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 SpecialistHelp 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 TherapistSurgical 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 CoordinatorOphthalmic 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:**

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