

# Career Development – Where Do I Start?

---

## Tips to think about:

- Career planning is an ongoing process.
- Do an exceptional job at what you do currently. *Be professional/ on time/ create meaningful relationships/ understand the workplace culture.*
- Be exceptionally curious about what's out there. Practice the habit of exploration.
- Network. Make contacts. *Make a list of who you know and meet them for coffee. Find out what they do. Ask: 1) What do you do? 2) What does that actually mean 3) How did you decide you wanted to do that? 4) What do you like about what you do?*
- Change your mindset - FROM A FIXED ONE TO A GROWTH MINDSET. *Think of the possibilities instead of limitations and what will keep you back.*
- Consider gaining new skills. *LinkedIn and Coursera have many ways to get a certificate. Rice HR offers trainings and many resources. Click [here](#) to explore resources on the HR website.*
- Create a strong LinkedIn profile (*Attend the CCD's LinkedIn session, held the 1st Tuesday of every month. Click [here](#) for dates and details.*)
- Join [Sallyportal](#).
- Clarify your goals. *Print up a job description that is your dream job and see what skills you need to develop and/or gain. Do a gap analysis and create a plan to attain your goals.*
- Join professional organizations for networking and demonstrating that you have the credentials.
- Have a positive attitude. *It's everything.*
- Share your goals with your boss, friends, colleagues (*How can they help you get there?*)
- Access Rice's vast network of resources.
- Explore lateral moves to expand your skills sets – Click [here](#) to access information on **Careers at Rice**.
- Seek a mentor/coach to help you with your goals and progression. *Hold yourself accountable and have your mentor/boss/coach hold you accountable. Click [here](#) for information on Rice's coaching resources.*
- Do a skills/career assessment. Click [here](#) for resources.
- Be flexible and don't let setbacks keep you down.
- Write down your goals. Career paths are recommended for the same reason that goals are recommended. They are the written plan that can help each employee take charge of what is most important to his or her fulfillment and success. Without a plan, you can feel rudderless and you have no benchmark against which you can measure your progress. Click [here](#) for goal-setting resources.

Tips compiled and shared by [Nicole Van Den Heuvel](#), Executive Director for the Center for Career Development

