

Slide 1



ST. JOHN'S
UNIVERSITY

**Internal Career
Mobility**
Engage with your Career!

CFS/DT welcome the participants; introduce the team



Purpose of the Session

- Empower employees to take control of their St. John's careers
- Understand the roles that foster career mobility
- Recognize different approaches to career mobility

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The purpose of the session is to provide employees with the information to empower them to take control of their St. John's careers. We will look at how the different roles, that is, the roles SJU, HR, your manager, and you help to foster career mobility, and we will look at the different approaches to career mobility.



Information Session Agenda

- St. John's University Today
- Industry and St. John's Career Trends
- Engage with your career
- Roles and Responsibilities
- Job Opportunities
- Resources

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We will look briefly at the present work environment at St. John's and the factors that influence our present work realities;

We will look at both industry and SJU employment trends;

Discuss the factors that influence career engagement;

Look at the different roles and responsibilities that St. John's University, HR, your manager, and you play in career mobility;

Identify the different job opportunities that exist for you; and

Highlight the resources available to you as they pertain to career mobility

First, let's look at where St. John's is.

 **Current Realities – Baby Boomers**

Baby boomers born between 1957-1964 held **11.3** jobs from age 18 to age 46*



(Source: Number of Jobs Held, Labor Market Activity, and Earnings Growth Among the Youngest Baby Boomers: Results from a Longitudinal Survey, U.S. Dept. of Labor, Bureau of Labor Statistics, July 25, 2012)

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A study was done by the U. S. Department of Labor with younger baby boomers (those born between 1957-1964) and the results showed that on average they held 11.3 jobs from ages 18 to 46. This may include summer employment, but the fact remains this is not your father and mother's work history. It is OK and even expected to change jobs frequently in one's career.

And baby boomers are not the only ones trending this way. (continue to next slide)

Current Realities - Projections



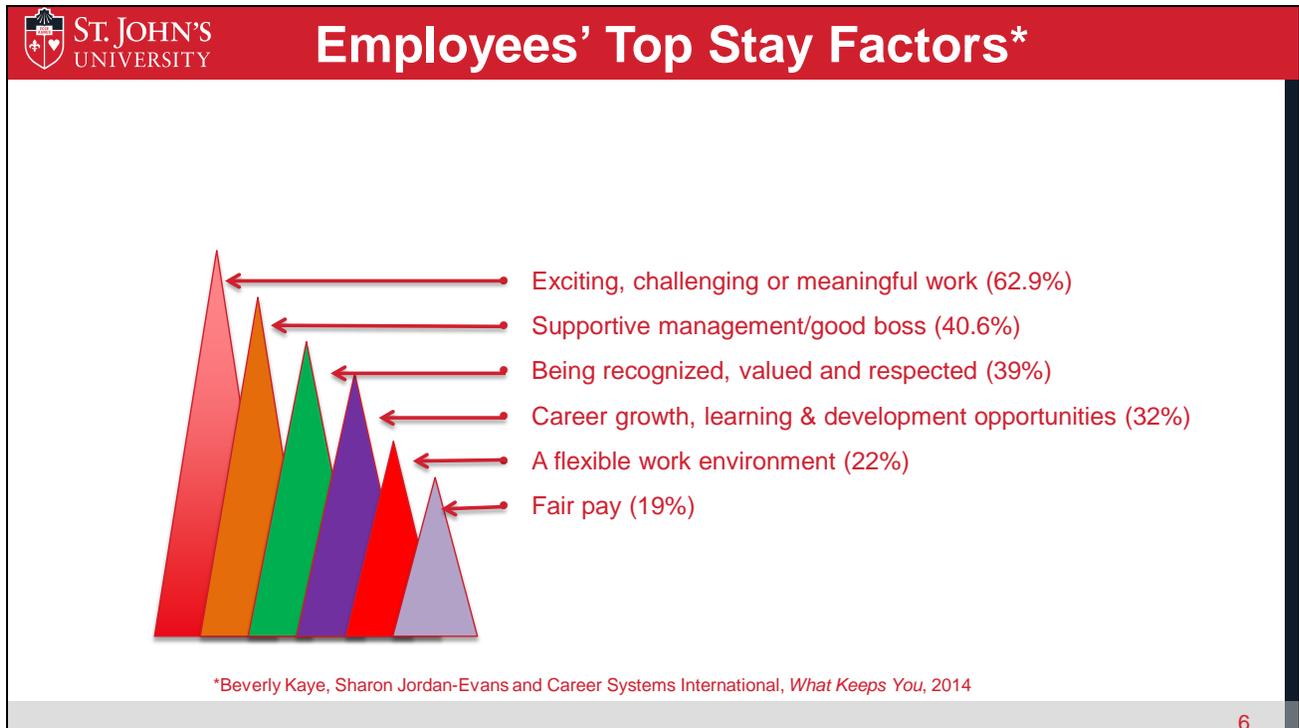
Generation Y (those born between 1980-2000) will hold **10-14** jobs by the time they reach age 38!

(Source: U.S. Department of Labor).

The Department of Labor projects that the members of Generation Y (identified as those born between 1980 -2000) will hold 10-14 jobs by the time they reach age 38. Job hopping holds absolutely no stigma for this group.

Transition

We know people are leaving their jobs more often now than in the past. Let's switch topics and look at the reasons why people stay on the job.



If you are among those who stay because of the meaningful work, supportive management, and the appreciation showed, perhaps it is time to think of not just a better job opportunity but a **different** opportunity.

Ask: How do you stay engaged with your career?



We recognize that it takes a combination of factors to make one feel fully engaged with one's career. From a manager and employer perspective it requires a demonstration of appreciation for the work performed and a job well done; the constancy of providing feedback and not just one-way feedback, but two-way feedback between you and your manager. It takes the interest on the part of managers and employees alike to help foster career development. In a few moments, we will look at the roles both managers and employees play in the area of career development. Lastly, it requires an understanding as to what constitutes success on the part of both manager and employee. Employees need to understand what they need to do and how they need to perform in order to reach a level of success. All of us want to feel as though we are successful in our jobs and managers play a critical role in helping employees to understand that.

As the previous slide showed, employees feel engaged when they have meaningful work to perform (recognizing that all jobs have some elements that are more mundane and routine in nature). Also, employees feel engaged when they have supportive management, feel recognized, valued and respected and when there exists opportunities to develop.

Creating a culture of engagement is the function of many individuals as well as the University itself. In fact, the University, HR, your manager and you all play a role to help you engage with your career.



Managing your career and staying engaged involves a team effort but you're the main driver. Everyone, including the University itself, plays a role in keeping you engaged (next slide)...



St. John's University:

Provide a supportive work environment that enables you to do your best work
Creates an environment that supports internal career growth and development
Provide professional development opportunities, tools and resources (i.e. ability to attend conference, training, networking opportunities)

The University as a whole not only plays a role in helping to keep you engaged with your career, so also does HR.



HR engages in numerous activities that helps support career engagement. It:

Provides leadership and support to both managers and employees in a variety of areas, for example, career mobility.

Provides coaching to managers and employees

Assists with the informal assessment of interests and aptitudes – we are looking to adopt more formal instruments that will help support the process

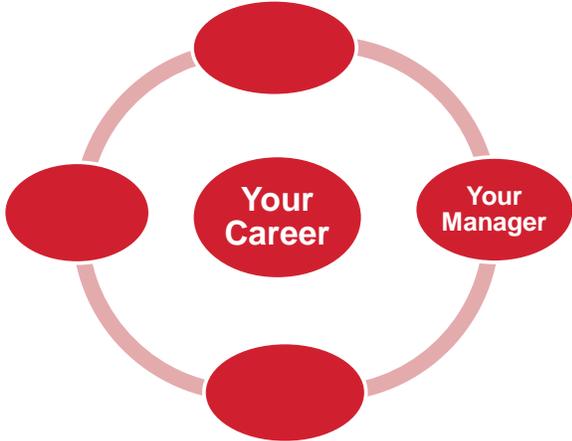
Collaborates with departments to identify and develop talent; and

Speaks to peer institutions to ensure practices are consistent with those of the other institutions

Just as HR plays an important role in career engagement, so also does your manager.

 **ST. JOHN'S UNIVERSITY**

Roles & Responsibilities



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Your Manager:

Facilitates professional development by supporting your career goals

Provides honest coaching and feedback on a routine basis

Fosters an open dialogue with employees.

Good managers recognize that good employees help them to meet the goals of the department and achieve success.

Your manager plays a critical role in helping you to stay engaged with your career. But ultimately, your career is your responsibility.



Before we look at your roles and responsibilities. Think about what roles/actions/steps have you taken in managing your career.

You must :

- Actively take ownership of you career.
- Assess your interests, skills, capabilities, areas for development
- Identify learning opportunities
- Understand the resources available
- Network with other employees and managers
- Engage in opportunities for professional development
- Volunteer for assignments; consider lateral moves; speak to hiring managers to learn about open positions.

All of these elements make up your career success and your ability to move professionally within SJU

Now that we looked at the roles you need to play and the responsibilities that you need to assume to stay engaged with your career, let's look at your career options.

Planning Your Next Career Move

Years of experience
Education Level
Professional & Technical skills
Competency assessment
Interests



Think about your skills, interests and background.

How many years of experience do you have in your current role?

What skills do you have and use on a regular basis? What technical skills do you have?

Identify the transferable skills.

What are your areas of strength and areas of development?

Do you know what you can do to build your skills in any of these competencies (communication, technological literacy, adaptability, teamwork etc.)

Make a plan to address the areas of development. Schedule training classes, go on Lynda.com.

Be realistic about your skill sets and the job qualifications.

When approaching career planning, think about your interests, your skill sets, your competency levels, and think of how you need to articulate those skills sets to potential hiring managers. Also, you need to realistically think of the open positions and evaluate if you are both eligible and qualified to apply for those positions.

Do you possess the right education for the job?

What are your professional and technical skills compared to the job?

Once you complete an honest evaluation/assessment of your present skills and competencies, give some thought to the present job duties and tasks that you are asked to complete on a daily basis to identify those competencies that you possess based on your current work. Be able to articulate your duties and tasks in light of the competencies that they help to support.

Job-based task	Transferable competencies
•Balancing & completing several competing priorities	•Time Management
•Interacting with colleagues & other St. John's University community members	•Communication/Interpersonal Skills
•Completing independent research projects	•Accountability
•Following established procedures/work processes	•Understanding Work Processes & Attention to Detail
•Providing desk and/or phone coverage	•Customer Service

The importance of being able to articulate transferable competencies from the work you perform on a daily basis cannot be overstated. Be sure to think of your major duties and tasks and relate those to transferable competencies that potential hiring managers are looking for. For example (relate 1-2 examples on the slide).

Now that you know what you are interested in, how to market yourself and the competencies that you possess you can start developing career goals

Career Goals

- Why do you want to look for a new position?
- Create a list and rank the top 3.
- What can you do in the next 6 months to work towards the career goals that you have listed

Why do you want to look for a new position?

Make more money?

Recognition?

Learn new skills? For example analyze data

Obtain a higher level of responsibility such as manage staff?

Work in a different environment? Learn about a new area?

Work for a specific Manager?

Activity: List and then rank your top 3 goals.

Start with the number one rank and list a few things that you can do in the next 6 months to achieve that goal

Then do the same for the second and third ranked goals.

Transition: Now that you have a sense of what you want to do it is time to compare your skills and career goals to positions that you are interested in

 Gap Analysis				
Skills and/or experience required	Your Skills and/or experience	Meet requirements?	Action	Resources
BA or BS	BA	Yes	Consider the profession & anticipate additional education requirements	n/a
2-3 years project management	1-2 years project management	Yes	Discussion with your manager about managing a project	Your manager, other managers in your department
1-2 years Budget management	0 years budget management	No	Discussion with your manager	Linkedin.com/learning

To best determine whether or not you're qualified for a position, it's important to compare your current skill level to the job requirements. You may even want to complete this for your next desired position.

THIS IS YOUR CAREER REALITY CHECK – BE HONEST WITH YOURSELF!

When you've reached this stage, you can look at positions within the university that satisfy your career plan. You may have decided that you need more experience in a particular area or want to learn a new skill. You might also realize that you have valuable skills which are desirable in other parts of the University...How do you move through the university and attain your goals?

 **Definition of Career Mobility**



- Promotion
- Lateral transfer 
- Lower grade 

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Based on your career plan and goals you may discover that you require additional skills and the best way to gain that knowledge is to take a lateral transfer or even move to a lower grade. Let me explain how

- **Promotion**
- Considered at least one salary grade higher than your current grade in the SJU salary structure.
 - Let's start from the beginning...What is a salary structure?
 - A salary structure is an important component of effective compensation programs and it helps to ensure that pay levels for groups of jobs are competitive externally and equitable internally. St. John's University salary structure consists of 11 salary grades labeled K-U. Each salary grade has a minimum, midpoint and maximum. All of our salary grades overlap to allow for a smooth transition from one grade to the next.
 - All positions are slotted into a salary grade based on the level of the responsibilities of the position and the market data associated with the role.
 - We typically hire between the minimum and midpoint of the range, although some specialized jobs or candidates with significant experience may warrant positioning higher in the range.
- **Lateral** - move to position within the same salary grade and with similar market data. Employees choose this path to allow themselves the opportunity to learn a new area or develop new skills
- **Lower grade** – choose a position in a lower salary grade that will enable you to build your skills in a new area. There may be a desired change due a preference change, that is, a manager no longer wishes to manage and wants to return to serving as an individual contributor.

After thinking of the options available to you, the next step is to see where you stack up against those options.



- Posting Process
- Eligibility Requirements
- Strong Performance in Current Role
- Importance of Networking
- Employee Career Portal

Posting process: are all jobs posted? The MAJORITY of all open positions are posted by HR on the St. John's University website and several external websites.

Eligibility Requirements:

In order to be eligible to post, you must be in your current position for at least one year with an overall PFP rating of 3.0 or better. You should mention to your present manager that you are applying for/have applied for another position within the University.

Strong Performance in Current Role – is another factor that leads to mobility; doing well in one's current role helps one get noticed.

Networking – is crucial. If you are interested in a job in Marketing and Communications, then speak to someone in that department. It doesn't have to be a manager, it could be someone who is doing a job you think you might be interested in someday. A job may or may not be open at that time, but you will have some connections for future moves.

Employee Career Portal – is an internal resource exclusive to St. John's University employees. Make the most of it and the other resources available to you (transition to the next slide).

Resources

- Training & Development (Internal & External)
- Human Resources
- Employee Career Portal



Training and Development offers a wide variety of courses both internal and external. It's important to continually look at the offerings as courses are added regularly. Think of the competency development the workshops are helping to support. Also, remember that the staff in Human Resources is here to assist you. So call us!

Lastly, check in with the Employee Career Portal often for new jobs posted.

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