**Baseline Information**

|  |  |
| --- | --- |
| Date Last Revised |  |
| Name (First, M, Last) |  |
| PHS Temp Rank / Grade |  |
| PHS Serial # |  |
| Position (Title, Billet, Location) |  |

|  |  |
| --- | --- |
| Education / Degrees |  |
| Licensure / Certifications |  |
| Professional Society Membership |  |
| Teams / Groups / Networks |  |

|  |  |
| --- | --- |
| Supervisor |  |
| List of Advisors |  |

Career goals are overall goals reached by accomplishing a series of achievable intermediate goals called benchmarks. Benchmarks provide order and direction for your energies and tell you where have been and where your are going.

Mentoring can be considered a project. The learner is the manager and the advisor is a team member. The most important deliverable is a documented Individual Action Plan / Individual Development Plan (IAP/IDP). The advisor (as a subject material expert) provides guidance to the learner with respect to what elements should be listed in the IAP/IDP and designating the element as short term (1-3 years) or long term (3-10 years). Each element would be categorized as professional, leadership or career development. The advisor will also assist the learner with various methods that could assess the learner's competency.

It is recommended that each action / activity identified within the following pages should have the following information:

* Target Start and Completion Dates
* Title / Description
* Activity Sponsor
* Event Location
* Number of Hours (estimated)
* Total Cost (estimated)
* Funding Source(s)

This content will aid the advisory in their task of providing recommendations that will balance your short term vs long term actions and also balance among professional, leadership and career development perspectives.

Goals Should Be: "SMART"

* **S**pecific
* **M**easurable
* **A**chievable/Action Oriented
* **R**elevant/Reachable
* **T**ime-Bound

Along with establishing a goal the Learner-Advisor team will need to develop an action plan to reach the goal.

Plans Should Be:

* Realistic and attainable
* Concrete and measurable
* Expressed in definite time segments
* Flexible, allow for unexpected
* Written and committed to

**Resources:**

* HHS Competency Framework
  + <https://humancapital.learning.hhs.gov/competency/framework.asp>
* OPM Report: Best Practices on Mentoring Programs
  + <https://mentoring.hhs.gov/forms/Best_Practices_Report_Mentoring.pdf>
* HHS Mentoring Program
  + <https://mentoring.hhs.gov/>
* National Society of Professional Engineers Mentoring Program
  + <http://www.nspe.org/Employment/MentoringPrograms/index.html>

**Professional Development Perspective**

*Professional Development Items to Discuss:*

* Advanced Degrees
* Presentations
* Publications
* Patents
* Membership in Professional Organization / Society
* Registration / Licensure
* Certification

Short term Actions / Activities (0 to 3 years)

|  |  |
| --- | --- |
| 1 | *Target Start and Completion Dates*  *Title / Description*  *Activity Sponsor*  *Event Location*  *Estimated Hours:*  *Estimated Cost:*  *Funding Source(s):* |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

Long Term Actions / Activities (3 to 10 years)

|  |  |
| --- | --- |
| 1 | *Target Start and Completion Dates*  *Title / Description*  *Activity Sponsor*  *Event Location*  *Estimated Hours:*  *Estimated Cost:*  *Funding Source(s):* |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

**Leadership Development Perspective**

*Leadership Development Items to Discuss:*

* Coaching
* Shadowing
* Assessment instruments
* Myers-Briggs Type Indicator Personality Profile
* DISC Communications Styles
* 360 Degree Assessment
* Potential areas to develop leadership competency
  + HHS Competencies Awareness Training
  + OPM Competencies Model
  + Leadership Development Seminar
  + EPAC Subcommittees
  + Deployment Team
  + JOAG, MOAG
  + PHS Ensemble
  + Professional Organizations / Societies
  + Detailed Assignments
  + Community Advisory Groups / Committees
  + College Alumni Associations

Short term Actions / Activities (0 to 3 years)

|  |  |
| --- | --- |
| 1 | *Target Start and Completion Dates*  *Title / Description*  *Activity Sponsor*  *Event Location*  *Estimated Hours:*  *Estimated Cost:*  *Funding Source(s):* |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

Long Term Actions / Activities (3 to 10 years)

|  |  |
| --- | --- |
| 1 | *Target Start and Completion Dates*  *Title / Description*  *Activity Sponsor*  *Event Location*  *Estimated Hours:*  *Estimated Cost:*  *Funding Source(s):* |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

**Career Development Perspective**

*Career Development Items to Discuss:*

* Annual Performance Assessment
  + Commissioned Officer Effectiveness Report (COER)
  + Civil Service Performance Management Appraisal Plan (PMAP)
* Awards (Criteria, Forms, Process)
  + PHS
  + Civil Service
  + Other (EPAC, Community, etc)
* Records
  + Electronic Official Personnel File (eOPF)
  + Federal Resume
  + Curriculum Vitae
* Promotion (no change in Billet)
  + Process
  + Benchmarks
  + Pier Review Expert Designation
* Strategies for changing positions within PHS
  + Technical vs. Management Career Paths
  + Mobility
  + Assignment Duration
  + Details
    - reimbursable
    - non reimbursable
  + Understanding the OPM Classification Standards
  + Understanding the Billet System
  + Applying to job vacancies & USAJOBS
  + Interviewing techniques

Short term Actions / Activities (0 to 3 years)

|  |  |
| --- | --- |
| 1 | *Target Start and Completion Dates*  *Title / Description*  *Activity Sponsor*  *Event Location*  *Estimated Hours:*  *Estimated Cost:*  *Funding Source(s):* |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

Long Term Actions / Activities (3 to 10 years)

|  |  |
| --- | --- |
| 1 | *Target Start and Completion Dates*  *Title / Description*  *Activity Sponsor*  *Event Location*  *Estimated Hours:*  *Estimated Cost:*  *Funding Source(s):* |
| 2 |  |
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| 4 |  |
| 5 |  |