

Growing Your Career: Resources @ Stanford

Career Services
Training to Build Skills
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Job Enrichment
Other Resources
Manager's Role



OFFICE OF STAFF
EMPLOYMENT

Career Services Resources

Owning Your Career @ Stanford:
A Roadmap to Your Success! (OSE-1140)

Career Counseling Network

Owning Your Career @ Stanford

Comprehensive career management program includes:

3-½ hour introductory workshop to help you identify a career action plan

Two 30 minute one-on-one sessions with a member of the Office of Staff Employment

Semi-monthly brown bag lunch sessions on various career-related topics

STAP approved; enroll using STARS (OSE-1140)



Career Counseling Network (CCN)

- Licensed, professional counselors to support your individual career development efforts
 - Fees discounted for Stanford staff
- Benefits-eligible staff can use up to \$400 in annual STAP funds towards counseling provided by CCN counselors
 - No supervisory approval required
- See the website for details and reimbursement procedures
http://ose/career_svcs/ccn.html



Training to Build Skills

STARS (Stanford Training and Registration System)

Stanford Continuing Studies

Health Improvement Program (HIP) and
BeWell Employee Incentive Program

Stanford Advanced Project Management
Certification Process

STARS

(in Axess)

Main Categories	
* Administrative Applications Systems used for University-wide processes and procedures, including Oracle Financials, PeopleSoft HRMS, PeopleSoft Student Administration, PeopleSoft ELM (STARS), Postgrads, ReportMart1 and ReportMart3.	* Human Resources Workshops and classes related to your employment, including benefits, compensation and classification, HIPAA, management effectiveness, recruitment and candidate selection, sexual harassment prevention, general workplace skills, and more.
* Computing & Technology Training Keep pace with changing technology via hands-on and other training on your computer's applications and operating system.	* New Employees/New Hires Training intended for new employees. See other categories in addition to this category, for training specific to your role or responsibilities.
* Financial Activities & Applications Training for Stanford financial activities & financial system applications.	* Research & Regulatory Compliance Training related to compliance with regulations governing research and other activities. Includes training regarding the proper stewardship of research activities.
* Fundraising & Alumni Relations Training regarding University fundraising and alumni relations, including learning to use PostGRADS. Courses are primarily offered to OOD, Alumni Relations, and SAA employees.	* Safety, Health & Environmental Protection Learn how to prevent accidents and to protect yourself and the environment with safety and health training. Courses for all staff, faculty and students.
* Hospitality Services Find training regarding Student Housing, Dining Services and Conference Services. Includes training to support personal and career development: job skills, safety, and software training.	

- Take advantage of the hundreds of skills building options offered by Stanford departments and groups in STARS
 - In Axess, click the STARS (Training) tab
 - Under the Search Catalog field, click the link to “**Browse Catalog**” to review courses, programs, and workshops in the categories listed

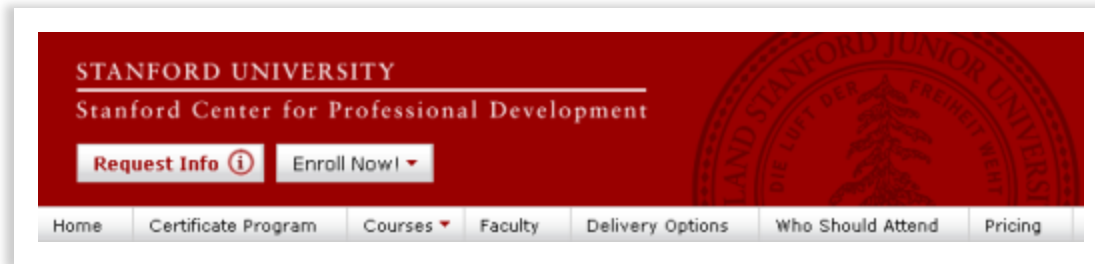
Stanford Continuing Studies

- Professional development courses are offered in the evenings and on weekends, taught by Stanford instructors and affiliates
- An MLA (Master of Liberal Arts) program is also offered
- All courses are STAP approved for benefits-eligible staff
- Additional information can be found at the website <http://continuingstudies.stanford.edu/>

Health Improvement Program

- Keeping your body and mind active and fit contributes to your professional growth
 - Exercise classes, healthy living seminars offered at different times of the day and evening
 - Many classes are STAP approved for benefits-eligible staff
- See <http://hip.stanford.edu/> to review options
- See <http://bewell.stanford.edu/> to learn how you can earn \$\$ in your paycheck by participating in wellness activities

Stanford Advanced Project Mgmt Certification Program



- Offered by the Stanford Center for Professional Development, a registered education provider for the Project Management Institute (PMI)
 - Courses are STAP approved for benefits-eligible staff
- See <http://scpd.stanford.edu/public/category/course/CategoryCertificateProfile.do?method=load&certificateId=1060516#searchResults>

Informal Networks

Networking Options

Volunteering



Networking Options

- Join a staff group; you can talk with other Stanford staff about their jobs, gain support and camaraderie, and learn strategies to being successful at Stanford
 - http://www.stanford.edu/dept/diversityaccess/about/staff_groups.html for a listing of affinity groups
 - See <http://tips.stanford.edu/TIPS> (Team to Improve Productivity at Stanford)
- In your department, watch for opportunities to work on or lead cross-functional work teams





Volunteer Options

- Get involved to make a difference (and meeting others is a great bonus!)
- Visit <http://newhire.stanford.edu/connected/index.html>
Stanford New Hire site for some ideas of campus groups that need volunteers

Financial Resources

STAP (Staff Training Assistance Program)

STRP (Staff Tuition Reimbursement Program)

STAP

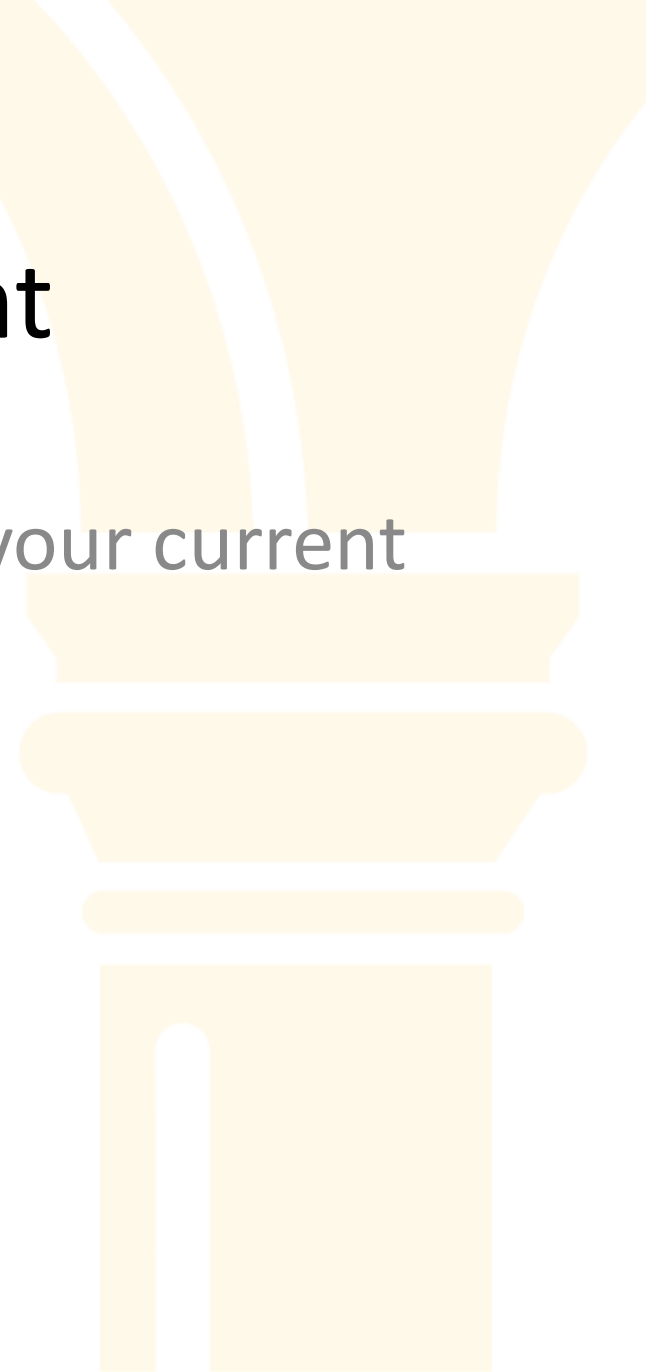
- For benefits-eligible staff taking skills-building classes for current job or career development approved by supervisor
 - Up to \$800 per fiscal year (9/1-8/31), not prorated, cannot carry over from one fiscal year to the next
 - Can be used for on campus and off campus classes, conferences, workshops, or seminars
- See <http://hreap.stanford.edu/index.html>

STRP

- For benefits-eligible staff who have at least one year of Stanford service and who are enrolled in a degree program at an accredited institution
 - Up to \$5,250 per fiscal year for tuition and registration fees
 - Prorated based on % of time worked, cannot carry over from one fiscal year to the next
- See <http://hreap.stanford.edu/index.html>

Job Enrichment

Ideas to derive satisfaction in your current position



Job Enrichment

- Job enrichment is about developing skills and knowledge to stay engaged and challenged in your current position:
 - What do I enjoy most about my job? How might I do more of it?
 - What could be added to my job to make it more satisfying? More energizing?
 - Which of my current tasks is the most routine? Could I do less of it? (Could I switch certain responsibilities with a coworker?)
- Build on the energy that comes from doing what you love
- Identify a Stanford staff member who holds a position of interest to you and ask that person for an informational interview to expand your awareness of other types of positions

Other Resources

Useful links



Useful Links

- Office of Staff Employment (OSE):
<http://ose.stanford.edu>
- Stanford Jobs: <http://jobs.stanford.edu>
- SLAC Linear Accelerator Jobs:
<http://www-public.slac.stanford.edu/hr/jobs/search.asp>
- Stanford Hospital Jobs (includes Lucile Packard Children's Hospital):
<http://stanfordhospital.org/employment/jobs.html>

Manager's Role

Some ways you can support career development in your staff

Manager's Role: How?

- Managers encourage staff development and career self-management by:
 - Leading and directing work that enables goals to be accomplished
 - Creating opportunities for employee engagement and success
 - Understanding employee career aspirations and provide coaching and feedback to help their movement in that direction
 - Helping employees identify strengths and development options
 - Being watchful for opportunities to help employees grow

Manager's Role: Helpful Conversations

- Hold Professional Development Discussions
 - In addition to providing feedback about goals and duties, engage your staff in career development discussions on a regular basis:
 - “As you think about your career, what opportunities would help you to learn and grow?”
 - “What are your career aspirations, and what support would be useful from me?”
 - “What career development goals have you set for yourself this year?”

Manager's Role: Helpful Actions

- Implement cross training/shadowing opportunities; not only is this beneficial to the work group/department, but cross training is an excellent, hands-on way to learn and grow
- Create a “stretch goal” for each of your staff that requires them to learn or do something new—exploration can be a powerful career development tool!

Manager's Role: Helpful Actions

- At the end of a project or assignment, ask the employee what he/she has learned that might contribute to their career goals:
 - “What aspects of this project/work have contributed to your career goals?”
 - “How has the work on this project/work contributed to your career development plans?”

Manager's Role: Resources

- Supervisors and Managers have a variety of resources available:
 - Your local human resources representative; he/she can clarify required skills, knowledge and behaviors needed for school/unit positions, which can help you communicate to staff
 - Your peers; in meetings with peers, ask about cross training/shadowing opportunities or cross-functional team work that could allow a staff member to learn and grow
 - Your own bosses; when committees or project teams are formed, discuss options around including your staff to provide exposure and facilitate learning and growth



Office of Staff Employment
(OSE): <http://ose.stanford.edu>