Career Management- CDEV 8130

Assignment 1: My Career Profile

Academic year 2021-2022

Worth 15% of Final Grade

Due Date

This assignment is due by the end of module 4.

Purpose

Creating a career profile will allow you to gain the career clarity you need to be able to communicate your skills to employers. This will be done through your resume, branding, and interviewing as you search for work.

Explanation of tasks

During the first four modules of this course, you were given a series of activities to complete.

Review your work prior to uploading your completed career profile as a single word document to the Assignment Submission Folder.

Prior to completing the tasks, be sure to review the attached rubrics.

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List of activities:

Module 1: Elevator Pitch Discussion Post

Ensure you have uploaded your elevator pitch and provide feedback to one of your peers.

Module 2: Reflection questions

In the first module, we reviewed Franklin’s (2014) definition of career: “The full expression of who you are and how you want to be in the world. And it keeps expanding as it naturally goes through cycles of stability and change” (p.456). Now that you’ve had a chance to consider this definition of career, it’s time for you to put some thoughts into your definition of Career and Career Management.

What does the word career mean to you?

|  |
| --- |
| The word career is often used to refer to a profession, occupation, trade or vocation. A career could define what you do for a living and range from those that require extensive training and education to those you can perform with only a high school diploma and a willingness to learn. |

When you think of career management, what comes to mind? What elements to you think will be important to you as you manage your career over your lifetime?

|  |
| --- |
| Career management helps move people into roles where their skills are most suited and their aspirations are best met. Improving organisational performance. Research shows that providing career opportunities is a key practice that influences organisational performance. Improving employee engagement. |

Module 3: Strengths, Assets, Personal Qualities, STAR Stories, STAR statements

My Strengths (Skills)

*Using the table, identify at least 7 skills that you think will be most important for your future career, so you can be more prepared when it comes time for resume and cover letter writing.*

|  |  |  |
| --- | --- | --- |
| Skill | Where I did it | Example |
| Software Testing | SSP Technology | I was working with the client which is of ecommerce website and also web application. |
| API Testing | SSP Technology | I was working with client which is of the payment schedule API and I have to test that one. |
| Java | SSP Technology | I was doing web development in for my client and it was an investment banking firm. |
| HTML,CSS,JS | SSP Technology | I was doing web development for client and it was an investment banking firm. I have applied this skill as it is for front end development. |
| Angular JS | SSP Technology | I was doing web development in for my client and it was an investment banking firm. This skill I have applied for the frontend development |
| Postman | SSP Technology | This is tool for API Automation Testing. |
| Hibernate | SSP Technology | This is tool I have applied for the backend development particularly for the database connections. |

My Assets (Education, Training)

*Provide all details of the assets you currently possess in this table.*

|  |  |  |  |
| --- | --- | --- | --- |
| Asset | Where I did I obtain it from | When did I obtain it or will obtain it | Knowledge I obtained |
| Bachelors in Civil Engineering | Sinhagad Institute of technology | 2016 | I have obtained degree in civil engineering |
| Software Testing—Manual Testing | Dhruv Consultancy and Services | 2017 | I got training from my first employer. |
| Oracle Certified Professional, Java SE 8 Programmer | Oracle | 2018 | I have completed course and got certified. |
| Oracle Database SQL Certified Associate Certification | Oracle | 2019 | I have completed course and got certified. |
| Google Professional Cloud Architect | Google | 2020 | I have completed course and got certified. |

My Personal Qualities

*Take some time to complete this chart with your most valuable personal qualities (aim for at least 7).*

|  |  |  |
| --- | --- | --- |
| Personal Quality | Example | Who has observed this in me? |
| Honesty | I am honest in my work . | My team leader and my clients. |
| Dedication | I am dedicated for my work | My team leader and my clients. |
| Creative | I am creative. As I was getting the new task every day and for that I have to add new features to the software’s. | My team leader and my clients. |
| Team Work | I believe in team work. | Colleague |
| Problem Solving | I love problem solving | Colleague |
| Willingness to learn | I am always open to learn new things, new software’s new languages ,also I am staring to learn French language | My Seniors |

My STAR Stories

Complete the tables below to tell as many stories as you can remember (minimum of 3).

|  |  |
| --- | --- |
| Situation/Task | We have a task in my company to smoke testing(Part of manual testing ) and it should be completed in the 3 days. |
| Action | I have tested all features within 10 days and found the lots of bugs. |
| Results | I got recognition from my company CEO .and they appreciated my work. Also I got the pay hike. |
| Skills | I am hardworking person. I was always ready for the tasks. My skill was manual testing . |

|  |  |
| --- | --- |
| Situation/Task | Got the gold medal in my Bachelors studies. |
| Action | I have studied very hard in my final semester .I have to get good marks |
| Results | I got a gold medal from my college. |
| Skills | Education,Hard work,Dedication |

|  |  |
| --- | --- |
| Situation/Task | Volunteer for the old age home |
| Action | Volunteered for the old age home when I was studyng in the college and also I have helped many old age citizens. |
| Results | Got recognition from Government organization |
| Skills | I am a helpful person and I love to help people.Kindness |

My STAR Statements

Aim to transform 3 STAR stories into accomplishment statements.

*Copy and paste this table for as many accomplishment statements as you would like to write.*

|  |  |
| --- | --- |
| **Results from story** (Summarize in one statement) | Done task in Smoke testing |
| **Starting statement** (Ensure each statement starts with an action verb) | Done smoke testing in my company within the stipulated time. |
| **Add details**  (Ensure each statement outlines the results of your action) | Got task in my work schedule which has a deadline and product is going to an production . |
| Final polished accomplishment statement | Done smoke testing which was a task during my work .I have done the task within that stipulated time and found the bugs .Which helped developers to resolve the issue and product a clean without the bugs. |

|  |  |
| --- | --- |
| **Results from story** (Summarize in one statement) | Got the gold medal . |
| **Starting statement** (Ensure each statement starts with an action verb) | Got the gold medal during my final semester. |
| **Add details**  (Ensure each statement outlines the results of your action) | I have to get good marks to get me higher GPA.Finally I got the Gold medal in my final semester. |
| Final polished accomplishment statement | I have studied very hard in my final semester as I want high grades during my final semester .Finally I got the great grades in my final semester and got the gold medal in my final semester and got higher GPA |

|  |  |
| --- | --- |
| **Results from story** (Summarize in one statement) | Volunteer at old age home |
| **Starting statement** (Ensure each statement starts with an action verb) | I have done volunteering in old age home |
| **Add details**  (Ensure each statement outlines the results of your action) | I have done volunteering in old age home. Has helped many old age people. I have helped with their medicines. Also provided my services. |
| Final polished accomplishment statement | I have done volunteering in old age home. Also I hae helped many old age people. I have helped them by giving medicines and also provided my services. It gives e mental peace. |

Module 4: My Personal Brand Statement, My Social Media Platforms, My Code of Conduct

My Personal Brand Statement

|  |  |
| --- | --- |
| Element | Your response |
| Desire | To explore my capabilities in programming (coading) |
| Natural Interest | Programming |
| Strength | Java, Sql,Spring,Hibernate |
| Asset | Bachelore degree and have a 6 years of work experience in coding and testing |
| Personal Quality | Effective programming |
| Use the space below to draft and polish your brand statements. | |
| Draft version 1 – I love programming. I love the coding part of it.I have done bachelor’s degree and I have 6 years of experience. I want to explore my capabilities in coding.  Draft version 2-I am passionate about the computer programming. I am good at problem solving .and I have a good education and work experience  Final version I’m happy with –I am passionate about the computer programming and I want to explore my capabilities in this field with my education and past experience. | |

My Social Media Platforms

For this activity, you will choose three social media platforms to compare and contrast, to help you better identify the features and benefits of each. You will need to do research to complete this activity.

To get started, choose the three platforms you are most likely to use for marketing your brand; alternatively, choose ones that you are less familiar with, so you can unlock more of their potential. When you have chosen your three, research each of them to identify the following information.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Social Media Platform 1: Youtube | Social Media Platform 2: Linkedin | Social Media Platform 3: Indeed |
| Features and benefits | 1. 1.Free to use. 2. 2.Uploading and watching videos on YouTube is completely free. ... 3. 3.Gives you the opportunity to earn money through your videos. ...   4.An Easy Way to Share Information. | * Important people use **LinkedIn**. * Free to use * It's another way to see job postings. * It's an easy, modern way to maintain a Rolodex of connections that may be helpful in your career. | * Important people use **Indeed** * Free to use * It's another way to see job postings. * It's an easy, modern way to maintain a Rolodex of connections that may be helpful in your career. |
| Target Audience/Industry | Whole world | Professionals | Professionals |
| Level of engagement needed to manage | Comments, Likes and dislikes, Subscribers gained and lost, Shares. | Make connections ,gains the likes on the posts ,explore the industry leaders. | Make connections ,gains the likes on the posts ,explore the industry leaders. |
| Strategies I would use it to manage my brand | * Create a YouTube channel for your business. * Learn about your audience. * Research your competition. * Learn from your favorite channels. * Optimize your videos to get views. * Upload and schedule your videos. | * Create my profile * Learn about the companies * Follow the companies * Optimize my connections | * Create my profile * Learn about the companies * Follow the companies * Optimize my connections |
| Potential risks I may need to manage | * the security of your videos is at risk. ... * You may lose access to your media assets. * You won't be able to accurately measure your outcomes. * You lose valuable time and resources. ... * Secure, controlled, measurable media assets. | * Have a written social media policy * Employees should not rely too much on LinkedIn. * Be mindful of the impression that your employees are making. | * Have a written social media policy * Employees should not rely too much on LinkedIn. * Be mindful of the impression that your employees are making |

My Code of Conduct:

This activity allows for reflection, intention, and ownership over your personal brand online.

Drawing inspiration from the article 10 rules to post by (Binary Tattoo, 2014), identify 5 to 10 behaviours that will serve as your own personal code of conduct. If none of these rules give you the inspiration you need for a code of conduct, feel free to locate other sources that better suite your needs.

Identify 8 behaviors that will serve as your personal code of conduct

1. Seek the truth first and find ethical pathways promptly and urgently.
2. Ask better, tougher questions than anyone else.
3. Be 15 minutes early.
4. Avoid surprises. Forecast trouble.
5. Raise your hand. Consistently challenge the standard assumptions and practices of our profession. Build its importance and enhance the ability of all practitioners to better serve others. Say things no one else is willing to say.
6. Do the doable. Know the knowable. Get the getable. Arrange the arrangeable.
7. Be inconsistent. This is the greatest virtue of the strategist. Everybody, including your boss/client, thinks they are good, even great, communicators. Think differently. Be surprising. Think inside out. Successful strategies are built on inconsistency.
8. Say less; focus on things that matter. Write less but make your words really important.