

# Career Development: Academic Personnel

## Academic HR Development Goals

As you plan and prepare for your career development, you will want to identify areas for growth. Review your performance evaluations, talk with your supervisor, and learn about the requirements and expectations for your next position.

If you are interested in advancing in Academic Human Resources, identify where you are in your career and use the following development goals to help you prioritize your professional development.

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## Entry Development Goals

Use this tool to identify areas of strength and areas for growth.

1= Low skill or confidence. Development is needed.

5 = Able to teach others. Minimal development is needed at this time.

Ability to apply Academic HR concepts, policies, and procedures

1      2      3      4      5

Analytical, active listening, communication, and critical thinking skills

1      2      3      4      5

Organization and problem-solving skills

1      2      3      4      5

Knowledge of academic culture

1      2      3      4      5

Ability to prioritize competing work assignments, develop political acumen, and integrate information to determine appropriate courses of action

1      2      3      4      5

Independent decision making and problem solving

1      2      3      4      5

Experience with several annual cycles

1      2      3      4      5

Mastery of core software programs and systems.

1      2      3      4      5

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## Experienced Development Goals

Use this tool to identify areas of strength and areas for growth.

1= Low skill or confidence. Development is needed.

5 = Able to teach others. Minimal development is needed at this time.

Ability to apply complex Academic and Staff HR concepts, policies, and procedures

1      2      3      4      5

Advanced knowledge of functional area and how work impacts other areas in HR and the campus

1      2      3      4      5

Advanced analytical, active listening, communication, and critical thinking skills

1      2      3      4      5

Ability to create an inclusive work environment

1      2      3      4      5

Advanced problem-solving and decision-making skills

1      2      3      4      5

Supervisory and leadership skills

1      2      3      4      5

Specialized knowledge of Academic and Staff HR and academic culture

1      2      3      4      5

Ability to conduct training

1      2      3      4      5

Mastery of software programs and systems

1      2      3      4      5

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## Expert Development Goals

Use this tool to identify areas of strength and areas for growth.

1= Low skill or confidence. Development is needed.

5 = Able to teach others. Minimal development is needed at this time.

Advanced ability to apply complex Academic and Staff HR concepts, policies, and procedures.

**1      2      3      4      5**

Advanced supervisory and leadership skills

**1      2      3      4      5**

Ability to develop and manage budgets and resources

**1      2      3      4      5**

Ability to create an inclusive work environment

**1      2      3      4      5**

Ability to make decisions regarding hiring

**1      2      3      4      5**

Ability to evaluate and develop direct reports

**1      2      3      4      5**

Mastery of complex communication

**1      2      3      4      5**

Ability to design and conduct training and to develop and teach best practices.

**1      2      3      4      5**

Ability to analyze sensitive and complex management issues, give solutions, and offer professional advice

**1      2      3      4      5**

Mastery of relevant technology

**1      2      3      4      5**

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