

# Career Planning Toolkit: Overview and Aspirations

May 9, 2017



## Overall Toolkit Approach

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To provide tools for our HR community to consider and plan their future career path.

Three perspectives are offered to consider future options:

1. **Aspirations:** What do I like to do, how does that connect with my experience?
  2. **Current Role:** Based on experience in my current role, where can I go in the new Communities of Expertise (CoE) structure?
  3. **Functional View\*:** What are my opportunities (lateral and progressive) within and outside of my current function?
- **May 9 Information Fair:** Introduce the Functional View to help communicate the flexibility of HR opportunities in future-state
  - **May 30 Professional Development Event:** Provide all three perspectives to offer a self-paced toolkit for considering future options and to begin defining your career plan.

**CHRO:** The Aspirational and Current Role sections do not have information on the CHRO Office positions, but those roles can be found in the Functional View section of the Toolkit

# What are your future role aspirations?



***THE BEST WAY TO  
PREDICT THE FUTURE  
IS TO CREATE IT.***

***PETER F. DRUCKER***

# Plan your career journey

<b>This toolkit should:</b>	<b>This toolkit <i>should not</i>:</b>
Encourage <b>self-assessment</b> and to select, prepare for and apply to the right future position for your skills	Provide definitive answers (the path is up to you to define)
Communicate the <b>options, flexibility and mobility</b> available for your career path in future-state	Limit your possibilities
Assist in visualizing how to <b>connect your current skills and strengths</b> to the new HR Service Delivery model	Provide an <b>exhaustive list</b> of future-state opportunities
<b>Identify job descriptions</b> that align with your skills and interests	<b>Imply</b> what your job should be in the future-state
Help to <b>start</b> your career planning journey	<b>Guarantee</b> your placement in your ideal next position

# Planning Your Career Journey



# ASPIRATIONS

**What do I like to do, how does that connect with my experience?**

# Know Yourself



What are your values, interests, strengths, areas of knowledge, skills, experiences, work preferences? Begin with a self-assessment to direct your thoughts on where your professional strengths correlate with your career interests.

Use these reflections as the starting point on your career planning journey.

## Complete the Self-Discovery Tool

A screenshot of a self-reflection tool form. At the top right is the Ufirst logo. The main heading is "Self-Reflection" in blue. Below it is a paragraph of instructions: "In the section below, describe three major achievements that were rewarding and gratifying to you in your personal, academic or professional life. For each achievement, list the specific skills you utilized and what it was about the experience was most enjoyable to you." There are two dark blue horizontal bars, one labeled "Achievement One:" and another labeled "Achievement Two:" for writing answers.

**Ufirst**  
HUMAN RESOURCE SOLUTIONS *for* YOU

### Self-Reflection

In the section below, describe three major achievements that were rewarding and gratifying to you in your personal, academic or professional life. For each achievement, list the specific skills you utilized and what it was about the experience was most enjoyable to you.

**Achievement One:**

**Achievement Two:**

# Explore the Possibilities



Roles in the future-state are designed to deliver exceptional service to customers and to provide enriching development experiences for HR professionals. **Click on the silhouette that resonates with you most to find out more!**

Leading People



“I feel most successful in my role when I’m leading and developing others”



Analyzing Information and Data

“I’m a number cruncher; I like delivering insight that is data-driven”

Executing Specialized HR Programs



“Being considered an ‘expert’ in a particular field is one of my professional goals”

Advancing Strategic Initiatives



“I feel successful when I work with leaders to advance our overall goals for organization-wide initiatives”

Solving Customer Problems



“I enjoy supporting and helping customers with a variety of issues and concerns”





**“I feel most successful in my role when I’m leading and developing others”**

## Service CoE

- AVP, HR Service
- Director, HR Solution Center
- HR Business Partner Lead
- HR Manager, Talent Support
- HR Supervisor, Inquiry
- HR Supervisor, Talent Support
- HR Manager, Benefits, Leave and Payroll

## IMPACT & Decision Support

- AVP HR, IMPACT and Decision Support
- Senior Director, HR Total Rewards
- Director, HR People Data and Technology
- HR Manager, Business Operations

## Talent CoE

- AVP, HR Talent
- Director, HR Employee Relations
- Director, HR Talent Management
- Director, HR Talent Recruitment
- HR Manager, Recruitment
- HR Manager, Employee Relations
- HR Manager, Performance Management/ Rewards & Recognition
- HR Manager, Talent Planning
- HR Manager, Learning and Development/ Organizational Development
- HR Supervisor, Workday/Technical Training

[Click Here for More Details](#)

# Explore the Possibilities – Analyzing Information/Data



**“I’m a number cruncher; I like delivering insight that is data-driven”**

## Service CoE

- HR Business Partner
- HR Supervisor, Inquiry
- HR Supervisor, Talent Support
- HR Analyst, Quality & Innovation
- HR Specialist, Benefits
- HR Specialist, Benefits Counselor
- HR Specialist, Inquiry
- HR Associate, Inquiry
- HR Associate, Talent Support
- HR Assistant, Benefits, Leave and Payroll
- HR Assistant, Talent Support

## IMPACT & Decision Support

- HR Analyst, IMPACT and Decision Support
- HR Analyst, Compensation
- HR Analyst, Business Analyst
- HR Senior Specialist, People Data and Analytics
- HR Senior Specialist, Policy, Risk Management and Compliance
- HR Specialist, Wellness
- HR Senior Specialist, IMPACT & Decision Support
- HR Associate, Benefits, Leave and Payroll

## Talent CoE

- HR Consultant, Organizational Development
- Senior Recruiter
- HR Supervisor, Workday/Technical Training
- Employee Relations Consultant
- HR Specialist, Dual Career Services
- HR Specialist, Onboarding / Career Services
- HR Specialist, Workday/Health System Technical Training
- HR Specialist, Rewards and Recognition
- HR Specialist, Pipeline Programming
- Instructional Designer
- Recruiter
- HR Associate
- HR Associate, Wage Hiring
- HR Associate, Workday/Health System Technical Training

[Click Here for  
More Details](#)



# Explore the Possibilities – Executing Specialized HR Programs



“Being considered an ‘expert’ in a particular field is one of my professional goals”

## Service CoE

- HR Business Partner Lead
- Senior HR Business Partner
- HR Business Partner
- HR Specialist, Benefits
- HR Associate, Benefits, Leave and Payroll
- HR Assistant, Benefits, Leave and Payroll
- Payroll Specialist (Funded by Finance)
- HR Manager, Talent Support
- HR Supervisor, Talent Support
- HR Associate, Talent Support
- HR Assistant, Talent Support
- HR Manager, Benefits, Leave and Payroll

## IMPACT & Decision Support

- HR Senior Specialist, Wellness
- HR Specialist, Wellness
- HR Senior Specialist, Benefits
- HR Specialist, Benefits
- HR Senior Analyst, Compensation



## Talent CoE

- HR Senior Consultant, Org Development
- HR Consultant, Org Development
- Instructional Designer
- Supervisor, HR Workday/Technical Training
- Senior Employee Relations Consultant
- HR Senior Consultant, Performance Management
- HR Senior Consultant, Workforce Planning

[Click Here for  
More Details](#)

# Explore the Possibilities – Advancing Strategic Initiatives



**“I feel successful when I work with leaders to advance our overall goals for organization-wide initiatives”**

## Service CoE

- AVP HR, Service
- Director, HR Solution Center
- HR Manager, Talent Support
- HR Analyst, Quality & Innovation
- HR Business Partner Lead
- Senior HR Business Partner
- HR Business Partner

## IMPACT & Decision Support

- HR Senior Business Analyst
- HR Senior Specialist, Benefits
- HR Senior Specialist, Compensation
- HR Senior Specialist, Immigration Services
- HR Senior Specialist, People Data and Analytics
- HR Senior Specialist, People Data Governance & Standards
- HR Senior Specialist, Wellness
- HR Manager, Business Operations
- HR Senior Specialist, Policy, Risk Management and Compliance
- HR Analyst, Compensation
- HR Business Analyst
- HR Specialist, Benefits
- HR Specialist, People Data and Analytics
- HR Specialist, Policy, Risk Management and Compliance
- HR Specialist, Wellness

## Talent CoE

- HR Senior Consultant, Performance Management
- HR Senior Consultant, Workforce Planning
- HR Senior Consultant, L&D
- HR Manager, Performance Management, Rewards & Recognition
- HR Manager, Talent Planning
- HR Manager, L&D and Org Development
- HR Consultant, L&D
- HR Consultant, Org Development
- HR Supervisor, Workday / Technical Training
- HR Specialist, Onboarding / Career Services
- HR Specialist, Rewards and Recognition
- HR Specialist, Workday / Technical Training
- HR Specialist, Pipeline Programming
- Instructional Designer

[Click Here for  
More Details](#)

*Broad, comprehensive options for your future role aspirations*

# Explore the Possibilities – Solving Customer Problems



“I enjoy supporting and helping customers with a variety of issues and concerns”

## Service CoE

- HR Business Partner Lead
- Senior HR Business Partner
- HR Business Partner
- HR Manager, Benefits, Leave and Payroll
- HR Manager, Talent Support
- HR Supervisor, Inquiry
- HR Supervisor, Talent Support
- Payroll Specialist (funded by Finance)
- HR Specialist, Benefits Counselor
- HR Specialist, Inquiry
- HR Associate, Benefits, Leave and Payroll
- HR Associate, Inquiry
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- HR Assistant, Benefits, Leave and Payroll
- HR Assistant, Talent Support

[Click Here for More Details](#)

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- HR Senior Specialist, Immigration Services
- HR Senior Specialist, People Data and Analytics
- HR Senior Specialist, Wellness
- Senior HR Specialist, Policy, Risk Management and Compliance
- HR Specialist, People Data and Analytics
- HR Analyst, IMPACT and Decision Support
- HR Senior Specialist, IMPACT and Decision Support

## Talent CoE

- HR Manager, Recruitment
- HR Manager, Talent Flexibility
- HR Senior Consultant, Org Development
- HR Senior Consultant, Workforce Planning
- HR Senior Consultant, Workforce Planning
- HR Senior Consultant, L&D
- HR Manager, Employee Relations
- HR Manager, L&D and Org Development
- Senior ER Consultant
- HR Consultant, L&D
- HR Consultant, Org Development
- Senior Recruiter
- HR Supervisor, Workday / Technical Training
- Employee Relations Consultant
- HR Specialist, Dual Career Services
- HR Specialist, Onboarding / Career Services
- HR Specialist, Pipeline Programming
- Instructional Designer
- Recruiter
- HR Associate, Wage Hiring
- HR Associate LMS Support; Talent Planning; Workday / Technical Training



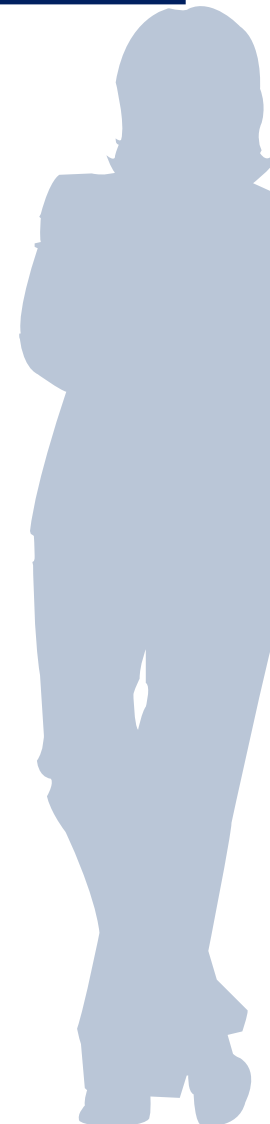
# Explore the Possibilities – Leading People



“I feel most successful in my role when I’m leading and developing others”



*Sample possibilities for applying your skills in each CoE*



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# Explore the Possibilities – Executing Specialized HR Programs



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Sample possibilities for applying your skills in each CoE





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*Sample possibilities for applying your skills in each CoE*



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Sample possibilities for applying your skills in each CoE

