Strategies for Effective Career Management:
Part 1 - Skills Assessment

Stanford University
School of Medicine Career Center &
Career Development Center

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Stanford Career Resources

- School of Medicine Career Center
- Career Development Center
- School of Business: Career Management Center
- Law School: Office of Career Services
- School of Engineering: Center for Professional Development
Program Overview

1. Why Should I Be Here?
2. Why Start With Skills Assessment?
3. What Are My Skills?
4. How Can I Best Market My Skills?
5. Additional Considerations
6. Where Should I Go From Here?
Skills Assessment:

Why Start Here?
3 Types of Skills:

- Content
- Transferable
- Personal
# Skills, Interests & Values: Part of a Larger Campaign

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<th>I. Identifying Information about yourself</th>
<th>III. Targeting your employer</th>
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<td>Narrowing the field</td>
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<td>Personal Skills Inventory</td>
<td>Aligning credentials</td>
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<th>II. Identifying options</th>
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<td>Researching Industries &amp; Companies</td>
<td>Determining “fit”</td>
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<td>Identifying Prospects</td>
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<td>Informational Interviews &amp; Networking</td>
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<td>Interview Preparation</td>
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<td>Negotiation</td>
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Skills Assessment:
Identifying and Classifying Your Skills

<table>
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<tr>
<th>Activity</th>
<th>Content Skills</th>
<th>Transferable Skills</th>
<th>Personal Characteristics</th>
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<tbody>
<tr>
<td>Scuba Diving</td>
<td>• Equipment Handling/Care/Use&lt;br&gt;• Nautical/Aquatic Orienteering&lt;br&gt;• Signaling Protocols</td>
<td>• CPR/Safety &amp; Rescue&lt;br&gt;• Efficient Communication&lt;br&gt;• Charting/Planning Skills</td>
<td>• Adventurous&lt;br&gt;• Physical Endurance&lt;br&gt;• Reliable &amp; Supportive</td>
</tr>
<tr>
<td>Management Consulting</td>
<td>• Selected industry acumen&lt;br&gt;• IT system configuration&lt;br&gt;• Corporate Finance</td>
<td>• Client Relations&lt;br&gt;• Business Case Development&lt;br&gt;• Meeting Facilitation</td>
<td>• Analytical thinking&lt;br&gt;• Interpersonal flexibility&lt;br&gt;• Quantitative facility&lt;br&gt;• Methodological</td>
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<tr>
<td>Scientist</td>
<td>• Tools &amp; equipment expertise&lt;br&gt;• Subject matter expertise&lt;br&gt;• Techniques</td>
<td>• Data analysis&lt;br&gt;• Research methods/design&lt;br&gt;• Translation/Communication</td>
<td>• X&lt;br&gt;• Y&lt;br&gt;• Z</td>
</tr>
<tr>
<td>Desired Position</td>
<td>•</td>
<td>•</td>
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Top 5 Marketable Skills

- Communication
- Honesty/Integrity
- Motivation/Initiative
- Strong Work Ethic
- Teamwork
Additional Areas of Assessment

Interests and Values
Identifying and Classifying Your Interests

What are the interests of:

- Attorneys?
- Funeral Directors?
- Scientists?????

Resources:

- OOH
- SII
Identifying and Classifying Your Values

- How do you define:
  - meaningful work
  - work/life balance

- What is important to you?
Where Should I Go From Here?

- Informational Interviews (II)
- Narrowing the Field (III)
- Optimizing Documents (III)
- Determining Fit (IV)
- Interview Preparation (IV)
In Summary:

If you are knowledgeable of your skills, interests and values and apply your knowledge to all aspects of your job search you will find success both in your immediate job search as well as throughout your career.

This is effective career management.
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