

Recommendations from Stanford Staff on Resources for Navigating Your Career at Stanford

Collected from August 2002 Career Snacks on Charting & Navigating Your Career Path at Stanford

At Stanford, where would you look, for career and/or organizational information that could help you navigate your career path?

- Just walk all over campus to see physical settings of departments
- Classes (T&OD, ITSS, etc)
- Websites (index)
- Stanford Report
- Stanford Daily
- Network with friends
- Guided tour of campus
- Talk with HRO
- HR Web to gather info
- Employee Relations
- Office of Staff Employment
- Classes – COMPASS Career Classes and Snacks
- Manager or Dean
- Mentor or role model
- Colleagues, informal network
- Faculty
- University staff groups
- Current job postings
- Career counseling

What are methods, strategies, and techniques for finding out about Stanford as an organization; different work environments; career fields/occupations?

- HR Website
- Checking out different buildings
- Department websites
- Job availability
- Join networking groups
- Mentoring
- Stanford Report
- Stanford directory
- Contact the central HR office
- Talk to staff in the department
- Website
- Apply for the job and go through the interviews
- Attend seminars, talks and other classes to network
- Informational interviews
- Jobs @ Stanford website – employee only

What might you want to explore to help you navigate your career path at Stanford?

- Computer programs – what are some others?
- How do I contact people in other departments to ask questions?
- How do I find out what pay ranges are and how ones skills/experience are assessed for salary setting?
- How would I hear of new job opportunities
- How do I interpret job descriptions – what do they really want me to do?
- How can I differentiate between administrative categories – job search relativity?
- Stanford Website
- Former colleagues
- COMPASS classes
- Skills classes
- Continuing Ed
- Local colleges
- Career Counselors/Coaches
- Networking
- Associations
- Informational interviews
- Mentors
- Professional training
- Volunteering
- Career assessment: tests, interest, skills
- Books, Newspapers – Stanford, Local area
- Career Path in a field
- Department policy on promotion/experience
- Culture of department
- Talking to others within field of interest
- Internet research and intranet (Stanford)
- Identify department, organization, key players, contacts, etc
- Classes, workshops, seminars, lectures, career fairs
- Read Campus Report
- Tour campus
- Turnover/recent layoffs
- Work schedules
- Job descriptions
- Pay scale
- Benefits training
- Team cohesiveness
- Cross Training