

**TIPS & COMPASS Career Panel on
Stanford Staff Who've Navigated a Career Path at Stanford:
Their Tips, Strategies & Stories**

November 17, 2004

The following is a summary of panelists' comments:

Resources for your internal career pathing efforts:

- Read the campus newspaper and websites
- Attend meetings like TIPS
- Review job listings on Stanford website/schools & department information
- Check job listings periodically.
- Take advantage of training opportunities and programs like the Admin Development Program (ADP)
- Volunteer on projects and programs
- Join University-wide committees for networking and visibility
- Use the COMPASS Program to assess your skills and values
- Volunteer
- Check with HRO/HRA to find out more about jobs – location, scope, anything they may know.

Strategies

- Do network and build relationships with staff around the campus
- Conduct informational interviews with other staff
- Ask for advice from your supervisor
- Find a mentor – develop a relationship with someone you look up to.
- Take other staff to lunch to maintain connections
- Explore your skills and interests outside of work too
- Promote your accomplishments – both individual and team;
- Do “Shameless Self-Promotion” – let people know when you’ve done a good job; keep a kudos file
- Research before interviewing. Know the department, job, and culture. Visit before applying. Know how the job your applying for fits in the organization.
- Read between the lines on job descriptions.
- Analyze current tasks to see how current skills apply. Look at both job interest and things you do outside the workplace. Include them in your cover letter.
- Learn from others.
- Enhance current position – ask mgr. for new tasks/projects.
- Lateral move – to get experience in new areas. Take classes in areas where more experience/knowledge needed.
- Be proactive – find ways to build skills, and seek opportunities for growth.
- Develop transferable skills
- Leverage Stanford skills -- the Stanford “way”; knowledge of various area of campus; Stanford policies, diplomacy, and multi-tasking

Lessons Learned

- Go after the right job, not the level.
- Proofread your resume.
- Practice interviewing ahead of time.
- Address gaps in your resume in your cover letter – if possible.
- Sell yourself – what you can offer the department and what the job can offer you.
- Networking – Tips, Admin program, don't burn bridges, maintain relationships, join committees; keep in touch, find similar interest.
- Be open to new opportunities/challenges.
- Do your best, no matter what the task.