

and are no longer being challenged with their day-to-day responsibilities.

They are looking to grow in the same type of job, but not sure where to look first.

From the PDF icon, you will find your Job Matrix Series



Ask yourself: Do I have the qualifications required for the next job level up?



If yes, discuss next steps with your HRM!



#### **MOVING JOB TYPES**

Employee thinks they want to explore moving to a different type of job.

They are looking for a career opportunity outside of their current Job Series or Family

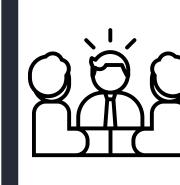
EXPLORE

### GO TO: JOB **DESCRIPTION LIBRARY**

Once you have



determined which job series you are interested in and you meet the qualifications of education and/or years of experience:



Set up a 20 min. informational interview with someone already in this position and come prepared with list of questions.

Have a conversation with your HRM who can provide you with other resources

### THINGS TO THINK ABOUT...

## KEEP IN MIND THE 3 E's







- **EXPERIENCE**
- On-the job tasks and specific projects
- Job changes and rotations
- Special assignments
- **EDUCATION**
- Instructor-led courses
- E-learning programs
- Selected readings

#### **EXPOSURE**

- Feedback
- Visibility opportunity
- Coaching and mentoring

### **<u>CLICK HERE FOR MORE INFORMATION!</u>**

# HELPFUL LINKS

- <u>Talent Development Website</u> S
- <u>Career Navigation</u> *S*
- Online Video Training Library LinkedIn Learning S
- <u>Free Gartner Membership for Research & Tools</u>