Career Pathway Map:

**My Action Plan Guide**

Name:

Date:

**Welcome**

Congratulations on continuing your Career Development Journey! Use this guide to:

* Plan
* Explore
* Identify career interests and a career pathway

**By the end of Career Navigation – you will have completed p. 5 to identify the best career pathway for you. Below, find an overview and strategies for finishing this guide.**

**Plan Overview**

**Step 1: Plan Job Categories & Job Titles –**

* What Career Pathways you are interested in?
* What job titles do you want to pursue? If unsure, start with Step 2

**Explore Overview**

**Step 2: Explore** **Work/Life Values –**

* What do you value you in a job and career?
* What don’t you value?

**Identify Overview**

**Step 3:** **Identify** **Job Titles & Career Pathways –**

* Job Titles and Career Pathways
* Education/Training
* Credentials

**Step 4:** **Identify Supports –**

How will you obtain the support needed to achieve your goals? Do you need:

* Transportation,
* Childcare,
* Tuition assistance, and/or

**Strategies:**

Consider using the following strategies when completing Steps 1 & 2 (p. 3-4). Finishing each page helps you complete pg. 5 for your best career pathway plan.

**Strategy for Step 1:** Plan Job Categories & Job Titles (p. 3)

1. **What skills and tasks do I enjoy most in a job and career?** Examples include:
   * Caring for patients
   * Analyzing data
   * Solving customer problems
2. **What settings do I prefer?** Do I prefer (examples):
   * Behind the scenes with little to no customer involvement
   * Customer/patient-facing administrative work
   * Patient-facing clinical and primary care
3. **What job title(s) might I prefer?** Locate job titles by:

* Visiting the UR Job Catalog or
* Exploring HRMS for current job postings

**Strategy for Step 2:** Explore Work/Life Values (p. 4)

* 1. **What Work/Life Values do I prefer?**
  + Check off the boxes
  + Write in your own (you can search work/life values online)
  1. **What Value(s) are most important to me?**
  + Prioritize your top 2-4
  + Think: which 1-2 improves my quality of work/life overall
  1. **Write them down**
  + Now, you have a framework to help you choose your next role

Date:

**My Action Plan Guide**

**Step 1:** Plan Job Categories/Titles

**Job Categories (p. 6-8):**

* Clerical
* IT Customer Service
* Laboratory
* Nursing
* Patient-Care

**Job Titles (p.6-8):**

**Interested**

**Job Titles (p. 6-8):**

**Uninterested**

1.

2.

3.

4.

1.

2.

3.

**Why??**

I am Interested in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and/or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, because:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**My Action Plan Guide**

**Step 2:** Explore Work/Life Values

**Work-Life Values:**

* Advancement
* Alone Time
* Computer Work
* Flex Hours
* Focusing on 1 Task at a time
* Hands-On Activities
* Paperwork
* Pay
* Professional Development
* Public Interaction
* “Regular” Hours
* Serving the Community
* Staying Busy
* Teamwork
* Variety of Tasks
* Working Independently

**What I Value in a Job**

**What I Don’t Value in a Job**

1.

2.

3.

1.

2.

3.

**Why??**

I am Interested in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_ because:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**My Action Plan Guide  
Steps 3 & 4:** Identify Job Titles, Career Pathway, & Supports

**Job 3**

**Job 2**

Job Title

Job Title

**Job 1**

Education Credentials

& Training

Job Title

Education Credentials

& Training

Education Credentials

& Training

\_\_\_Trans. \_\_\_Tutoring

\_\_\_Childcare \_\_\_Mentorship

\_\_\_Financial Aid \_\_\_Elder Care

Other

Support Needed

\_\_\_Trans. \_\_\_Tutoring

\_\_\_Childcare \_\_\_Mentorship

\_\_\_Financial Aid \_\_\_Elder Care

Other

\_\_\_Trans. \_\_\_Tutoring

\_\_\_Childcare \_\_\_Mentorship

\_\_\_Financial Aid \_\_\_Elder Care

Other

Support Needed

Support Needed

**Job Categories**

* Clerical
* IT Customer Service
* Laboratory
* Nursing
* Patient-Care

**High-Demand Position Job Title Examples**

**Visit the** [**UR Career Pathways website**](https://www.rochester.edu/human-resources/ur-career-pathways-program/) **for a full list of High-Demand Position Job Titles**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Category** | **Job Titles** | **Possible Career Pathways** | |
| **Clerical** | Call Center  [Outpatient Access Representative](https://sites.mc.rochester.edu/departments/learning-and-development/career-development/staff-development/career-pathways/outpatient-access-specialists-oas/) (OAR) | **Call Center:**   * Call Center Representative * Intake Coordinator * PAS Position   **Outpatient Access Representative:**   * OAR (medical secretary) * OAR Lead * Physician Support Specialist | * Call Center * Call Center Lead * Jr. Analyst * PAS Position * Physician Scheduler * Supervisor * Administrator |
| **IT Customer Service** | Desktop Support Specialist  Help Desk Support Specialist | **Desktop Support Specialist:**   * Desktop Support Specialist * Analyst Programmer | **Help Desk Support Specialist:**   * Help Desk Support Specialist * Analyst Programmer |
| **Laboratory** | Histotechnologist  [Phlebotomy Technician](https://sites.mc.rochester.edu/departments/learning-and-development/career-development/staff-development/high-need-positions/phlebotomy-technician/) | **Histotechnologist:**   * Histotechnologist * Lead Histotechnologist * Lab Supervisor   **Phlebotomy Technician:**   * Phlebotomist * Lead * Phlebotomist | * Lab Manager * Medical Tech * Senior Phlebotomist * Phlebotomist Trainer |
| **Nursing** | [Ambulatory Tech](https://sites.mc.rochester.edu/departments/learning-and-development/career-development/staff-development/high-need-positions/ambulatory-technologist/) (Amb Tech)  [Licensed Practical](https://sites.mc.rochester.edu/departments/learning-and-development/career-development/staff-development/high-need-positions/licensed-practical-nurse/) Nurse (LPN) & [Registered Nurse](https://sites.mc.rochester.edu/departments/learning-and-development/career-development/staff-development/high-need-positions/registered-nurse/) (RN)  Respiratory Therapist  Surgical Technologist | **Ambulatory Technologist:**   * Ambulatory Technician (Amb Tech) * Ambulatory Technician II * Surgical Technician * Licensed Practical Nurse (LPN) * Registered Nurse (RN)   **LPN & RN:**   * Licensed Practical Nurse (LPN) * Registered Nurse (RN) * Certified Registered Nurse (CNR) * Nurse Manager * Nurse Practitioner (NP) * Nursing Director   **Respiratory Therapist:**   * Respiratory Therapist I * Respiratory Therapist II * Lead Respiratory Therapist   **Surgical Technologist:**   * Please visit the [Nursing Career Advancement System website](https://sites.mc.rochester.edu/departments/nursing/professional-development/career-advancement-system/) for additional details * Surgical Tech * Surgical Tech I * Surgical Tech II | |
| **Patient Care** | [Dental Assistant](https://sites.mc.rochester.edu/departments/learning-and-development/career-development/staff-development/high-need-positions/dental-assistants/)  Human Subject Research Coordinator  Ophthalmic Technologist  [Pharmacy Technician](https://sites.mc.rochester.edu/departments/learning-and-development/career-development/staff-development/high-need-positions/pharmacy-technician/)  [Radiologic Technologist](https://sites.mc.rochester.edu/departments/learning-and-development/career-development/staff-development/high-need-positions/radio-technologist/) (Rad Tech)  [Sleep Technician](https://sites.mc.rochester.edu/departments/learning-and-development/career-development/staff-development/career-pathways/sleep-tech/)  Sr. Psychiatric Technician | **Dental:**   * Dental Aide * Dental Assistant * Dental Assistant Lead * Dental Hygienist * Dentist   **Human Subject Research Coordinator:**   * Human Subject Research Coordinator I * Human Subject Research Coordinator II * Sr. Human Subject Research Coordinator   **Ophthalmic Technologist:**   * Ophthalmic Technologist * Ophthalmic Coordinator * Ophthalmic Lead * Ophthalmologist   **Pharmacy Technician:**   * Pharmacy Technician * Certified Pharm Tech * Advanced Pharm Tech * Pharmacy Supervisor * Pharmacy Manager * Pharmacist   **Radiologic Technologist:**   * General X-Ray Tech * Specialist in different modalities (CT, MRI, IR) * Staff Rad Tech * Lead Read Tech * Supervisor Rad Tech   **Sleep Technician:**   * Sleep Tech (Polysomnograher) * Associate Polysomnography Technologist * Polysomnography Technologist * Senior Polysomnography Technologist * Lab Manager   **Sr. Psychiatric Technician:**   * Unit Support Assistant * Patient Care Tech * Sr. Psychiatric Technician | |

**Brainstorm Here:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_