

School of Planning, Public Policy and Management



GRADUATE PROFESSIONAL DEVELOPMENT PLAN (PD PLAN)

Note: Please type this plan.

Student Name: _____

Date of PD Plan update: _____

Part 1. Describe career goals

- What are your short-term career goals? What types of employment positions fit your short-term career goals? Describe your timeline for achieving them.
- What are your long-term career goals? What types of employment positions fit your long-term career goals? Describe your timeline for achieving them.
- When do you anticipate beginning a job search? If you have already begun a search, briefly describe.

Part 2. Identify required and preferred qualifications for your ideal jobs.

- Identify 3 jobs or fellowships you would like to pursue immediately following graduation. Review descriptions for these positions.
- Type the name of the organizations and job/fellowship titles in the first column of the chart below.

- List the top 3 required competencies or qualifications and the top 3 preferred competencies or qualifications (if stated) for each job or fellowship in the designated right hand columns. List any competencies or qualifications that were unanticipated or surprised you in the third column. Add more rows or columns as needed.
- Review the competencies/qualification lists you just created. Identify gaps in your own knowledge, skills, and experience to date. Examples may include competencies in areas such as:
 - discipline specific conceptual knowledge (theories/concepts, methods, tools);
 - research skills (methods of measurement, experiment design, analytical techniques, peer review processes);
 - communications (technical or other types of writing, resume and cover letter writing, portfolio development, visual and oral presentations, teaching, job interviews and networking);
 - professionalism (interpersonal relationships, multicultural understanding and relationship building, institutional obligations, public service, allyship)
 - leadership and management skills (staff and project management, time management, budget preparation, strategic planning, mentoring and role modeling, meeting facilitation, delegation)
 - responsible conduct (data sharing and ownership, authorship, human subjects or other research approvals, scientific, moral or ethical misconduct, reporting, conflicts of interest)
- Highlight the key competencies/qualifications in your chart that you will need to develop to be competitive for jobs or fellowships you identified.

	Top 3 Required Qualifications/Competencies - Knowledge, Skills, Experience	Top 3 Preferred Qualifications/Competencies - Knowledge, Skills, Experience	Unanticipated Qualifications/Competencie - Knowledge, Skills, Experience
[Organization 1 - Job/Fellowship Title 1]			

[Organization 2 - Job/Fellowship Title 2]			
[Organization 3 - Job/Fellowship Title 3]			

Part 3. Plan for Acquiring Knowledge, Skills, & Experience

- Based on the highlighted competencies and qualifications in Part 2, identify at least 3 competencies or qualifications you seek to develop prior to the completion of your degree. Transfer these competencies/qualifications to the first column in the following chart. Add more rows as needed.
- In the second column below list the approaches you will use to gain the desired knowledge, skills, and experience. Consider course work, volunteer experience, internships (both credit and noncredit), projects, work study, serving on a board or commission, Capstone, CPW, Nonprofit Consultancy, Toastmasters or other professional development opportunities.
- In the third column list the projected timeline to develop your competencies and qualifications. For example, if you want to develop your public speaking skills, you could join UO Toastmasters and project Spring 20xx as your timeline.

Qualifications to be Developed Knowledge, Skills, & Experience	Approaches to Gain Knowledge, Skills & Experience	Timeline (list term/year) for accomplishing gaining this competency