



# CAREER PATHING FOR GNWT EMPLOYEES

Career pathing is the process of defining what you want to do with your career and planning how to get there. It has been shown to boost employee confidence, decrease stress and provide employees with an overall sense of empowerment in their work life. The GNWT has created a 5-step process to assist employees in getting started on career pathing.

## Step 1: identify target position

To career path, you'll want to get a sense of what career you would like to work towards. Depending on where you are at in your career, you may have a better idea of what you are looking for. Know that your target position may change throughout your career and the more familiar you are with the career pathing process, the easier and more seamless each transition will be.

### Questions to Consider:

- What are my interests?
- What work do I enjoy?
- What type of work am I good at?
- What special skills do I have to offer?
- Do I enjoy working with the public?
- Would I prefer to work with a team or independently?
- In what environment do I want to work in (office, outdoors, etc.)

## Step 2: identify the required skills and experience

GNWT job descriptions are available online. Review the job description of your target position to determine what experience and/or education you'll need to fill the role. GNWT Job Descriptions can be found at the following link: <https://www.fin.gov.nt.ca/en/services/position-and-salary-information>.

## Step 3: communicate your goal

Consider having an open and honest conversation with your supervisor of the career path you see yourself working towards. A good time to bring this up may be during your annual Performance Development (ePerformance) evaluation discussion. Ask for their support in obtaining training to add to your Learning Plan and express your interest in opportunities to gain experience related to the target position. If your supervisor isn't aware of your aspirations, it will be harder for them to give you the support that you need.

## Step 4: plan to develop your skills and knowledge

The GNWT provides a wide range of programs, resources, and education to its employees. To get started on your skills development plan, review the GNWT's "Four Pathways to Learning" and think about which of the pathway(s) may assist you in achieving your goal. Consider the following:

- What training and learning opportunities are available on the GNWT Enterprise Learning Management System?
- Who could I job shadow or receive mentorship from?
- What projects could I assist my team with that are outside of my current workload and would help to develop my skills?
- What are the developmental programs available to me?
- Will I require official certification, or can my training be completed through education assistance?

## Step 5: goal setting and tracking

Your Performance Development (ePerformance) Document is an excellent resource to for you to set different types of goals, including developing competencies, building skills, obtaining training, and completing projects. Use Performance Development to set goals and objectives related to your target position. You can track your progress and have record of the experiences you've gained; projects you've completed and training you've received that relate directly to the career you are working towards. More information on Performance Development and the competency model can be found at:

<https://my.hr.gov.nt.ca/learning-development/performance-development>.