

APPENDIX **A**

CAREER PLANNING WORKBOOK

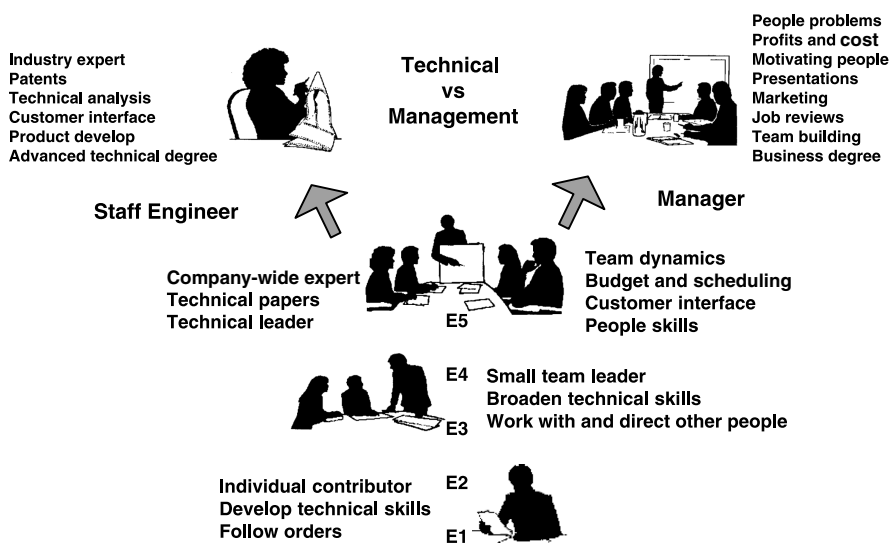


Figure A-1 Long-range careering planning.

My long-range goal is to follow the path of: _____
(Technical versus Managerial)

Visualization of Your Ideal Job

- 1. Job title: _____
- 2. Job salary: _____
- 3. Company location: _____
- 4. Home location: _____
- 5. Commute time: _____
- 6. Company size: _____
- 7. Company products: _____

- 8. Size of engineering group: _____
- 9. Job functions: _____
- 10. Office size: _____
- 11. Company benefits: _____
- 12. Freedom to work on: _____

13. Travel: _____

14. Laboratories look like: _____

15. Personal computer: _____

16. Supervisor who: _____

17. Coworkers who: _____

18. Career advancement paths leading to: _____

19. In three years I'll be doing:

20. In five years I'll be doing:

21. In 10 years I'll be doing:

Visualization of Your Worst Job

Things I absolutely will not put up with on the job:

If technical career path, I need to:

Suggested Actions. Return for more technical training, sign up for classes, talk with senior technical people in the company, publish my work, develop new modeling and design skills, broaden my technical knowledge to include other engineering fields, software, chemical, electrical, mechanical, and computer science.

If managerial career path, I need to:

Suggested Actions. Return for more management training, sign up for classes, talk with senior management people in the company, develop my team leadership skills, develop my people skills and dealing with people problems.

If undecided I need to:

Suggested Actions. Talk to both senior technical and management people about their jobs. Determine which is more appealing, technical or managerial. Take assignments involving both technical and management tasks. List the pros and cons of each.

Years from Graduation	0–5 Years First Job	5–10 Years Early Career	10–20 years Mid Career	20–30 Years Late Career	30–40 Years Retirement
Age	22–30	30–35	35–45	45–55	55+
Company/ Technical Career Goals	Adjust to work environment	Focus on technical specialty	Tech vs Business	Continue leadership development	Leveling of career and responsibility
	Learn company ropes	Development team skills	Develop leadership skills	Technical update	Consulting role
	Enhance technical training	Higher levels of responsibility	Update training	Upper management	Teach classes
	Career planning	Publish papers	Supervisor	Mentoring junior people	
		Return for MBA	Return for MBA	Senior role in company/staff	
Personal and Family Goals	Payoff college debt	Marriage	Family vacations	Family vacations	Very late for planning of retirement
	Have fun	Purchase home	Child development	Children college	Wedding of children
	Financial planning plan for retirement	Start family	Child school activities	Elder care giving	Grandkids
	Elder care giving	Elder care giving	Elder care giving	Plan for retirement	Less pressure
	New car	Plan for retirement	Plan for retirement		

Figure A-2 Typical career actions based on age, circle your age group, circle the goals you want to accomplish.

Based on my age, the career actions I have identified are:

Great Career Actions

- Join an engineering society
- Host a society meeting at your company
- Visit the university bookstore
- Have a career discussion session with your supervisor or mentor
- Write a technical paper
- Attend a conference
- Attend a seminar
- Apply for a patent
- Write lessons learned memo
- Do a product demo
- Write an article for company paper
- Do a new product demo
- Submit a team for an award
- Volunteer to improve something in your company
- Return for more schooling and/or advance degree
- Learn a software program
- Write a report
- Read new technical journals
- Learn about the job level above yours
- Help organize engineers week
- Update your resume
- Take a time management course
- Get your work done early ahead of schedule
- Develop a new simulation/model

Write down the career goals you have identified:

Description	Date to Accomplish
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

Great Family/Social Actions

- Plan family vacations
- Sunday night family meetings
- Date night with spouse
- Attend weekly services
- Plan birthdays
- Plan anniversaries
- Plan volunteer work
- Attend your kids school functions
- Coach a sports team
- Exercise (stress relief)
- Make it home for dinner more often
- Spend “special time” with your kids, computers, read to them, art projects
- Financial planning
- Visit library together

Write down the personal family/social goals you have identified:

Description

Date to Accomplish

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

Skills Assessment Worksheets: Technical (page 1)

Type of Skill	Strength or Weakness	Past Accomplishment Demonstrating Strength or Weakness	Action Required	Date	Priority Level High, Medium, Low
<i>Technical</i>					
Product design					
Technical knowledge in your field					
Technical knowledge in other fields					
Product build					
Product integration					
Laboratory test					
Laboratory research					
Technical publications					
Computer modeling					
CAD design and modeling					
Analysis and modeling					

Skills Assessment Worksheets: Technical (page 2)

Type of Skill	Strength or Weakness	Past Accomplishment Demonstrating Strength or Weakness	Action Required	Date	Priority Level High, Medium, Low
<i>Technical</i>					
Experimental research					
Patents					
Technical awards					
Programming					
Producibility					
Manufacturing					
Others					

Skills Assessment Worksheets: Leadership and Project Management (page 3)

Type of Skill	Strength or Weakness	Past Accomplishment Demonstrating Strength or Weakness	Action Required	Date	Priority Level High, Medium, Low
<i>Project Management</i>					
Setting year goals					
Budgeting					
Organizing teams					
Developing policies					
Developing procedures					
Cost tracking					
Project planning					
Customer interface					
Team formation					
Salary administration					
Department budgeting					

Skills Assessment Worksheets: Leadership and Project Management (page 4)

Type of Skill	Strength or Weakness	Past Accomplishment Demonstrating Strength or Weakness	Action Required	Date	Priority Level High, Medium, Low
<i>Project Management</i>					
Capital planning					
Presentation skills					
Running meetings					
Handling multiple priorities					
Establishing milestones					
Generating team metrics					
Team communication					
Coaching skills					
Mentoring					
Others					

Skills Assessment Worksheets: Interpersonal Skills (page 5)

Type of Skill	Strength or Weakness	Past Accomplishment Demonstrating Strength or Weakness	Action Required	Date	Priority Level High, Medium, Low
<i>Interpersonal Skills</i>					
Motivating					
Team leadership					
Conflict resolution					
Work relationships					
Meeting skills					
Versatility					
Team dynamics					
Communication style					
Customer relationships					
Social abilities					
Mentoring					

Goals Worksheets

Career /Personal Goal	Actions Required	Date	Priority Level High, Medium, Low
	1		
	2		
	3		
	4		
	5		
	1		
	2		
	3		
	4		
	1		
	2		
	3		

Goals Worksheets

Career/Personal Goal	Actions Required	Date	Priority Level High, Medium, Low
	1		
	2		
	3		
	4		
	5		
	1		
	2		
	3		
	4		
	1		
	2		
	3		

Career and Personal Goals Calendar for _____

Jan Update Plan

Jul_____

Feb_____

Aug_____

Mar_____

Sep_____

Apr_____

Oct_____

May_____

Nov_____

Jun Update Plan

Dec_____

