



PROFESSIONAL DEVELOPMENT COMMITTEE
Career Development Program Subcommittee
UNITED STATES PUBLIC HEALTH SERVICE

Career Development Program Guidance Document

Introduction: Career Development Program is a professional, career development and exploration activity that offers the opportunity to spend time with a more senior professional currently working in a person's field of interest. Junior officers who shadow get to observe the day-to-day activities of someone in the current workforce in-person, over-the-phone, virtual, or area wide/agency wide presentation platforms to actively engage with more senior officers. Senior officers are able to offer their unique experience and insight with junior officers in an enriching manner. Career Development Program is a commitment that can have a significant impact on participants. Beyond allowing participants to increase their understanding of the responsibilities of a senior officer, it also links senior officers with junior officers with the potential for future mentorship at their own discretion.

Concept and Mission:

The Career Development Program encourages senior and junior officer interactions. It also provides junior officers an opportunity to experience a particular career opportunity which can assist in their professional development.

Purpose of Guidance Document: To identify the responsibilities and expectations of each officer who volunteers for the Career Development Program.

Definitions:

Career Development Facilitator: Senior officer who engages a fellow officer in exploring a career opportunity during the Career Development Program.

Career Development Participant: Junior officer who is seeking guidance on a particular career opportunity through the Career Development Program.

I. Scope of Career Development Program

- Time Commitment – One work day for in-person of actual shadowing (extended interaction is at the discretion of the facilitator and participant), over-the-phone, virtual, and area wide/agency wide presentation.
- Location – Available nationwide (in-person, over-the-phone, virtual, or area wide/agency wide presentation).
- Matching – A Career Development Participant will be matched with a Career Development Facilitator based upon the responses in the enrollment forms. The match is made taking into account availability, geographic location, similar career interests, and USPHS activities.

II. Responsibilities of the Career Development Facilitator include, but are not limited to:

- Providing a overview of the workplace.
- Discussing the roles and responsibilities of the position.
- Discussing the training involved to acquire the position.
- Providing debrief at the end of the day to answer questions.
- Completing an online survey about shadowing ~~day~~ experience.

III. Responsibilities of the Career Development Participant include, but are not limited to:

- Researching basic information about the career opportunity before shadowing event.
- Making contact with the Career Development Facilitator at least 1 week prior to the shadowing event to confirm availability, meeting time, and location.
- Arriving on time.
- Asking questions.
- Completing an online survey about shadowing experience.