

Job Family Career Development Guide: Professional Level 4

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
1. Organizational Impact Works to achieve day-to-day objectives with major impact on the area of responsibility. Contributes to the development of goals the area and planning efforts (budgets, operational plans, etc.). Manages large projects or processes with moderate impact on the achievement of sub-family results. Work is performed with limited oversight. Typically responsible for coaching, reviewing and delegating work to lower level professionals. Provides measurable input to new products, processes or standards in operational plans in order to implement operational objectives			
2. Leadership and Talent Management Typically responsible for providing guidance, coaching and training to other employees within job area. Typically responsible for managing major/complex projects at this level, involving delegation of work and review of work products.			
3. Problem Solving and Complexity Problems and issues faced are numerous and undefined, and require detailed information gathering, analysis and investigation to understand the problem. Problems are difficult and moderately complex. Problems typically impact multiple departments or specialties. Problems are typically solved through drawing from prior experience and analysis of issues. Has responsibility for making moderate to significant improvements of processes, systems or products to enhance performance of level area.			
4. Communication & Influencing Others Communicates with parties within and outside of own area. May have responsibility for communicating with parties external to the organization (e.g., customers, vendors, etc.) Works to influence parties within and outside of the area at an operational level regarding policies, procedures, and practices.			
5. Knowledge and Experience Requires deep knowledge of area typically obtained through higher education combined with experience. Typically viewed as a subject matter expert within discipline. May have broad knowledge of project or program management. Typically requires a University degree or equivalent experience and minimum 6-7 years 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](#).