

Career Planning *at a glance*

There are many tools available for DOC employees to assist with career planning:

Direct Supervisor

Your direct supervisor and chain of command may be in the best position to provide coaching and mentoring, and to provide developmental opportunities using Part 2 of your PDP.

Local HR Office

You local HR professionals will assist you with questions about position requirements and career development. HR is also a resource if you have technical questions about the online job application system (NEOGOV.)

careers.wa.gov

careers.wa.gov is Washington State's employment and career support center. Here you can create and manage your state application and apply for jobs.

Employment Workshops

The Washington State Department of Personnel (dop.wa.gov) offers free workshops to help employees:

- Learn how to find state job openings.
- Learn how to apply for state jobs using the online tool.
- Understand the application and screening process.

DOP eLearning

The Washington State eLearning Network (ELN) has a library of over 1,200 qualified classes ranging from personal development to technical skills to improve leadership and managerial skills.

<http://www.dop.wa.gov/training/AvailableTraining/Pages/eLearning.aspx>

The Washington State Department of Corrections (DOC) offers many exciting and rewarding careers. Employment at DOC can mean opportunities for advancement and the ability to change career paths without changing employers.

Career planning is a process that includes choosing an occupation, getting a job, growing in your job, changing careers and eventually retiring. The career planning process is composed of four steps:

- Discover yourself
- Explore options
- Make decisions
- Take action



Full self discovery and exploration of options will increase the chances that you find yourself in a position well suited to you. A satisfying position that you will be successful in is one that *matches your interests, values, skills, developmental needs, and the realities of your life.*

Research your options when considering if a career or position is right for you. These are some ways that you might go about your research:

- Explore the occupation or position – discover the growth potential, required skills, competencies, education and conditions of work.
- Job shadowing – outside employment and volunteer activities may provide opportunities for you to learn about other occupations.
- Informational interviews – information from someone who has firsthand knowledge of the work can inform your preparation.

Informed decisions and planning must include carefully considering your own needs and interests as well as what will be required of you to make a career change. Choose both short term and long term options to meeting your career goals – it usually doesn't happen overnight.

Developing a strategy, or an action plan, is a good way to stay organized and systematically develop the steps to reach your goal, for example:

- Complete required or desirable training or education.
- Write your résumé.
- Gather information about a company and position.
- Compose a cover letter.
- Prepare for job interviews.

Remember: Anything worth having takes work, and the better prepared you are to do the job the more likely that you will be successful in it.

References:

McKay, D.R. (2010). The career planning process. *About.com*: New York Times. Retrieved from http://careerplanning.about.com/cs/choosingacareer/a/cp_process.htm

Recruitment Team. WA State DOC, Human Resources Division. (2009). *Employment workshop*