

Supervisor's Guide to Developing Employee Career Plans – Part 2

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Policy and Contracts

- **UC Nondiscrimination Policy:** Applies to both those employees who are covered and not covered by contracts
- It is the policy of the University not to engage in discrimination against or harassment of any person employed by or seeking employment with the University of California on the basis of race, color, national origin, religion, sex, gender identity, pregnancy,¹ physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran.² This policy is intended to be consistent with the provisions of applicable State and Federal laws and University policies.
- **Coverage:** This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation.



Affirmative Action

- Proactive measures for ensuring the implementation of equal employment opportunity (EEO). Specifically, employers with federal contracts are required to follow certain guidelines to ensure that a representative workforce is achieved.
- Primary objective = EEO
- Undertaken for certain protected groups of individuals
 - ◆ Women
 - ◆ Blacks, Hispanics, Asians, American Indians
 - ◆ People with Disabilities
 - ◆ Covered Veterans



Good faith practices (AKA Good Faith Efforts or GFE's) for Professional Development and Performance Management

- Maintain up-to-date job descriptions for all positions
- Establish standards of performance for key functions/tasks for all positions
- Provide ongoing feedback on performance
- Provide constructive performance appraisals



Good Faith Efforts

- Promote and support training and development for all employees
- Inform all employees of internal staff development and promotional opportunities
- Encourage employees to develop career plans and acquire training necessary to enhance knowledge and skills
- Encourage employees to participate on departmental and campus committees and teams to enhance development



Good Faith Efforts

- Consider using departmental resources to create staff internship experiences
- Allow staff to apply for staff internships
- Provide mentoring on the job to enhance readiness for upward mobility opportunities
- Participate in the Performance Management course offered through Staff Education and Development



Sources of Training Funds

- Departments and VC areas
- Staff Equal Opportunity Enrichment Program - Individual Scholarships and Departmental Grants
- Career Connection
 - Promotion Project
 - Internship Initiative
- Systemwide Career Development Program
- UCSD Staff Association



Developing a Plan

- Why do career planning?
 - employee retention, greater job satisfaction, career mobility--lateral and upward, increased productivity
- Enhances departmental ability to carry out its business plan
- Career Development Model (see My Career at UCSD)



Resources

- **My Career at UCSD career portal - [My Career at UCSD](#)**
- **Career Connection**
 - Workshops
 - Career consultations
 - Mentoring
 - Internships
 - Information interview referrals



Transferable Skills

- **Definition of transferable skills – core abilities it takes to perform work in general**
- **UCSD – Knowledge, skills and abilities (KSA's) are the main skills/core abilities needed to perform position functions**



Types of Transferable Skills

- **Self Management** (punctuality, enthusiasm, flexibility...)
- **Work Related** (specific skills in relation to people, data, things)
- **Functional** (fix, teach, code, design, research...)

Transferable Skills Analysis

1. **Ways to assess transferable skills**
 - Analyze achievements
 - Assessment Tools (paper/pencil, online)
2. **Exercises**
 - Find the transferable skills
 - Card Sort
3. **SkillsScan - Assess Interests and Qualifications**

Plan preparation: employee's role, supervisor's role, considerations

- Who's job is it anyway? Yours, theirs or ours
- Review career plan model
- Career Plan form
- Use resources

Career Tracks

- Do we have career tracks at UCSD?
- Examples - [Explore Options](#)

Next Steps

- Use available resources
- Create new resources

- Share the vision
- Determine what's needed to achieve departmental objectives
- Know what's in your "skills bank"
- Support career planning
- Invest in employees and reap the rewards 🎵