

CAREER PLANNING QUICK REFERENCE GUIDE

OVERVIEW

This guide explains how to use the Career Planning module in Inspire. Career Planning will allow you to:

- Select a primary and secondary Career Focus
- Edit or change your Career Focus
- Create a goal
- Edit a goal
- Complete a goal

APPLIES TO

HDR Students

COMMON QUESTIONS

1. What is a 'career focus', and do I have to select one?

A career focus is the career path that you are focusing on achieving at the end of your Higher Degree by Research. You can select a primary focus, the career you're primarily interested in, and a secondary focus that will support your career progression.

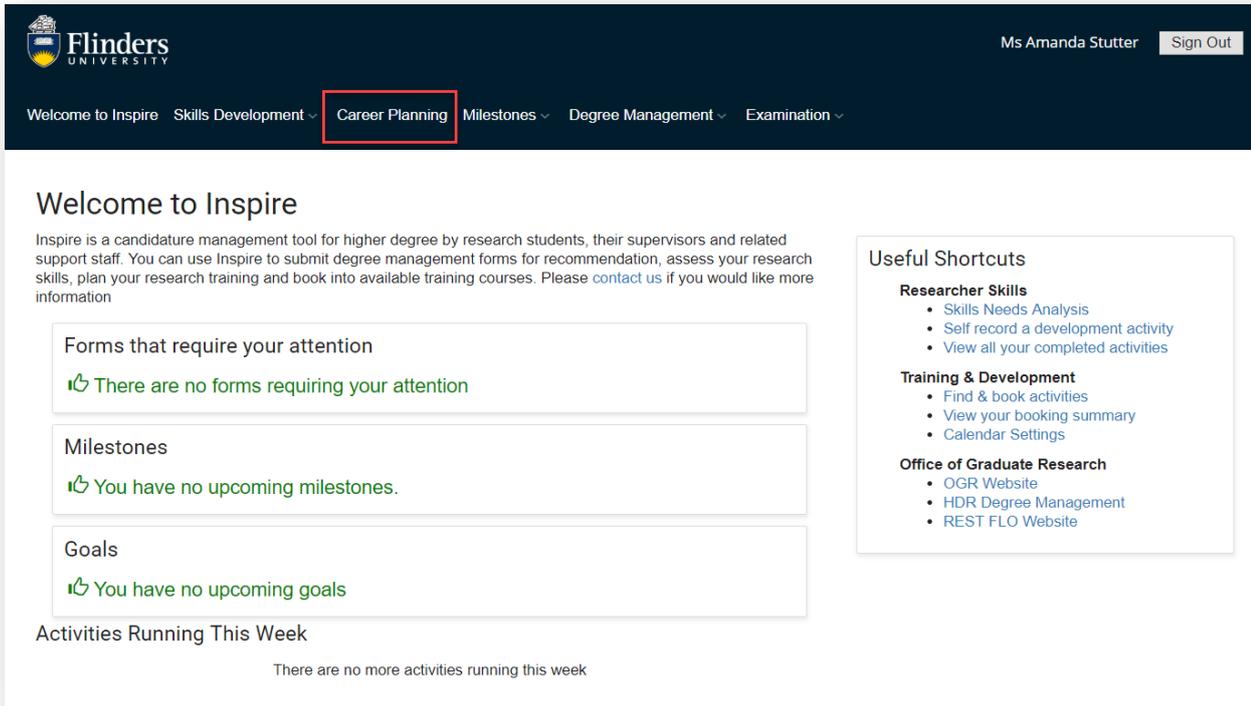
Your selected primary and secondary career focus is a way to structure your candidature to develop the skills set required for your chosen career.

There are three career focuses:

- **Academic** which incorporates research and teaching skills and related activities that enable students to compete in the very dynamic setting of becoming a university academic.
- **Industry** which incorporates skill sets and activities that will help you apply and be successful in private companies, not-for-profits, community organisations and government departments.
- **Entrepreneurial** which incorporates skill sets and activities that enable HDR students to develop their research into market ready ideas, products and services.

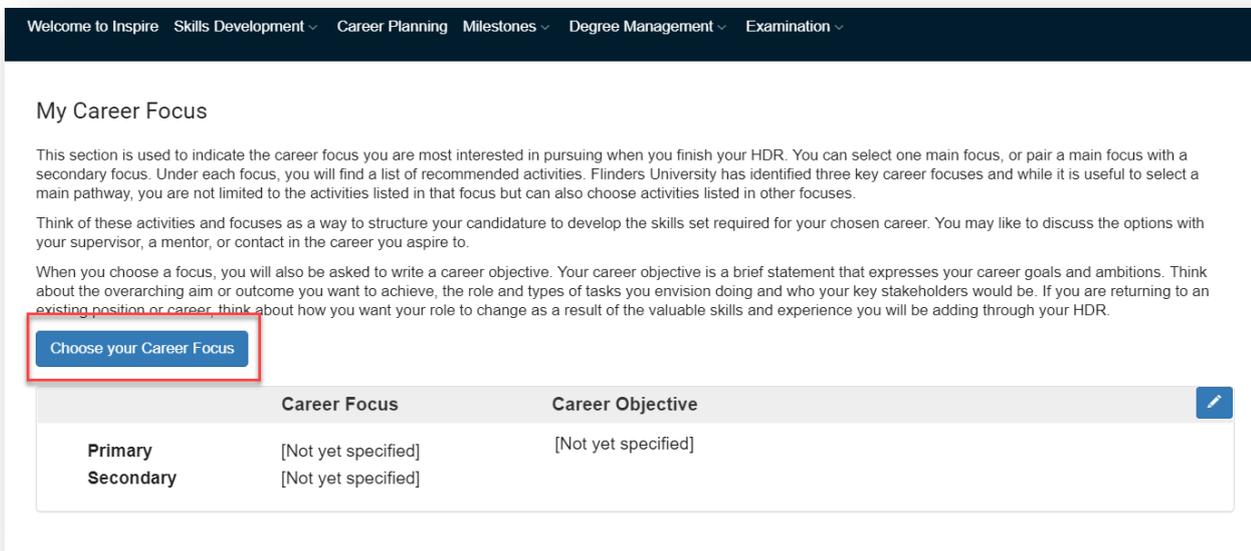
2. How do I select a Career Focus?

Click on the Career Planning tab.



The screenshot shows the Inspire dashboard for user Ms Amanda Stutter. The navigation menu includes: Welcome to Inspire, Skills Development, **Career Planning** (highlighted with a red box), Milestones, Degree Management, and Examination. The main content area is titled "Welcome to Inspire" and contains several status boxes: "Forms that require your attention" (no forms), "Milestones" (no upcoming milestones), and "Goals" (no upcoming goals). A "Useful Shortcuts" section lists links for Researcher Skills, Training & Development, and Office of Graduate Research. At the bottom, it states "Activities Running This Week" with "There are no more activities running this week".

Click on the "Choose your Career Focus' button



The screenshot shows the "My Career Focus" page. It includes introductory text about selecting a career focus and writing a career objective. A blue button labeled "Choose your Career Focus" is highlighted with a red box. Below the text is a table with two columns: "Career Focus" and "Career Objective".

	Career Focus	Career Objective
Primary	[Not yet specified]	[Not yet specified]
Secondary	[Not yet specified]	

Career Focus

Save Close

History: Latest

Primary Career Focus

Secondary Career Focus

Career Objective

Academic Focus

Industry Focus

Entrepreneurial Focus

Click on the Career Focus you want to select

The section will expand and then you can select if you want that career path to be your primary or secondary focus. Select an option and click save.

Career Focus

History: Latest ▼

▣ **Academic Focus**

The Academic Focus incorporates research and teaching skills and related activities that enable students to compete in the very dynamic setting of becoming a university academic. Only about 40% of PhD graduates end up in academic positions, and those who succeed need to demonstrate relevant skills and experience. These include research skills demonstrated through a record of publication, conference presentations and successful grants and awards, as well as teaching skills demonstrated through lecturing and tutoring experience.

For students interested in research or teaching only academic positions, these skills and activities can be tailored to suit. For students who are interested in applying their research skills outside of the academic setting, this Focus can be combined with the Industry/Entrepreneurial Focus.

Activities that build academic skill sets include:

- Publishing in refereed journals and conference proceedings
- International conference presentations
- Successful receipt of competitive grants and awards
- Tutoring and lecturing experience
- The Academic Internship Program

Your career focus will now show on your Career Planning tab.

My Career Focus

This section is used to indicate the career focus you are most interested in pursuing when you finish your HDR. You can select one main focus, or pair a main focus with a secondary focus. Under each focus, you will find a list of recommended activities. Flinders University has identified three key career focuses and while it is useful to select a main pathway, you are not limited to the activities listed in that focus but can also choose activities listed in other focuses.

Think of these activities and focuses as a way to structure your candidature to develop the skills set required for your chosen career. You may like to discuss the options with your supervisor, a mentor, or contact in the career you aspire to.

When you choose a focus, you will also be asked to write a career objective. Your career objective is a brief statement that expresses your career goals and ambitions. Think about the overarching aim or outcome you want to achieve, the role and types of tasks you envision doing and who your key stakeholders would be. If you are returning to an existing position or career, think about how you want your role to change as a result of the valuable skills and experience you will be adding through your HDR.

Career Focus	Career Objective
<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> Primary Academic </div> <div style="border: 1px solid #ccc; padding: 2px;"> Secondary </div>	<div style="text-align: right; font-size: 0.8em; margin-bottom: 5px;"><input type="button" value="✎"/></div>

3. Why is there a 'primary' and 'secondary' Career Focus?

Having both a primary and secondary focus allows you to identify the career path you would ideally like to follow, but gives you the flexibility to understand that careers can cross over into other areas. Many academics

also work with Industry, and a person can equally be interested in Industry but want to have supporting Entrepreneurial skills.

You can select a primary and secondary focus by clicking on Career Focus, and then selecting your preferred primary and secondary focusses via the buttons (see above for step by step instructions with screen shots). You can only have one primary focus and one secondary focus at a time. Once you have selected, they will show on your Career Planning tab.

My Career Focus

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[Choose your Career Focus](#)

	Career Focus	Career Objective
Primary	Academic	
Secondary	Industry	

You do not need to have both a primary and secondary focus. You can choose to have no career focus, only a primary focus or have both a primary and secondary focus.

4. Do I have to enter a Career Objective?

No, it is an optional statement. It will help give you clarity and motivation through your candidature to think about how the skills you are obtaining in your Higher Degree by Research translate to your career goals and ambitions.

You can enter a career objective by clicking on either 'Choose your Career Focus' or the edit pencil in the career focus section.

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[Choose your Career Focus](#)

	Career Focus	Career Objective
Primary	Academic	
Secondary	Industry	

You can enter your career objective at the top of the Career Focus form. Enter your statement and click 'save'

Career Focus

History: Latest Save Discard

Primary Career Focus Academic

Secondary Career Focus Industry

Career Objective

I aim to be an active researcher in Bio-Technology with a secondary focus of providing insights to industry to help develop future innovations and products for aged care

Academic Focus

Your career objective will now show on your Career Planning tab. You can update this at any time.

My Career Focus

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[Choose your Career Focus](#)

	Career Focus	Career Objective	
Primary	Academic	I aim to be an active researcher in Bio-Technology with a secondary focus of providing insights to industry to help develop future innovations and products for aged care	
Secondary	Industry		

5. Can I change my Career Focus?

Yes, you can change your career focus at any time by clicking on the 'Choose your Career Focus' or pencil button, making your changes and then clicking save.

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[Choose your Career Focus](#)

	Career Focus	Career Objective
Primary	Academic	
Secondary	Industry	

You can see the history of your changes by clicking on the 'History' drop down at the top of your Career Focus form.

Career Focus

History: [Latest](#)

- Latest
- 28 Aug 2019 11:46 (Ms Amanda Stutter)
- 28 Aug 2019 11:41 (Ms Amanda Stutter)
- 28 Aug 2019 11:36 (Ms Amanda Stutter)

Primary Career Focus Academic

Secondary Career Focus Industry

Career Objective
I aim to be an active researcher in Bio-Technology with a secondary focus of providing insights to industry to help develop future innovations and products for aged care

Academic Focus

The Academic Focus incorporates research and teaching skills and related activities that enable students to compete in the very dynamic setting of becoming a university academic. Only about 40% of PhD graduates end up in academic positions, and those who succeed need to demonstrate relevant skills and experience. These include research skills demonstrated through a record of publication, conference presentations and successful grants and awards, as well as teaching skills

6. Who can see my Career Focus?

Your supervisors, College HDR Coordinators and the Office of Graduate Research can all view your chosen career focus(s)

7. Why should I create Goals, and do I have to create any?

Creating goals is a way of ensuring you are working towards your chosen career pathway as well as keeping on track with your candidature overall.

Creating goals is optional and Flinders University acknowledges that each student has individual experiences and needs, and as such, the goals each student sets are going to be individual and may evolve over time. You can update, delete and develop new goals at any stage, and can track the progress of each goal.

8. How do I create a Goal?

Click on the 'Add Goal' button on the Career Planning tab.

Welcome to Inspire Skills Development Career Planning Milestones Degree Management Examination

My Career Focus

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Choose your Career Focus

	Career Focus	Career Objective
Primary	Academic	I aim to be an active researcher in Bio-Technology with a secondary focus of providing insights to industry to help develop future innovations and products for aged care
Secondary	Industry	

My Goals

Reflecting on your chosen career focus and the potential activities that you could undertake, use this section to set yourself goals. Flinders University acknowledges that each student has individual experiences and needs, and as such, the goals each student sets are going to be individual and may evolve over time. You can update, delete and develop new goals at any stage, and can track the progress of each goal.

Some things to consider while identifying your goals:

- Consider planning key goals for your candidature and some progressive steps for each year.
- Aim for goals that are "SMART" – Specific, Measurable, Attainable, Relevant and Time-bound.
- Identify a Graduate Attribute for each goal.
- Try to set at least one goal for each Graduate Attribute.

Some examples of goals may include:

- Present at a conference
- Publish an article
- Attend Mid-Candidature/Completions Intensive workshop
- Participate in the 3MT competition

Add Goal

Domain	Goal	Created	Due	Status
Sorry, this table is empty.				

A new form will open. In this form you will need to enter the following information:

- **Goal** – give your goal a name
- **How will you achieve this goal** – optionally enter some information regarding how you intend to meet your goal. This will help you in your planning and execution of achieving this goal.
- **Which Graduate Attribute does the goal relate to** – select the most relevant Graduate Attribute and associated REST domain this goal aligns with. When you complete your goal it will show against this domain on your 'Completed Activities' under Skills Development.
- **By when are you planning on completing this goal** – enter a date you want to achieve your goal by.
- **What is the current status of this goal** – keep track of how your goal is progressing.

Goal Setting

History: Latest

Save Discard

Goal *
Publish a journal article

How will you achieve this goal?

Which Graduate Attribute does this goal relate to *

- Domain A: Research and Critical Thinking Skills
- Domain A: Depth of Disciplinary Expertise
- Domain B: Personal and Professional Awareness and Growth
- Domain C: Project Management & Research Strategy
- Domain C: Integrity and Ethics
- Domain D: Effective Communication Skills
- Domain D: Teamwork and Collaboration
- Domain D: Engagement and Impact

By when are you planning on completing this goal?

21 Nov 2019

What is the current status in achieving this goal?

- Not Started
- In Progress
- Complete

Once you have entered the relevant information for your goal, click save. Your goal will now show on your Career Planning tab.

My Goals

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- Aim for goals that are **"SMART"** – **S**pecific, **M**easurable, **A**ttainable, **R**elevant and **T**ime-bound.
- Identity a Graduate Attribute for each goal.
- Try to set at least one goal for each Graduate Attribute.

Some examples of goals may include:

- Present at a conference
- Publish an article
- Attend Mid-Candidature/Completions Intensive workshop
- Participate in the 3MT competition

Add Goal

Domain	Goal	Created	Due	Status
A	Publish a journal article	28 Aug 2019	21 Nov 2019	Not Started

Delete
Print

9. What are Graduate Attributes?

Graduate Attributes are the skills that you are developing by completing a Higher Degree by Research. There are 8 graduate attributes that have been aligned to the VITAE framework.

You can use graduate attributes as key points when you communicate your skills to Academics, Industry and external stakeholders.

You can view the details of a graduate attribute by clicking on 'Add Goal' and then clicking on the arrow next to the graduate attribute. You will then see dot points that help you understand the nature of that particular attribute.

Goal Setting

Save Discard

History: Latest

Please complete all mandatory fields before saving.

Goal *

How will you achieve this goal?

Which Graduate Attribute does this goal relate to *

- Domain A: Research and Critical Thinking Skills
 - Utilises comprehensive knowledge of relevant theoretical frameworks and research methods to apply the appropriate framework to new, abstract and complex research problems.
 - Collects, synthesises and evaluates complex data, followed by insightful and critical analysis of results.
 - Articulates, understands and questions ideas, assumptions, evidence and information to develop independent and critical thinking.
 - Applies high level research and critical thinking skills to formulate unique hypotheses, alternative arguments and novel approaches.
- Domain A: Depth of Disciplinary Expertise
- Domain B: Personal and Professional Awareness and Growth
- Domain C: Project Management & Research Strategy

10. Can I link a Goal with more than one graduate attribute?

No, a goal is only linked with one attribute. Pick the most relevant attribute for your goal.

11. How many Goals can I create?

You can have as many goals as you like, you do not have to create any, but you may wish to create many goals as you progress through your candidature.

12. Can I edit a Goal?

Yes, you can edit a goal by clicking on the goal name on the Career Planning tab.

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Some things to consider while identifying your goals:

- Consider planning key goals for your candidature and some progressive steps for each year.
- Aim for goals that are **"SMART"** – Specific, Measurable, Attainable, Relevant and Time-bound.
- Identify a Graduate Attribute for each goal.
- Try to set at least one goal for each Graduate Attribute.

Some examples of goals may include:

- Present at a conference
- Publish an article
- Attend Mid-Candidature/Completions Intensive workshop
- Participate in the 3MT competition

[Add Goal](#)

Domain	Goal	Created	Due	Status	
A	Publish a journal article	28 Aug 2019	21 Nov 2019	Not Started	Delete Print

That goal will open, and you can update any value. You may wish to change the date the goal is due or update that status to 'In progress' or 'Completed'.

History: Latest

Goal
Publish a journal article

How will you achieve this goal?

Which Graduate Attribute does this goal relate to *

- Domain A: Research and Critical Thinking Skills
- Domain A: Depth of Disciplinary Expertise
- Domain B: Personal and Professional Awareness and Growth
- Domain C: Project Management & Research Strategy
- Domain C: Integrity and Ethics
- Domain D: Effective Communication Skills
- Domain D: Teamwork and Collaboration
- Domain D: Engagement and Impact

By when are you planning on completing this goal?

7 Oct 2019

What is the current status of this goal?

2019 Oct						
M	T	W	T	F	S	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Click 'Save' when you have finished updating and the changes will now display on your Career Planning tab.

13. Can I delete a Goal?

You can delete a goal that has not been completed. Click on 'Delete' in the corresponding row of the goal table.

My Goals

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[Add Goal](#)

Domain	Goal	Created	Due	Status	
A	Publish a journal article	28 Aug 2019	7 Oct 2019	In Progress	Delete Print

14. Am I reminded of my Goals?

When your goal is within 90 days of your nominated due date, you will get a reminder on your Inspire home dashboard. You will not receive any email reminders.

Welcome to Inspire | Skills Development | Career Planning | Milestones | Degree Management | Examination

Welcome to Inspire

Inspire is a candidature management tool for higher degree by research students, their supervisors and related support staff. You can use Inspire to submit degree management forms for recommendation, assess your research skills, plan your research training and book into available training courses. Please [contact us](#) if you would like more information

Forms that require your attention

✔ There are no forms requiring your attention

Milestones

✔ You have no upcoming milestones.

Goals

🚩 Some of your goals are due soon

Date	Title
07-Oct-19	Publish a journal article 🔗

Activities Running This Week

There are no more activities running this week

Useful Shortcuts

Researcher Skills

- Skills Needs Analysis
- Self record a development activity
- View all your completed activities

Training & Development

- Find & book activities
- View your booking summary
- Calendar Settings

Office of Graduate Research

- OGR Website
- HDR Degree Management
- REST FLO Website

If your goal due date is in the past, it will show as overdue in red.

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Forms that require your attention

✔ There are no forms requiring your attention

Milestones

✔ You have no upcoming milestones.

Goals

⚠ You have overdue goals

Date	Title
27-Aug-19	Publish a journal article 🔗

Activities Running This Week

If you need more time to complete your goal, click on the edit icon and change the date of the goal date. If you have completed your goal, click on the same edit icon and update the status of the goal to 'completed' and update the date to when you completed your goal. This adds the goal to your 'Completed Activities Log'.

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Forms that require your attention

 There are no forms requiring your attention

Milestones

 You have no upcoming milestones.

Goals

 You have overdue goals

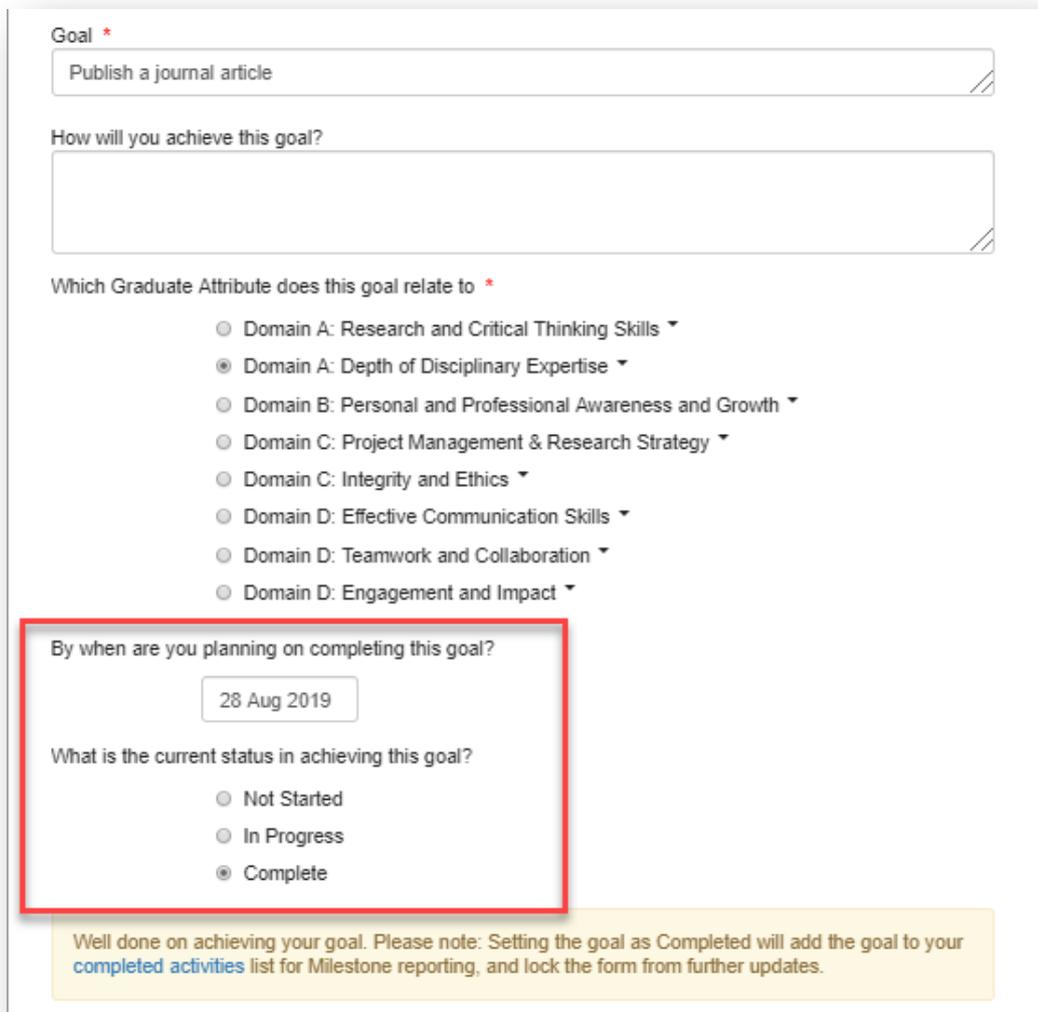
Date	Title
27-Aug-19	Publish a journal article



Activities Running This Week

15. What happens when a Goal is completed?

To complete a goal, open your goal and change the status to 'Complete'. You should also update the date of 'By when are you planning on completing this goal?' to the date you completed. Click save when you have updated the details.



Goal *

Publish a journal article

How will you achieve this goal?

Which Graduate Attribute does this goal relate to *

- Domain A: Research and Critical Thinking Skills ▾
- Domain A: Depth of Disciplinary Expertise ▾
- Domain B: Personal and Professional Awareness and Growth ▾
- Domain C: Project Management & Research Strategy ▾
- Domain C: Integrity and Ethics ▾
- Domain D: Effective Communication Skills ▾
- Domain D: Teamwork and Collaboration ▾
- Domain D: Engagement and Impact ▾

By when are you planning on completing this goal?

28 Aug 2019

What is the current status in achieving this goal?

- Not Started
- In Progress
- Complete

Well done on achieving your goal. Please note: Setting the goal as Completed will add the goal to your [completed activities](#) list for Milestone reporting, and lock the form from further updates.

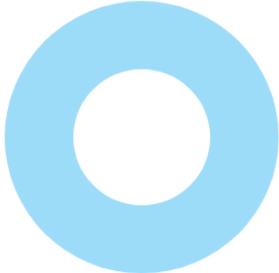
You will not be reminded of completed goals on your Inspire Dashboard.

Completed goals will show in your 'Completed Activities' in your 'Skills Development' tab.

Welcome to Inspire **Skills Development** Career Planning Milestones Degree Management Examination

Completed Activity Log

Please note: The historical data of professional development courses you have undertaken during your candidature has been imported into Inspire. All of these previous courses will have an event date of 31 May 2018. The OGR has mapped all of the historical data to the RDF Topics to provide you with a complete overview of the skills acquired throughout your candidature. You can still access your detailed course attendance history through 'My History' in iEnrol. You can also self-record any additional courses or activities not listed here.



- A: Knowledge and intellectual abilities
- B: Personal effectiveness
- C: Research governance and organisation
- D: Engagement, influence and impact

[Self-record an activity](#)

Date	Title / Summary	RDF Domains	
28 Aug 19	Publish a journal article	● A: Knowledge and intellectual abilities	Print

16. Who can see my Goals?

Your supervisors, College HDR Coordinators and the Office of Graduate Research can all view your goals.