

CAREER ADVANCEMENT GUIDE



Career advancement is a crucial aspect of your professional journey. It's the process of using your skills and motivation to achieve your professional development goals, obtain higher-level positions, and earn more significant workplace responsibilities.

Are you ready to take that next step in advancing your career opportunities?

Guide Navigation

These resources can help you think about that next step! Pick where you feel you are:

I want to reflect on my current career and how I can grow!

I want to explore new opportunities!

I'm ready to upskill and expand my resume!

✨ I want to negotiate my current salary!

I want to grow my network by creating connections!

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Advancing in My Current Career

Step 1: Your career advancement is YOURS, so it's important to be intentional on HOW you want to advance your career. Consider the following:

What type of advancement am I seeking in my current career?	☐ New role responsibilities ☐ Promotion ☐ Leadership opportunity ☐ Increase in salary ☐ Other _____
What is my internal deadline (Date of when you hope to launch your next step)?	
How does my graduate program support my advancement needs?	

Step 2: When reflecting on advancement in your current industry, it's important to reflect and answer the following:

MY CURRENT CAREER	
SKILLS REQUIRED You can use the BLS Occupational Handbook to identify skills.	• • • • •
MY CURRENT SKILLS What's key here is to think "Have I proved it on my resume?"	• • • • •
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SKILLS MY GRADUATE PROGRAM WILL PROVIDE Reflect on your current and future assignments, course topics, and the program's objectives.	• • • •
SKILLS I'M MISSING	• • • • •

After reflecting on your current career and how you want to or need to grow, review the “Upskilling & Expanding My Resume” section.

Exploring New Careers

Being intentional with switching industries can lead to stronger success! Knowing your “why” helps to provide a reminder for times of doubt or confusion. It’s important to consider:

Why am I seeking another career?	☐ Change of experience ☐ More promotion opportunities ☐ Increase in salary ☐ Career purpose alignment ☐ Other _____
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Explore Careers Opportunities

As you explore career opportunities, it can be helpful to consider:

- Career’s outlook** – it’s beneficial to identify if the new career is growing, stagnant or decreasing.
- Average salary** – if you are motivated by increase in salary, be sure to identify your state’s salary average for the career.
- Skills demand** – reflect on the new career’s skill demand. Do you have those necessary skills? What skills are you needing to gain? How and where can you gain those skills (current job? Internship? Graduate courses?) Certification needs?

Searching New Career:

Career One Stop	has a "Explore Careers" page that is a great way to explore career options under the "Learn About Careers" section.
Skills Matcher	helps you identify your skills and matches them to careers that might be a good fit for you.
O*Net Interest Profiler	is an assessment based off Dr. Holland's Occupational Theme Codes. From your responses, there will be suggestions on career options. Focus on understanding on the theme results (Realistic, Investigative, Artistic, Social, Enterprising and Conventional) and how they are shown in the career suggestions.
Career Outlooks	has a helpful "Bright Outlook" list where you can find careers that have a higher likelihood of growth.
Job Searching Strategies Workshop	This workshop was hosted by UWB to support graduate students in refining their job searching strategies! (Spring 2026)

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Upskilling & Expanding My Resume

Upskilling means to enhance your skills for new opportunities. To ensure effective upskilling, it's important to know what skills you currently have and what skills your career advancement requires (visit [page 2](#) or [page 3](#) for reflection).

Below are resources to help in your upskilling and add them to your resume:

Program Support	Speak with your program mentors on opportunities within the department including your capstone
Role expansion	Taking on new responsibilities without a promotion or job change, either on a temporary or permanent basis.
Your projects	are also ways for growth! Projects that you are personally working on outside of work and school can be ways to show skills growth.
Forage	Complete FREE job simulations created by organizations to add to your portfolio or resume using Forage
LinkedIn Learning	Complete FREE certifications on targeted skills with LinkedIn Learning
Parker Dewey's Micro internships	are short-term, paid, professional projects for college students, recent graduates, and career changers to explore different industries, showcase real-world skills, and gain meaningful experience.
UW Community Connect	provides opportunities within the community that can, not only expands your skills, but expand your resume/experiences.
CareerOneStop's Certification Finder	Not sure what certification you need? Utilize *CareerOneStop's Certification Finder to identify certifications suggestions for either your industry or career.
Alternate Certification Sites	Check out other *certification platforms that could work for you!

*These are sites that are not supported or covered through UW Bothell.

Negotiating My Salary

Not only do you want to make sure you are earning the salary you deserve, but you will also want to understand what other benefits and costs are associated with that great job you landed. Research the salary trends and know what to expect when it comes to the hidden financial decisions that surround your career decisions.

Before You Negotiate

To prepare for negotiating, it's important to have the following thought of *before the interview*:

- Research the company or organization
 - Use [Glassdoor's](#) "Salaries" and/or "Companies" tab to find similar job salaries from current and past employees!
- Develop your worth and minimum
 - Review the job description and have a percentage of what your skills, certifications, experience, and/or education is reflected. This
- Have a realistic salary range
- Know the ENTIRE benefits package:
 - Not all negotiation has to focus on just base salary – think of the organization's benefits as well! For the interview, prepare questions that bring you greater value in the long term.
 - Benefits could include:
 - Commissions and bonuses
 - Work schedule and/or telecommuting options
 - Relocation fees
 - Childcare benefits (access to programs or discounts)
 - Commuting costs
 - Paid time off (vacation, sick time)
 - Insurance (health, dental, vision, life, disability, etc.)
 - Retirement benefits or plans (401(k), pension, etc.)
 - Tuition reimbursements and/or student loan repayment
 - Equity in a company
 - Wellness programs (gym memberships, etc.)

Check out LinkedIn Learning for some great support on [Negotiating Your Salary!](#)

Growing My Network

Attimes,it's not "who you know"but "who knows you"! Making career connections, or networking, can help you understand the career, provide you with information to make educational decisions, and potentially open up your next career opportunity!

Start by reflecting on ...

...who do you already know that could support you with accomplishing your goals?	...who could your network connect you to?
Think about your peers, friends, family, mentors, professors, advisors, co-workers, etc.	Ask your list of people who they know and who they can connect you with.

Next, reflect on...

...what do you need from your network: - Career advice - Understanding a job or company - Key skills for the career - Resume review/insight	... who is still missing from your network to help answer your questions.
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UW-Bothell's Resources to help you grow your network:

- [LinkedIn Alumni Tool](#) connect with alumni and students who have one thing in common: UWB!
- [Husky Landing](#) is a professional networking platform to help connect Huskies to each other for career support, mentorship, and networking (**Select "Connect" > "Community" > and filter for UWB**).
- [Handshake's "People" or "Employers"](#) tool allows you to connect with fellow peers or employers.

Alternate Resources:

- [ONet's Association Finder Tool](#) allows you to identify career related associations that you can join to expand your network.
- [Slack Community](#) chapters are meetup-style groups run by dedicated volunteers who want to spread their passion for Slack to their local community.
- [Eventbrite's](#) networking filter is a platform to find local events to network.

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