

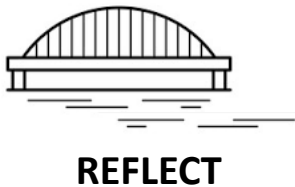
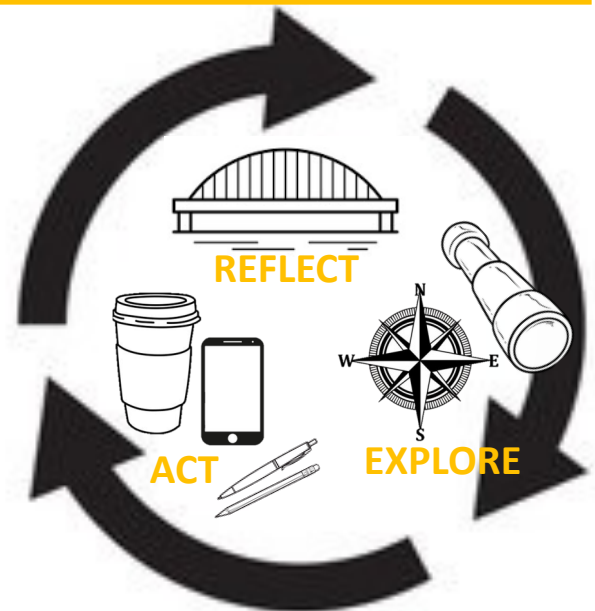
DIVERSITY, EQUITY, & INCLUSION (DEI) CAREER DEVELOPMENT GUIDE

What is Career Development?

Career development is an ongoing, lifelong process of enhancing your skills and gaining experiences to grow your career.

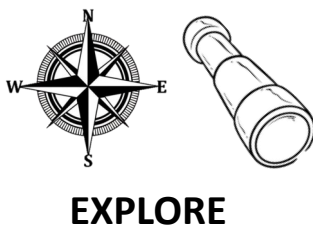
DEI Individual Career Development

This guide provides you with a glimpse of the DEI development tools and opportunities that we provide to our employees. It's also a great place for you to begin your DEI journey. To help take the mystery out of DEI development, we've organized our tools and resources around this simple, flexible approach.



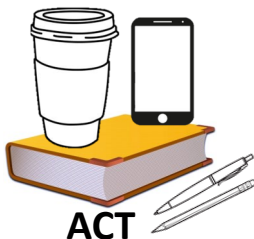
DEI Development is a Personal Journey

- Reflect on your strengths, accomplishments, interests, and career aspirations.
- Identify the development areas you should focus on to help you achieve your DEI goals.



Opportunities to Grow are Everywhere

Look for development activities that interest you and can help you grow by using the Mapping of Available DEI Professional Development Opportunities document. Don't stop with traditional activities like taking a class or reading a book. Also consider how you can leverage others in your development and gain experiences that will build your skills.

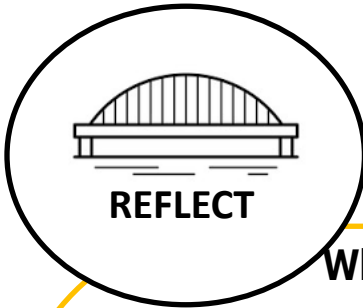


You Make It Happen

- Create a DEI Individual Career Development Plan to map out actions and activities.
- Take action on the plan you've created for yourself.

Have a few minutes? Begin your DEI development journey now.

SELF REFLECTION



Reflect on your interests, motivations, current skills and knowledge, aspirations, challenges, strengths and development priorities regarding diversity, equity, and inclusion and where you are currently in your journey. How do you want to grow your DEI Competencies and improve your DEI Behaviors?

Where are you currently in your DEI Journey?

Describe your understanding of where you are at right now related to diversity, equity, and inclusion awareness, knowledge, or skills.

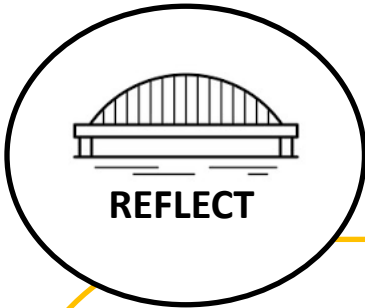
What is your intrinsic and extrinsic motivation to engage in diversity, equity, and inclusion?

How can you contribute to your and others development in diversity, equity, and inclusion?

What challenges related to diversity, equity, and inclusion are you facing?

What opportunities related to diversity, equity, and inclusion are available to you?

SELF REFLECTION



Look to the future in how you can start and/or continue your DEI Journey.

Look to the Future

How will increasing your awareness, knowledge, or skills related to diversity, equity, and inclusion assist you with your current challenges? Create positive change? Enhance your experiences?

What are your short-term and long-term career aspirations? How does DEI fit into those aspirations?

What DEI skills or knowledge do you need to acquire to achieve your career aspirations?

How can you integrate DEI (knowledge and skills) into your daily work and life?

What DEI developmental opportunities would you like pursue?

Who will be supporting you in this process?

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Once you've reflected on your interests, aspirations, strengths and development priorities, it's time to begin exploring the DEI development opportunities and activities that will help you grow.



Developmental Approach

A majority of your development should come from a combination of experiences, exposure, and education. What experiences can you have while on the job? Development should also include activities that provide exposure where you are able to learn from others. Education can be both informal and formal; formal education is more structured. Experience, Exposure, and Education all have a significant impact on your development and performance.

Explore the Following Resources Prior to Planning Your Experience, Exposure, and Education for DEI development opportunities and activities: [DEI Onboarding Checklist](#), [UI University Competencies: DEI Competencies](#), [DEI Departmental Behaviors](#), and [Mapping of Available DEI Professional Development Opportunities](#), [UI's HR Performance Evaluations](#).

Experience

Learn on the Job

- *Learn by doing*
- *Projects & Assignments*
- *DEI Committee Work*
- *Teaching, Coaching and Mentoring Others*

Exposure

Learn from Others

- *In the presence of...*
- *Job Shadowing*
- *Subject Matter Networks*
- *Coaching/Mentoring*
- *Feedback*

Education

Formal Learning

- *Trainings/Workshops/Courses*
- *eLearning*
- *Books*
- *Videos*
- *Articles*

Experience <i>(How can I practice this on-the-job?)</i>	Exposure <i>(How can I learn from others?)</i>	Education <i>(What opportunities will help me?)</i>

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After you've identified the DEI development opportunities and activities that will help you achieve your career goals, you're ready to create a formal action plan for your DEI development. This action plan is commonly referred to as a DEI Career Development Plan (CDP). Use the space below to draft a step-by-step plan for each development area you've identified for yourself. Share with your supervisor so this can assist you with your Performance Evaluation in developing your DEI Competencies.

[Reference University HR's SMART Goals Worksheet.](#)

DEI SMARTIE Goal: _____

DEI SMARTIE Goal	Type	End Date
<i>(Describe the goal.)</i>	<i>(Experience/Exposure/Education)</i>	
<i>(Define it.)</i>		

- Specific
- Measurable
- Attainable
- Relevant
- Time-Bound
- Inclusive
- Equitable

Consider the following: What does "success" mean to you? What do you need to accomplish to consider yourself "successful?" How do you know you've met your goal(s)?



You may use this DEI Career Development Guide as many times as you would like.