Career Well-Being Incentive Program
Sample Track 2: Resume and Job Application Preparedness

Staff Goal Example: Obtain a new position in the client's current office. This new position includes supervision which would be new for this staff member. They are also interested in learning more about emotional intelligence.

Activity 1: Consultation meeting with staff member and Career Development Manager
60 Minutes
Activity 2: Training video 1 and related exercise worksheets
Time varies depending on training video
Activity 3: 1:1 meeting with Career Development Manager to discuss activity 2
60 minutes
Activity 4: Training video 2 and related exercise worksheets
Time varies depending on training video
Activity 5: Training video 3 and related exercise worksheets
Time varies depending on training video
Activity 6: 1:1 meeting with Career Development Manager to discuss activity 2 and 3
60 minutes
Activity 7: Training video 4 and related exercise worksheets
Time varies depending on training video
Activity 8: 1:1 meeting with Career Development Manager to discuss activity 4
60 minutes
Activity 9: Complete meeting preparation worksheet and have a meeting with your supervisor
Time varies
Activity 10: 1:1 meeting with Career Development Manager to discuss next steps and wrap up
60 minutes

Other Considerations
→ Training video or other recommended resources and activities are customized to the needs of the employee. Growth or goal areas will be identified in the consultation meeting.

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 will need to attend at least 85% of sessions over a minimum of 7-8 weeks in order to be eligible for the incentive.

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