

## Job Family Career Development Guide: Professional Level 1

The purpose of the Job Family Career Development Guide is to help employees and supervisors quickly identify competencies required for success at a designated career stream level. If you are currently employed at the above level, or aspire to someday work at this level, **complete the following steps**.

1. Review the Competency Summary table below and mark your level of experience and training, from your perspective, and ask that your supervisor do the same. This will help you to identify developmental opportunities.
2. Reference the Development Dimension table below for potential development ideas and paths.
3. Upload your development plan into SuccessFactors ([watch how-to video](#)).

Competency Summary	Experience and Training		
	Limited Experience and/or Training	Moderate Experience and/or Training	Extensive Experience and/or Training
<b>1. Organizational Impact</b> Works to achieve day-to-day objectives with limited impact beyond the level area. Work is of limited scope, typically on smaller, less complex projects or task-related activities. Work is closely supervised.			
<b>2. Leadership and Talent Management</b> N/A - Jobs at this level are focused on self-development.			
<b>3. Problem Solving and Complexity</b> Identifies, defines and addresses problems which are not immediately evident but typically not complex. Problems are typically within a single area. Problems are typically solved through drawing from prior experiences or standard procedures and basic analysis. Has responsibility for making minor changes in systems and processes to solve problems or improve effectiveness of area.			
<b>4. Communication &amp; Influencing Others</b> Communicates with parties within and outside of own area to explain facts, policies and practices related to area.			
<b>5. Knowledge and Experience</b> Requires theoretical knowledge typically obtained through specific education and training. Typically requires a University degree or equivalent experience and 0-1 year of prior relevant experience.			

*Optional:* [Click here to access on-the-job development ideas](#). If you are interested in colleague and stakeholder feedback, concerning potential developmental opportunities, consider launching a 360 Feedback Survey. [Click here to watch How-To video](#).