the requirements of the job.

Get work experience

Such an experience affords you the opportunity to learn some transferable skills. Whatever job you do, try to take on additional tasks which will show that you have initiative and drive and can add value, rather than simply doing what you are told. A part-time employer or colleague could be a valuable future referee. Your achievements in a part-time job will give you a proven track record.

Engage in volunteering

Volunteering enables you to explore career options before making a commitment and enables you to gain insight into how your education can be applied in the working world. It enables you to increase your network of career contacts, build your confidence and develop interpersonal, communication and basic work skills.

CAREER DEVELOPMENT AND MARKETABILITY CHECKLIST

I am involved in on-campus extra-mural activities e.g. societies, student leadership.

I am involved in off-campus extra-mural activities e.g. community groups, sport teams.

I can list a few extra-mural activities where I made a recognizable contribution and learnt some new skills.

I am getting work experience through one or more of the following: in-service training, vacation jobs, part-time work, and voluntary work.

I have spoken to people working in the job areas I feel I am best suited to.

I have worked on and expanded my CV during the time I have been studying.

I have visited the Career Resource Centre on campus to get more information on CV preparation.

I have done some research on the careers and job areas that interest me so as to be able to discuss them in an in-depth interview.

I can list ten of my best skills with relevant examples to illustrate where I have used them.

I am computer literate.

I have had experience in leading or motivating people on a project.

I have obtained my driver's license.

I have worked with other people in a team and am able to illustrate my team-work skills with relevant examples.

I am able to handle a number of priorities at one time.

I have identified my biggest weaknesses and have set goals for myself in terms of working on my weaknesses.

My marks are as good as they can be.

I can list the benefits, for a potential employer, of the course and the subjects I am doing.

I have visited the Career Resource Centre at Student Counselling to research companies.