

Starting Strong

Let's start this new position with intention. Here are some questions to consider as you create 3-5 goals for your new position. Then, here are some questions to shape an informal 90-day review with your supervisor.

Questions for Goal Setting

- How long do I want to stay in this position?
- What skills do I want to learn here?
- How do I want to grow in this position?
- What would I like to accomplish or achieve here?
- How do I want to give back while in this role?
- What will my resume look like when I'm ready to move on?



Goals for my New Position



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90-Day Check-in Guided Discussion

- What are some things that I'm doing really well in this role so far? How am I meeting or exceeding expectations?
- How can I improve in this role? What are some areas that I could grow in?
- Are there any people that I should develop relationships with now that I'm more settled into this position?
- Is there anything you see that could become a problem in the future?
- Now that I've been here for a while, what (else) should I know about this role?
- What are some goals or benchmarks that I should expect to reach by the end of my first year?



Brag Sheet

An important part of moving forward is acknowledging how far you have come. Here, write down what you've achieved, big and small. You can do this quarterly, annually, or at a transition point, like graduation or promotion. This is also a great tool to use during your review, to show both your progress and your impact.

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Presentations



Projects



Accomplishments



Leveling Up

Now that you're been here for a while, let's take some time to reflect on how far you've come. Use these questions as a starting point for your self-reflection and self-evaluation.

Self-Reflection

- What have I learned so far? What do I want to learn?
- What gets me excited about this role? Can I do more of this?
- What do I hate about this role? Can I do anything to change this?



Self-Evaluation

- What do I do really well in my new role?
- What are some ways that I can grow?
- Where are there gaps in my skills?
- Am I ready for additional responsibilities in this role?



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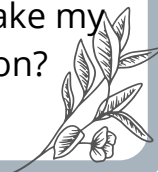
Expanding your Network

- Who are key people at my institution/company?
- Are there professional societies and/or conferences that I can connect with?
- Are there people doing similar work in other contexts?



Pushing your Limits

- Is there a new skill or technique that I can learn?
- Is there a project or team that I can take the lead on?
- Where can I build new collaborations or networks?
- Where can I start to make my mark in this organization?



Navigating Career Transitions

A Reading List for your Mindset & Strategy

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Mindset

Professional Troublemaker
Luvvie Ajayi Jones

Year of Yes
Shonda Rhimes

The Memo
Minda Harts

Strategy.

Next Move, Best Move
Kimberly B. Cummings

The First 90 Days
Michael D. Watkins

Machiavelli for Women
Stacey Vanek Smith



Navigating Career Transitions

Summary

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Assessing Options

When? Flowchart to figure out if it's time
Where? The power of informational interviewing
How? Leverage your network

Leaving Well

Hand off projects and responsibilities
Maintain connections

Starting Strong

Set goals
Establish relationships
90-day check-in

Keeping Track

Brag on yourself!
Presentations, Projects, Accomplishments

Leveling Up

Self-reflection & Self-evaluation
Expand your network
Push your limits

