

**Career Development Plan**

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**Career Development Plan 2**

Prior to the start of this Career Development course, I had recently started working for a school district as a library media assistant (LMA). I had never worked in school libraries before and had interviewed for this position more out of necessity than out of interest. I had just moved back to Oregon and was eager to get started in a library position to continue gaining experience in the field. My career interests have always leaned more toward working in public libraries because of my exposure to them, and because of my background working in community development. I have, however, spent the majority of my job history working in roles that cater to children in some capacity, and so I felt this elementary school position was one that I was

qualified for and could be content with until a public library position became available. Over the course of this Career Development class, however, I have reconsidered my current position and am looking to keep my job as an LMA for a longer duration than previously assumed to expand my knowledge of different types of libraries and understand how they intersect with public libraries, to focus on professional goals outlined in my career development plan, and to support new and exciting personal goals.

Regarding my short-term career objectives, I plan to stay in school libraries for the next couple of years to increase my exposure to (and comprehension of) curriculum and the opportunities for library support. Once I begin my transition back into working in public libraries, I will already have planted roots within the school district and will have a greater idea of how to create collaborations between the public library and the schools within the community. Over the duration of this course I have gained insight into smaller steps I can take to achieve my larger goals. Learning more about what library associations have to offer has opened my eyes to the significance of networking and maintaining relationships with colleagues. Though I am eager

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to advance in my career, I have other personal goals that take precedence, and I should not feel any guilt for slowing down my career development plans to a steadier pace.

I must also remember to space out my goals, so I do not spread myself too thin. Up until week eight of this course, I felt that I had to begin my career development goals once I identified them. Though some of the professional goals include only short-term action steps, completing several simultaneously is both unrealistic and overwhelming. As I outlined the time to achievement, the steps, and the how/when portion, I made sure to give myself time for reflection. Furthermore, for many of the goals, achievement is not measured by one successful completion

of the steps – these are lifelong skills that I will apply throughout my professional career and will revisit as often as is desired.

### **Professional goals**

**Goal #1:** Apply my motivating skills determined by the Seven Stories activity to my current job description and identify whether this new position has the potential to fulfill my needs and keep my work enjoyable

**Time to achievement:** I will allot myself one week to complete this goal initially and will revisit this goal in three months' time to see if my predictions are correct.

### **Short-term steps:**

1. Locate a copy of my current job description
2. Highlight areas of the job that correspond with my motivating skills
3. Analyze whether the majority of the job measures up to my motivating skills

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**Long-term steps:** Although this goal had a quick time to achievement, this exercise is something I will continue to do when reviewing future career opportunities. As someone who previously tended to apply for and accept jobs without thorough examination of how this move could support my overall career goals, applying my motivating skills to potential career opportunities is going to increase my chances of accepting roles that will get me closer to my next goals outlined in my career development plan.

**How/when:** I have done the initial analysis and have discovered that the majority of my job does in fact measure up with my motivating skills. I will complete the Seven Stories activity again in three months and will see if any of my motivating skills shift. If so, I will reexamine the job

description a second time and reassess the results.

**Goal #2:** Recognize two of my negative nonverbal communication habits and replace them with positive alternatives

**Time to achievement:** Two weeks

**Short-term steps:**

1. Identify two negative nonverbal communication habits over the next two days 2.

Recognize what causes these reactions and write them out for clarity (i.e. I stamp my feet because I feel impatient)

3. Brainstorm alternative reactions that communicate as positive or professional (i.e. I take a moment to count to five in my head when I feel impatient)

4. Consistently implement these alternatives over the next two weeks to establish this new nonverbal habit

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**Long-term steps:** Once new, positive nonverbal communication habits are solidified, I will revisit this exercise ad hoc, as I discover more negative nonverbal behaviors.

**How/when:** I will complete this activity after spring break, which is end the last week of March. I predict that this will be a busy time that could bring out some of my nonverbal communication habits.

**Goal #3:** Determine my prominent personality traits during times of success and times of defeat **Time to achievement:** 4-6 weeks

**Short-term steps:** Note: The time to achievement depends on the state of my world over the course of the next few weeks. I am making the assumption that over the span of 4-6 weeks, I'll have a stretch of days where I'm feeling outstanding, and at another time within that same space of 4-6 weeks, I'll have a stretch of time where I'm feeling just the opposite.

1. Identify positive span/negative span (in no particular order)
2. Take Myers-Briggs test
3. Identify opposite span
4. Retake Myers-Briggs test
5. Compare results and identify traits based off my Myers-Briggs type that dominate during two distinctly different time periods (when I'm confident versus when I feel I'm faltering).

**Long-term steps:** Revisit this professional goal before job interviews, so as to prepare for questions relating to my greatest strengths and weaknesses

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**How/when:** The first round of tests will be done in May of this year, and then revisited either annually or before job interviews, whichever happens first.

**Goal #4:** Understand my personal responsive behaviors and discover reasoning behind examples of responsive behaviors that are different from my own

**Time to achievement:** 7 weeks

**Short-term steps:** Note: The overall process includes dissecting the 7 responsive behaviors outlined in the asynchronous lesson and reflecting (in written form) on my personal

preferences/reactions to each. To give the proper focus due, I will focus on one responsive behavior each week (outlined below).

1. At the beginning of each week, I will take 1-3 days to write out my personal connection as it relates to the responsive behavior.
2. Days 3-6 will be used to write out one or more reactions that differ from my own views of that responsive behavior.
3. Day 7 will be used for overall reflection of that week's responsive behavior and my view of how my responsive behavior differs from others and how both are valid.

(Example: Displaying respect - I address colleagues by the title of "Mr. or Miss, Ms, or Mrs." (depending on their indicated preference). Someone else may prefer a different title for varying reasons, one of which could be gender identity that falls beyond these binary titles).

Week 1: Displaying respect

Week 2: Orientation of knowledge

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Week 3: Empathy

Week 4: Managing interactions

Week 5: Understanding roles and tasks

Week 6: Tolerance for ambiguity

Week 7: Emotional expression

**Long-term steps:** In the long-term, I think this would be an excellent program activity for grades K-6. I plan to create and introduce a shortened version of this activity during library classes – one which aligns with the character trait of the month at our school.

**How/when:** The short-term steps will be carried out over the summer, over a span of seven weeks. The long-term program goal will be created at the beginning of the next school year, with input from the takeaways I gather throughout the seven-week span of activities.

**Goal #5:** Review 3 job opportunities/descriptions and connect my experience to as many areas of the qualifications/ responsibilities as possible

**Time to achievement: 3 months**

**Short-term steps:**

1. Find three job descriptions for roles I would be interested in applying for.
2. Parse through each description, highlighting and annotating how my past experiences fulfill certain qualifications/responsibilities
3. Identify whether I meet roughly 50% or more of the necessary qualifications to apply for the role.

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4. If less than 50%, identify how I could build up to 50% (or more) in the next 6 months at more current role.

**Long-term steps:** This professional goal ties to week nine's goal of filling in gaps in knowledge and experience. As job opportunities arise, I will reevaluate my skillset and determine what (if any) gaps I should focus on next.

**How/when:** After conducting the first round of short-term steps over the course of the next three months (reviewing approximately one new job description per month), subsequent rounds of analysis will be carried out either as job opportunities arise, or every year – whichever happens

first.

**Goal #6:** Review my current (human-scanning) resume and create a second version that is more computer-scanning appropriate

**Time to achievement:** Approximately 2 hours

**Short-term steps:**

1. Open current resume on laptop
2. Review articles to find techniques on how to adapt my resume to be more ATS (applicant tracking system) friendly (i.e. include dynamic keywords relevant to jobs I'm applying for).
3. Apply learned techniques to a second copy of my resume and save separately for future job applications.

**Long-term steps:** As changes in technology continue, I will need to stay updated on new application-reviewing systems.

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**How/when:** The initial goal has been met, and subsequent opportunities will be carried out as needed, based on changes in my position, place of employment, or when applying for new opportunities.

**Goal #7:** Improve my interview demeanor by recording myself answering five common library specific interview questions

**Time to achievement:** One hour

**Short-term steps:**



1. I will record myself answering five common library-specific interview questions.
2. I will play back the recording and identify any negative and positive takeaways (i.e. behaviors, talking points, etc.)
3. I will record myself a second time, answering the same five common library-specific questions.
4. I will play back this second recording and recognize the differences made and how they increase my interview preparedness.

**Long-term steps:** Review the most recent video before an upcoming interview and adjust interview answers and demeanor as necessary. Complete a new round of short-term steps to said interview.

**How/when:** The first round of short-term steps has been completed. As interviews arise, I will watch the most previous video, find opportunities for improvement, and rerecord practice questions as necessary.

### **Career Development Plan 10**

**Goal #8:** Begin my mentorship journey by applying to the 2022-2023 Association for Library Service to Children (ALSC) Mentoring Program

**Time to achievement:** 3 months

**Short-term steps:** Apply for the ALSC 2022-2023 mentoring program.

**Long-term steps:** Once accepted, I will create a mentoring agreement that outlines several short term and long-term objectives – similar to professional goals outlined in this paper. Over the course of the mentoring program, I will work toward completing said goals, and adjust objectives

as needed.

**How/when:** Applications are submitted electronically. The 2022-2023 mentoring program has not begun accepting applications yet, but from looking at previous years, it should be opening up in the early fall.

**Goal #9:** Fill in one gap in my research and practice areas: cataloging

**Time to achievement:** I have committed to the idea of serving as a volunteer cataloger for a minimum of one year.

**Short-term steps:** Apply to be a remote library cataloging volunteer for the International Center for Multigenerational Legacies of Trauma (ICMGLT).

**Long-term steps:** Once accepted, begin my year-long commitment, dedicating a minimum of 4 hours per week to the volunteer position.

**How/when:** I have begun the application process and will submit my materials within the next week.

### **Career Development Plan 11**

Though my professional work plan has been greatly clarified over the course of this class, it will move at a slower pace as I readjust my focus to contribute to an important personal goal. My partner and I are pursuing starting a family, and I have realized that my current position as an LMA is a good fit for this personal goal. I am currently full-time and receive excellent benefits and have the flexibility to move to part-time if needed. This current position also has the potential to be a hybrid position.

Focusing on where I want to work has never been a priority to me until now, due to my

desire for adventure rather than stability. Now that I have indulged in my share of adventures throughout my twenties, I am now looking for a stable position that will support my biggest personal goal of starting a family. With that in mind, I also want to deep-dive into my community and grow my relationships with community stakeholders and current and future collaborators. I have decided that for the short-term, I want to continue to work for the Hillsboro school district as an LMA. Long-term, I want to return to working in public libraries as either a teen or adult services librarian, or in collection development. I want to stay in the Pacific Northwest to stay close to family and the community I'm rooting myself in. As far as public library location/community, I am open to working in either a city or urban area, as opposed to a rural location. I want to specifically support historically underserved populations, and I have identified that these areas provide the best opportunities for reaching large pockets of communities with this attached trait. Lastly, I would prefer in-person or hybrid positions due to my desire to fill my social meter and not be stuck inside my house most hours of the day but would consider remote work that aligned with my career overarching goals.

A challenge to sustaining my current position is the threat of decreasing LMA positions in schools. One way I have minimized this risk is by applying for a grant from the Hillsboro

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Schools Foundation – Siegel Foundation that would be used to create a STEAM makerspace at my school. The more I am able to seep into other parts of the school and support school curriculum, the more secure my position is for me, and for future LMA's once I transition into fulfilling my long-term career goals of public librarianship.

Another challenge I face relates to my mentoring goal and overall networking capabilities. My social anxiety makes networking/socializing for work difficult, however understanding that

there are structured opportunities (e.g. structured mentorships) make me feel like I can achieve this aspect of my career. Over time, I know that this will get easier with practice. For now, I have learned from colleagues in this course that partnering up for presentations or taking on smaller networking opportunities like being on a committee or roundtable discussion will help ease the nerves and fulfill my networking aspirations.

I am excited to continue to challenge the idea of what a librarian is and what a library provides. I will know I have successfully met my long-term career goals when my future public library is recognized for innovative programming and strong ties to collaboration with other communities within the larger community. I am thrilled to witness and be a part of the updates libraries have been making to reinvent their stake in their community and support their community members, and I am equally thrilled to envision my short- and long-term goals contributing to lasting, positive impacts.