



**CASE WESTERN RESERVE
UNIVERSITY**
Department of
Human Resources

Career Well-Being Incentive Program

Sample Track 1: Prepare for Future Promotion / Career Mobility

Staff Goal Example: Obtain a new position at the university sometime in the future.

Career Well-being Incentive Category: Career Coaching

Activity 1: Consultation meeting with staff member and Career Development Manager

Activity 2: Staff member analysis and review of their current resume. At the same time, the Career Development Manager will also review current materials.

Activity 3: 1:1 meeting with Career Development Manager to discuss notes from current resume. Training videos may be assigned to assist with effective resume development.

Activity 4: Staff member takes time to edit or redo resume based on analysis and 1:1 conversation.

Activity 5: Staff member exercise: find 2-3 jobs of interest and perform analysis on fit

Activity 6: 1:1 meeting with Career Development Manager to discuss jobs of interest and related exercises

Activity 7: staff member exercise: write a cover letter and apply for the position if applicable

Activity 8: Training video 1 on interview best practices and complete worksheet on how to use a job description to prepare for an interview

Activity 9: Mock interview with Career Development Manager

Activity 10: 1:1 meeting with Career Development Manager to discuss mock interview and any relevant next steps

Other Considerations

Customized plans will vary slightly from the above. There may be more or less activities, resources, or 1:1 meetings based on the needs and learning style of the individual. All plans will, however, meet [Wellness Program Incentive](#) requirements. Staff members need to complete at least 7, one-hour long assignments or a total of 7 hours of combined programming to meet incentive program requirements. For this reason, plans created by the Professional Development Center (PDC) will consist of 8 activities/engagement or more.

Please note, a path like this is not appropriate for someone ready to apply to an open position immediately as incentive plans take place over a minimum of 7 weeks. This plan is a DRAFT and is not to be used to pursue the Wellness Incentive without a meeting with the Career Development Manager. Request a meeting to discuss this plan [here](#).

Questions related to the above plan should be sent to the Career Development Manager, Andrea Hess, at axh479@case.edu.