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|  | **Graduate Professional****Development****Plan (PD Plan)**Note: Please type this plan. |

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of PD Plan update: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part 1. Describe your career goals** (use this or another page to write your thoughts)

* First consider these types of questions: What sector(s) of the economy (public, for-profit, nonprofit, entrepreneurial; federal, state, local government) appeal to you? What size/type(s) of organizations appeal to you most? What size and type of community (rural, urban, healthcare or education center, other) can you see yourself living in? What geographic locations would you like to live in (or not)?
* What values do you cherish the most in your professional life (e.g. financial success, innovation, creativity, community, teaching, growth, peace, authenticity, empowering others, fairness and equity, leading and embracing change, inspiring others, etc.)?
* What skills and strengths do you possess that you want to build on further or that provide you the most joy and satisfaction?
* Given your responses to the above, what are your short-term career goals? What types of employment positions fit your short-term career goals? Describe your timeline for achieving them.
* Given your responses to the above, what are your long-term career goals? What types of employment positions fit your long-term career goals? Describe your timeline for achieving them.
* When do you anticipate beginning a job search? If you have already begun a search, briefly describe.

**Part 2. Identify required and preferred qualifications for your ideal jobs.**

* Identify 3 jobs or fellowships you would like to pursue immediately following graduation. Review descriptions for these positions.
* Type the name of the organizations and job/fellowship titles in the first column of the chart below.
* List the top 3 required competencies or qualifications and the top 3 preferred competencies or qualifications (if stated) for each job or fellowship in the designated right hand columns. List any competencies or qualifications that were unanticipated or surprised you in the third column. Add more rows or columns as needed.
* Review the competencies/qualification lists you just created. Identify gaps in your own knowledge, skills, and experience to date. Examples may include competencies in areas such as:
	+ discipline specific conceptual knowledge (theories/concepts, methods, tools);
	+ research skills (methods of measurement, experiment design, analytical techniques, peer review processes);
	+ communications (technical/other writing styles, resume & cover letter writing, portfolio development, visual & oral presentations, teaching, job interviews & networking);
	+ professionalism (interpersonal relationships, multicultural understanding and relationship building, institutional obligations, public service, allyship)
	+ leadership and management skills (staff/project & time management, , budget preparation, strategic planning, mentoring/role modeling, meeting facilitation, delegation)
	+ responsible conduct (data sharing & ownership, authorship, human subjects/other research approvals, scientific, moral/ethical misconduct, reporting, conflicts of interest)
* Highlight the key competencies/qualifications in your chart that you will need to develop to be competitive for jobs or fellowships you identified.

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|  | **Top 3 Required Qualifications/Competencies - Knowledge, Skills, Experience** | **Top 3 Preferred Qualifications/Competencies - Knowledge, Skills, Experience** | **Unanticipated Qualifications/Competencies - Knowledge, Skills, Experience** |
| **[Organization 1 - Job/Fellowship Title 1]** |  |  |  |
| **[Organization 2 - Job/Fellowship Title 2]** |  |  |  |
| **[Organization 3 - Job/Fellowship Title 3]** |  |  |  |

**Part 3. Your Plan for Acquiring Additional Knowledge, Skills, & Experience**

* Based on the highlighted competencies and qualifications in Part 2, identify at least 3 competencies or qualifications you seek to develop prior to the completion of your degree. Transfer these competencies/qualifications to the first column in the following chart. Add more rows as needed.
* In the second column below list the approaches you will use to gain the desired knowledge, skills, and experience. Consider course work, volunteer experience, internships (both credit and noncredit), projects, work study, serving on a board or commission, Capstone, CPW, Nonprofit Consultancy, Toastmasters or other professional development opportunities.
* In the third column list the projected timeline to develop your competencies and qualifications. For example, if you want to develop your public speaking skills, you could join UO Toastmasters and project Spring 20xx as your timeline.

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| **Qualifications to be Developed****Knowledge, Skills, & Experience** | **Approaches to Gain Knowledge, Skills & Experience** | **Types of Target Organizations or Agencies**  | **Timeline (list term/year) for accomplishing gaining this competency** |
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Note that this Professional Development Guide is one method to develop a comprehensive and structured self-assessment in order to find your ideal job. It builds upon the steps identified in this chart from MyCareerMapping.com. Please use the above tool for PPPM 623. You may find other tools that assist your own approach and structure for thinking about your future professional roles and career opportunities.

