*“People don’t choose their careers; they are engulfed by them”- John Dos Passos*

**Atlanta BEST Program**

**IDP for Career Exploration**

**This development plan is intended to supplement your current Individual Development Plans (IDPs). A full IDP encompasses your research, academic, career, and skill set development (resources** [**here**](http://cetl.gatech.edu/resources/best-practices/IDPs)**). The goal for this IDP is to help make progress on the foundational elements of career development and professional development—which are self-awareness and career exploration.**

**How to use this document:**

1. Each question has a Grey Box       where you can type in your answers. To remove restrictions, the password is BEST.
2. Once you are ready, share this with your triad. The role of triad members are diverse. They help make sure your plans are clear and your goals are SMART (specific, measurable, actionable, realistic, and time bound). They also can help talk through challenges, inspire ideas, share resources, and provide accountability informally as we meet week to week.

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**The following sections take you through some questions to consider as you explore careers, what you like to do, and organizations. This will take time, so do not expect that you should be able to fill this out quickly or easily. Fill in what you can, and in the goals section you can set goals to complete each section**

**SECTION A, CURRENT REALITIES:** We start with questions about your current realities. It’s best to start this process with your challenges and concerns up front. In doing this, you will be able to address and work through them so they don’t hinder your progress. You will also explore what success broadly looks like for you in this process. Career exploration and development is such an individual process that not everyone’s definitions of success are the same. Similarly, not everyone is looking to get the same things out of being in BEST. Clarifying this will make sure you use your time wisely and take advantage of the right opportunities that come your way.

**SECTION B, VALUES** This section is fairly plain but very import. Thinking and writing about your values helps you to clarify what is really important to you about your work and the kinds of organizations you want to work for. Values play into the “cultural fit” part of your job search- which affects a lot of what happens in a workplace and helps inform you as to which questions to ask during informational and job interviews.

**SECTION C, CAREER EXPLORATION DATA** Here you will be asked to list some careers and organizations you are curious or interested in. If you find yourself stuck, check out these resources or move on to the next section and come back later. *Career Path Resources:* [VersatilePhD Site](https://versatilephd.com/); [Science Careers Site](http://myidp.sciencecareers.org/); [BEST Career Videos](http://www.nihbest.org/phd-postdoctoral-scientists/career-choices/); [NIH Career Videos](https://www.training.nih.gov/oite_videocasts); [myIDP](https://myidp.sciencecareers.org/); [Podcast](http://www.phdcareerguide.com/podcast.html) from PhD Career Guide. *Organization Resources:* [Top Pharma companies](http://www.pmlive.com/top_pharma_list/global_revenues); [Glassdoor.com](https://www.glassdoor.com/index.htm?utm_source=Bing-Ad&utm_medium=cpc&utm_campaign=Bing-Ad-US-Brand); [Global Health NGOs](https://www.fic.nih.gov/Global/Pages/NGOs.aspx); [Federal Agencies](https://www.usa.gov/federal-agencies/a); [Georgia Bio](http://www.gabio.org/?page=A16) (List of local companies found at the bottom); [Professional Societies](https://en.wikipedia.org/wiki/Category:Professional_associations_based_in_the_United_States)

**SECTION D, SETTING GOALS:** This section walks you through strengths and interests that you want to leverage in a future career. Once you identify these strengths, you need to decide how good you are at them and where you’d like to be them in 6 months, and how you will go about achieving it. *If you struggle to fill this out- talk with someone who knows you well to help you.* You will also set exploration goals. Because you are situated at a university, you are uniquely able to access many relevant resources. Here you will identify tangible resources to help you move the needle on these goals. For simplicity, this section will only focus on strengths and interests that could inform your career exploration and development. *Resources:* [Emory](http://ece.emory.edu/) and [GT](https://pe.gatech.edu/) Continuing Education; [MOOCs](http://www.mooc.ca/providers.htm) (online classes); [ACTSI](http://actsi.org/); [Emory](http://emory.toastmastersclubs.org/) and [GT](http://techmasters.gatech.edu/) Toastmasters; [Professional Societies](https://en.wikipedia.org/wiki/Category:Professional_associations_based_in_the_United_States); lots of google searches!!

**A) YOUR REALITIES** *Let’s explore current realities for you when it comes to career exploration. See page 1 for more context if needed.*

**What are your challenges or roadblocks? What makes you most anxious about this process?** *What are the realities or constraints you are facing when you consider your next steps after Emory/GT. In other words, what do you need to be considering outside of career fit -- i.e. You have a family, you need to stay in Georgia, you need to consider visa issues etc.*

**How do you want to define success in this process?** *Defining this for yourself based on your own personal needs and interests is critical to making sure you are going to leverage and make progress on things that matter to you.*

*Example #1: Have a very clear idea of what job titles I want to apply to, which professional associations I should join, and what networks, training, or info do I need to have to be competitive when I start applying for jobs*

*Example #2: Narrow down my interests and develop a Plan A and Plan B to be prepared when I graduate*

*Example #3: Make connections and become more aware of resources to help me get to where I want to be*

*Example #4: Better understand and articulate my interests, strengths, and ideal career direction*

**B) VALUES:** *What are some top values you are looking for in your work environment? Why are they important to you? Which ones will you not compromise on—prioritize! You can use the list below to get you started, but definitely add your own.*

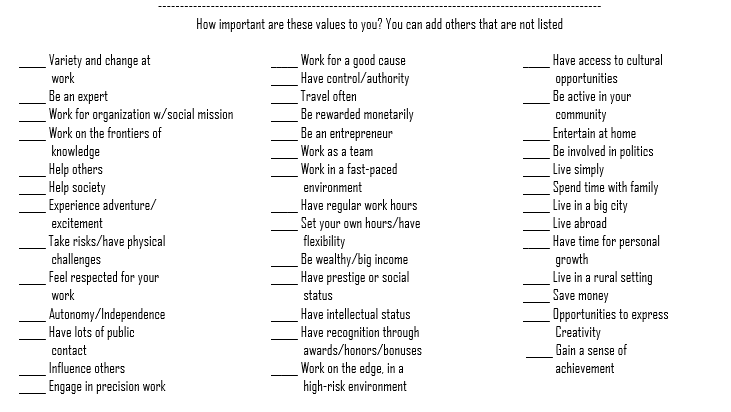
**1.**

**2.**

**3.**

**4.**

**5.**



**C) CAREER EXPLORATION DATA**

1. **CAREER PATHS: Which careers seem to be a good fit given your strengths and interests?** *You might not have enough information about them yet, but think about broad skill sets and careers you want to explore. See page one for resources.* **If you are stuck-- move on to the next section and come back to this later.** Make it one of your goals in Section D2: “*Do some research to fill this Part C- Career Exploration Data”*
2. **Career:**
   1. **Related tasks/skills:**
   2. **Questions/Areas where clarity is needed:**
3. **Career:**
   1. **Related tasks/skills:**
   2. **Questions/Areas where clarity is needed:**
4. **Career:**
   1. **Related tasks/skills:**
   2. **Questions/Areas where clarity is needed:**
5. **Career:**
   1. **Related tasks/skills:**
   2. **Questions/Areas where clarity is needed:**
6. **ORGANIZATIONS/COMPANIES: List out 3-5 organizations that you might want to work at.** *See page one for resources.* **If you are stuck move on to the next section and come back to this later.**

***EXAMPLE: Organization:*** *Merck*

* 1. ***Website link****:* [*http://www.merck.com/careers/life-at-merck/career-choices.html*](http://www.merck.com/careers/life-at-merck/career-choices.html)
  2. ***What is their mission or vision:*** *“To make a difference in the lives of people globally through our innovative medicines, vaccines, and animal health products. We are committed to being the premier, research-intensive biopharmaceutical company and are dedicated to providing leading innovations and solutions for today and the future.”*
  3. ***What do they do/what are they known for:*** *Known for research and their core product categories include diabetes, cancer, vaccines and hospital acute care.*
  4. ***Department/Division of interest:*** *“Corporate Support Functions/Global Medical Affairs”*
  5. ***Role/Career of interest:*** *“Vaccines Medical Affairs Lead”*

1. **Organization:**
   1. **Website link:**
   2. **What is their mission/vision:**
   3. **What do they do/what are they known for:**
   4. **Department/Division/Part of the organization of interest:**
   5. **Role/Career of Interest:**
2. **Organization:**
   1. **Website link:**
   2. **What is their mission/vision:**
   3. **What do they do/what are they known for:**
   4. **Department/Division/Part of the organization of interest:**
   5. **Role/Career of Interest:**
3. **Organization:**
   1. **Website link:**
   2. **What is their mission/vision:**
   3. **What do they do/what are they known for:**
   4. **Department/Division/Part of the organization of interest:**
   5. **Role/Career of Interest:**
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   1. **Website link:**
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   5. **Role/Career of Interest:**

**D) SETTING SHORT TERM GOALS**

*See page 1 for resources* **Today’s Date**

**6 months from now**

**D1) Short Terms Goals for Interest and Strength Development**

**List your top 3-4 strengths and skills to leverage—*Keep it simple—*focus on strengths you enjoy doing*.*** *If you have been told you are a great presenter, but you dislike presenting, focus on another interest or strength that you DO enjoy and want to leverage in the future. This part will help you identify which skills to focus on in the next year and help guide you in what job tasks and roles to look for in career paths you are exploring.*

* *Example #1: When a machine in the lab isn’t working, I naturally tend to volunteer to help fix it. I enjoy the process of troubleshooting it. I tend to get complements for being able to fix things—Strength = Troubleshooting*
* *Example #2: My friends always ask me to edit their writing. I like reading about the different things they are working on and helping them better communicate their thoughts through different writing styles and proper grammar—Strength/Interest = Editing*

**When thinking about your strengths—Ask Yourself:**

* **What professional/work activities do you really enjoy engaging in?**
* **When do you tend to get complements from others?**
* **What is effortless? When are you in your zone? What activities seem to make time fly by?**
* **When is work fun? What keeps you curious? What activities make you feel good when done?**

1. **Strength/Interest:**
   1. Rate your skill level now (bad, not terrible, good, great, awesome):
   2. Rate where you want your skill level to be this time next year:
   3. How will you go about achieving it
      1. What resources are available?
      2. Who can you talk to?
   4. How will you measure your progress on this?
   5. What type of careers leverage this strength?
2. **Strength/Interest:**
   1. Rate your skill level now (bad, not terrible, good, great, awesome):
   2. Rate where you want your skill level to be this time next year:
   3. How will you go about achieving it
      1. What resources are available?
      2. Who can you talk to?
   4. How will you measure your progress on this?
   5. What type of careers leverage this strength?
3. **Strength/Interest:**
   1. Rate your skill level now (bad, not terrible, good, great, awesome):
   2. Rate where you want your skill level to be this time next year:
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4. **Strength/Interest:**
   1. Rate your skill level now (bad, not terrible, good, great, awesome):
   2. Rate where you want your skill level to be this time next year:
   3. How will you go about achieving it
      1. What resources are available?
      2. Who can you talk to?
   4. How will you measure your progress on this?
   5. What type of careers leverage this strength?

**D2) Short Term Goals for Career Exploration**

**What things do you need to learn more about to make progress in exploring careers? The more specific, the better.** If you were stuck on anything in this IDP, you can add it to your goals here to be able to fill it out later.

*Examples for things to learn and explore: Explore more about the difference between writing and editing careers; learn more about the differences of working in a federal lab vs an industry one; learn what exactly regulatory affairs positions do; learn more about Georgia Bio and events they offer; Learn more about career paths to narrow now my search*

*a) Examples for ways to go about the exploration: Links to resources are on page one.*

* *read/research writing career paths, attend workshops on and off campus related to start-ups, seek advice from others about good books to read, conduct an informational interview over coffee with someone doing something I might want to do, ask a friend to go to an event coming up, take a class to enhance understanding of what is involved in editing jobs, take online course on the business of science, watch career path videos, meet with a career coach to talk about ideas, etc.*

1. **I need to explore/learn more about**:
   1. Some ways I can go about this are:
   2. Accountability: I will know I completed this when…
   3. Date I plan to have this done:
2. **I need to explore/learn more about**:
   1. Some ways I can go about this are:
   2. Accountability: I will know I completed this when…
   3. Date I plan to have this done:
3. **I need to explore/learn more about**:
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   1. Some ways I can go about this are:
   2. Accountability: I will know I completed this when…
   3. Date I plan to have this done:
5. **I need to explore/learn more about**:
   1. Some ways I can go about this are:
   2. Accountability: I will know I completed this when…
   3. Date I plan to have this done:

**NOTES:**