CAREER CONNECTIONS

ACC’s
TALENT MANAGEMENT PROGRAM
PHASE I
Our ACC Talent Management Goals...

- Ensure we have the right talent, in the right place, at the right time.
- Prepare, develop, and retain employees for current and future needs.
- Build a cadre of talent so that when opportunities became available, there is a pool from which to choose.
- Provide career growth opportunities for employees.
ORIGINAL PLAN

CREATE A TALENT MANAGEMENT PROGRAM
Components of a Talent Management Program

Institution/Administration
- Goal Identification
- Budget/Labor Planning
- Needs Assessment
- Gap Analysis
- Job and Pay Structures
- Career Paths
- Succession Planning
- Rewards/Recognition

Employee
- Skills/Knowledge/Experience
- Career Path Planning
- Training & Development
- Identifying Positions
- A Personal Choice

Talent Sourcing Integration
- Selection Process
- Employee Testing
- Performance Management
- Skills Inventory Maintenance
- Delivery & Tracking of Professional Development Opportunities
## Implementation Plan

<table>
<thead>
<tr>
<th>PHASE</th>
<th>ACTION ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase I</td>
<td>Create Career Path Program</td>
</tr>
<tr>
<td></td>
<td><strong>PROPOSED FOR FUTURE DEVELOPMENT</strong></td>
</tr>
<tr>
<td>Phase II</td>
<td>Conduct a labor force talent gap analysis</td>
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<tr>
<td>Phase III</td>
<td>Create a talent assessment and inventory system;</td>
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<tr>
<td></td>
<td>Enhance professional development program</td>
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<tr>
<td>Phase IV</td>
<td>Develop a succession plan for leadership</td>
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Proposed Steps:
1. Obtain feedback from Administration and employee groups.
2. Develop career paths.
3. Create a career path website that provides assistance in career path decision making from the employee perspective.
4. Identify and resolve barriers in the career path process.
5. Communicate and implement the Career Connections portion of the Talent Management Program.
WHAT WE DID

Career Connections...
Step 1. Obtain Feedback from Administration and Employee Groups

• Met with PLT and employees on campuses to discuss the Career Connections Program.
• Kept PLT and employee groups updated on progress throughout the development of Career Connections.
• Beta tested website and used feedback to improve website tools.
Step 2: Develop Career Paths

- Created visual ACC CAREER PATHS.
  - Within Job Families
  - Between Job Families
- Identified Key Job Requirements at a Glance to give a visual look at transferable skills.
- Identified critical computer skills and training opportunities at ACC to obtain that knowledge and skills.
Develop Career Paths: Job Families

- Provided a foundation for talent management by creating a web based, defined, visual path of career progression within a job family and for transitions to related positions.

Example: Administrative Assistant Job Family and related Jobs

- Sr Exec Asst PG 15
- Exec Asst PG 12
- Sr Admin Asst PG 10
- Admin Asst III PG 8
- Admin Asst II PG 6
- Admin Asst I PG 4

- PG 12: Specialist, CE Special Events
- PG 10: Asst, CE Teacher Certification; Specialist, Building; Specialist, CE Business Operations
- PG 11: Specialist, Record Center
- PG 10: Asst, Evaluation; Asst II, HR
- PG 9: Asst, Supplemental Instruction
- PG 8: Asst I, HR; Asst, CCAT; Asst, CE Program; Asst, Student Helpline; Asst, Student Life, Asst, Work Control; Asst, Records & Information; Clerk, Document Imaging; Clerk, Records & Information; Asst, Admissions; Asst, Student Services
## Example:
**Requirements at a Glance in Student Learning Services**

<table>
<thead>
<tr>
<th>Title/Pay Grade</th>
<th>Education</th>
<th>Years of Exp</th>
<th>Supr</th>
<th>Knowledge</th>
<th>Skills</th>
<th>Computer</th>
<th>Lic</th>
<th>Physical</th>
<th>Other</th>
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</thead>
<tbody>
<tr>
<td>Director/23</td>
<td>Master’s</td>
<td>2</td>
<td>x</td>
<td>Budget, finance, leadership, pedagogy</td>
<td>Interpersonal, Collaborative, Prioritizing, reporting, supervisory, planning, communications</td>
<td>Proficient using standard office software applications</td>
<td>NA</td>
<td>Standard Office</td>
<td>Reliable transportation</td>
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<tr>
<td>Learning Lab Manager/16</td>
<td>Bachelor’s</td>
<td>3</td>
<td>x</td>
<td>Budget, Learning labs, tutoring, funding, supervisory</td>
<td>Interpersonal, organizational, coordinating, technical, supervisory</td>
<td>Proficient using standard office software applications</td>
<td>NA</td>
<td>Standard Office; lift 20 pounds</td>
<td>Knowledge of LAN operations</td>
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<tr>
<td>Specialist, Math Tutoring/10</td>
<td>Bachelor’s</td>
<td>2</td>
<td></td>
<td>Tutoring, learning materials</td>
<td>Interpersonal, organizational, tutoring, teaching</td>
<td>Proficient using standard office software including educational software</td>
<td>NA</td>
<td>Standard Office; lift 20 pounds</td>
<td>NA</td>
</tr>
<tr>
<td>Assistant, SI/9</td>
<td>Associate OR Equivalent</td>
<td>2</td>
<td></td>
<td>College learning processes, office procedures</td>
<td>Interpersonal, organizational, office</td>
<td>Intermediate level using standard office software applications</td>
<td>NA</td>
<td>Standard Office; lift 10 pounds</td>
<td>NA</td>
</tr>
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Step 3: Create a Career Path Website

- **Home Page**
  - **Overview of Program**
    - Career Exploration
    - ACC Career Paths
    - Professional Development
    - Career Planning
Career Path Website: Career Exploration

- Begin the career exploration journey.
Consider this First

- Career exploration takes time. Set aside an appropriate amount of time to fully engage yourself in the exploration process.
- It is a learning process that involves asking questions and investigating options.
- You may feel overwhelmed at times, but continue doing the work. Don’t quit!
- You are choosing a career, not looking for a job.
Self Assessments

• Start by completing a self assessment and/or a career assessment (such as Myers-Briggs, Strong Level of Interest, or Holland Code).

• The results of this assessment will help you explore careers that fit with your personality and the types of work that you might enjoy.

• This assessment will NOT tell you what career you should pursue.
Analyze the Information

After compiling the information about yourself and potential career options, start researching career fields.

- Consider using tools on the these websites:
  - O*Net Online: [http://www.onetonline.org](http://www.onetonline.org)
  - Career One Stop: [http://www.careerinfonet.org/](http://www.careerinfonet.org/)
  - Texas Workforce Commission: [http://www.texascaresonline.com](http://www.texascaresonline.com)
Career Path Website: ACC Career Paths

• Build on a current foundation of skills, talents, knowledge, education, and experience at ACC.
  o Job Families at a Glance
  o Key Job Requirements at a Glance
  o Cross College Positions
Career Path Website: Career Planning

- Develop a step-by-step career plan.
  - My Career Plan Worksheet
    - Record self-assessment results.
    - Match interests to career research.
    - Identify related career families and jobs at ACC.
    - Narrow options.
    - Create an action plan.
    - Address possible barriers.
  - Career Plan Workshops

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ACC Career Connections Program

**Career Planning**

Before you begin planning for a career, we suggest you take the time to take some self-assessments and explore related careers. Once you have identified and have selected some career possibilities, it is time for you to work on the ideas that need to be taken to achieve your career goals.

To help you in assessing your choices and developing a clear step-by-step career plan, we have developed a career planning tool, **My Career Plan Worksheet**, with some suggestions for completion of each portion of this worksheet are listed below.

Complete MY CAREER PLAN WORKSHEET

1. **Record Self Assessment Results**
   - Career interest inventories can help you assess your strengths, skills, and potential interest in possible careers.
   - Use this section of the career plan worksheet to summarize and record the results of each interest assessment that you have taken.
   - If you have not already done so, go to the Career Exploration links, choose one of the links to career sites, and choose among a number of free assessments to determine the portion of your career plan.

2. **Match Your Interests to Career Research**
   - List careers that interest you in the first column of this section of your worksheet, some of these may be a result of your assessment taken.
   - Using your research, find and list some careers that match your interests, skills and knowledge and list the possible careers.
   - Record the results in this section of the career plan worksheet.

3. **Identify Related Career Families and Jobs at ACC**
   - List the career families that are related to your job interests.
   - Narrow the list to the careers that are most related to your interests.
   - Identify related careers and jobs at ACC.
   - Create an action plan.
   - Address possible barriers.

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**Career Plan Workshops**

Would you like assistance in developing your career plan? Professional development offices offer workshops to help you gain skills such as self-management, personal development, career writing, and interviewing skills. Regularly check your institution's website to find out about these opportunities.
Other Factors to Consider

- Look into developing your personal branding strategy.
- Work on your resume and interview skills. ACC offers workshops to guide you with this process.
- Continuing Education offers a career exploration class.
- Other tools to consider for your career exploration are informational interviews and networking.
Career Path Website: Professional Development

- Professional Development Website
- Employee Performance Evaluation PEP (annual goal setting with supervisor)
- Computer Skills Training
- Educational Advancement Program
Career Path Website: Resources

- ACC Associate Degree and Certificate Programs
- ACC Continuing Education Programs
Step 4: Identify and Resolve Barriers

• Educational Advancement Program
  • Tuition Voucher Plan
    o Program that covers tuition and fees for Continuing Education or credit classes; full time employees – 3 vouchers per year (after 180 days)
  • ACC Tuition Waiver Plan
    o For employees who do not have a college degree and wish to complete an ACC associate degree or certification; earn “C” or better (after 1 year)
  • Tuition Reimbursement Plan
    o For employees who have a college degree and are interested in advanced or graduate-level coursework; earn “C” or better (after 3 years); reimbursement is for 75% of mandatory tuition and fees up to $3000 per fiscal year per employee

• Supervisory Training Program for those with no supervisory experience (Spring 2014)
Step 5: Communicate and Implement

- Website recently completed beta testing with select employees.
- Program and website roll-out in August/September.
  - To be communicated through:
    - ACC website announcements
    - Emails to staff employees
    - Employee association meeting programs
    - Campus meetings with employees
For More Information

- ACC Career Connections Program Website
  austincc.edu/hr/career

- CareerOneStop – U.S. Department of Labor
  careerinfonet.or/explore/view.aspx

- O*Net OnLine – U.S. Department of Labor
  onetonline.org

- TexasCares – Texas Workforce Commission
  Texascaresonline.com/wowmenu.asp

- Learning Express (ACC Library)
  http://learnatest.com/LEL/index.cfm/
Phase I: Mission Accomplished

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