Building a Professional Roadmap

What is a professional roadmap?
A professional roadmap or career roadmap is a goal (or set of goals) that outlines your career path and the steps you need to take to achieve them. Your roadmap is meant to be an evolving document that you will reference and add to over time.

What are SMART goals?
In order to have actionable and achievable goals, SMART goals should be:
- ☐ <u>Specific</u> - Your goals should be direct, detailed and meaningful.
- ☐ <u>Measurable</u> - Your goals should be able to be quantified so you can track progress.
- ☐ <u>Attainable</u> - Your goals should be realistic enough so you can obtain it with the resources you will have access to.
- ☐ <u>Relevant</u> - Your goals should align with your overall roadmap outcomes.
- ☐ <u>Time-bound</u> - Your goals should have specific milestones or due dates.

Why are SMART goals important?
Ensuring that you include each of these elements will be useful to have an overview of the full scope of the goal so you are able to plan, execute, and measure the success of each goal you set for yourself.
Things to think about when setting SMART goals for your professional roadmap:
- What kind of job do I want? (Ex: Internship, Full-time, Part Time, Paid, Unpaid)
- What field or type of role do I want to be in? (Ex: Data Science, AI, Research)
  - What interests me the most?
  - What is most realistic given my experience and ability?
- Are there knowledge gaps that I would need to account for before feeling confident in getting a specific job?
- What aspects are important to me? (Ex: Company size, team size, company goals, culture, diversity, prestige, salary limitations, work location, level of independence required, work flexibility, etc)
- What timelines are important? (Ex: When to apply, time to decide on an offer, when to start the role)

Examples:
- ➔ I want a paid Summer internship position in Data Science at a mid-sized tech company for Summer 2023.
- ➔ I want a full-time job as a Software Engineer at a leading AI start-up by June 2023 in New York or California.

Exercise #1 - Figuring Out Role & Priorities

What type of job are you looking for? (ex: Internship, Full Time, Data Science, Product Manager, Software Engineer, etc.)

> **I've received an internship offer. So now my goal is to do well in that internship to receive a full time offer after completion as a data scientist so that I can secure a job after graduation.**

What aspects are important to me? Add specific details for what you care about having in your role. (ex: Company size, team size, company goals, culture, diversity, prestige, salary, benefits, work location, level of independence required, etc.)

> **When looking for a career what's important to me is the company's environment and culture. If I'm working long hours a day for the rest of my life, I want it to be in a company that I feel comfortable, respected, and care for. And to work at a company that aligns to my values so that I can find passion in the work I do. I also like the idea of having teamwork as the way of working. Lastly, salary is also important for me. I want to be able to be financially well to provide for my family. Speaking of providing, it would also be great to work at a company that has good health insurance.**

What is the timeline that you would like to have this role? Think about when you would like to have responses/offers from companies AND when you'd like to start working. Are there constraints from your university or work authorization constraints?

> **The timeline should be after the completion of my internship. So on August 2023. I should be able to start working on June 2024. The constraints or roadblocks that I'll need to overcome is to pass all my classes, and complete the credits needed to graduate. Moreover, I need to perform well during the internship, so I'm planning to brush up on my knowledge of Data Science and Excel over winter break.**

Exercise #2: Breaking It Down

What physical materials do you need to create or gather? (ex: Resume(s), CV(s), documentation for employment/work authorization from university, reference letters, etc)

> I have Resumes, CVs, and documentation. I suppose I would need to start finding people for reference letters for jobs that might ask for reference letter. I also need to re-edit my resume.

What have you already accomplished that will benefit you in your job search? (Ex: coding languages you've mastered, difficulty courses you passed, internships completed)

> I've taught myself C++, C, Python, HTML/CSS/JavaScript. I've taken courses on C++, Python, Java—specifically software design, Algorithms, Data Structures, Fundamentals of Computer Systems. I've also taken extracirricular activities to expand my knowledge such as CodePath Android University for Android App Development, web development, and I'm currently in BreakThroughTech AI studying data science and AI. I was also a data analytics intern at KPMG.

What skills do you need to build or practice? How will you go about gaining or building these skills? (ex: Coding/technical interview prep, behavioral interview prep, networking)

> 1. Technical and coding interview
> 2. Maintaining network
> 3. Building data science knowledge before the internship

What additional information do you need? (ex: Timelines for applications, timeframes of internships, company research, product research, university requirements for work authorization)

> Research as to what would make an intern good to receive a full time offer.
> Use the materials provided from the interview links, to prepare and learn more coding for interviews

Who might be able to help you connect with the right people to apply for this role?
Use specific names of the people who you can connect with (ex: Recruiters at the company, professors with connections to specific companies, former interns or current employees that you know, existing mentors, etc).

> Recruiters from the company, Classmates who've interned at different companies, previous mentors, previous co-workers.

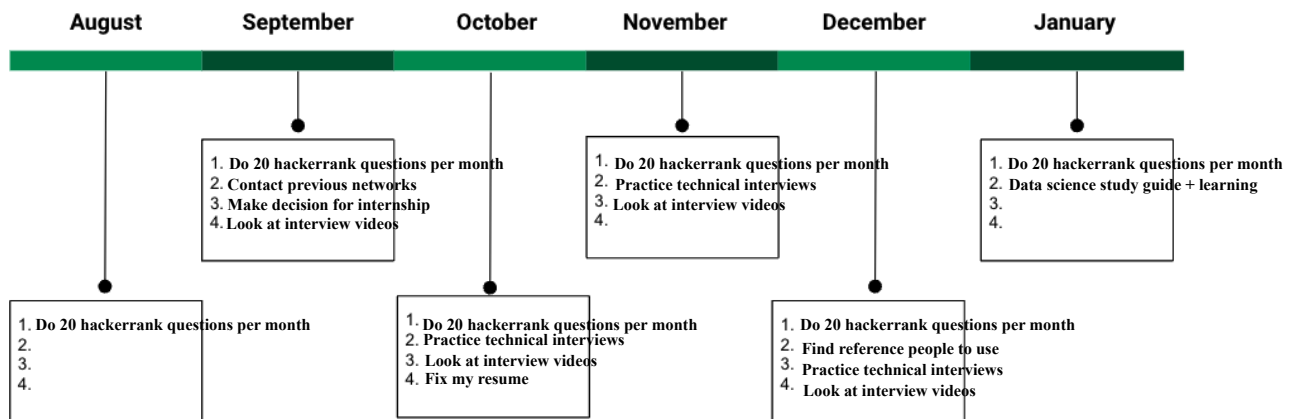# Exercise #3 - Finalize Your Goal & Build a Timeline

Utilize your responses from Exercise #1 to establish one (or more) SMART goals.

Review all the aspects of the SMART goals to ensure all elements are included (Specific, Measurable, Attainable, Realistic, Time-bound).

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1. During my Junior year in college I need to gain more experience by pursuing internships and programs.
2. Do 5 hackerrank questions per week.
3. Enroll into Graduate School after 2-3 years after finding a full-time job.
4. Create a study guide as a method of learning to expand my data science knowledge

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Utilize your responses Exercise #2 to help build out a timeline of tasks for yourself.

Fill in the boxes below, or build out your own timeline if preferred.

August	September	October	November	December	January

September
1. Do 20 hackerrank questions per month
2. Contact previous networks
3. Make decision for internship
4. Look at interview videos

November
1. Do 20 hackerrank questions per month
2. Practice technical interviews
3. Look at interview videos
4.

January
1. Do 20 hackerrank questions per month
2. Data science study guide + learning
3.
4.

August
1. Do 20 hackerrank questions per month
2.
3.
4.

October
1. Do 20 hackerrank questions per month
2. Practice technical interviews
3. Look at interview videos
4. Fix my resume

December
1. Do 20 hackerrank questions per month
2. Find reference people to use
3. Practice technical interviews
4. Look at interview videos

Notes

Companies

Roles / Job Titles

Skills

Other Notes/Resources/Tools:

Interview Question Practice & Notes

Interview Question	Score	Challenges	Successes	Other Notes