



**CASE WESTERN RESERVE
UNIVERSITY**
Department of
Human Resources

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.

Career Well-being Incentive Category: Coaching and professional development training sessions combination

Activity 1: Consultation meeting with staff member and Career Development Manager

Activity 2: Training video 1 and related exercise worksheets

Activity 3: 1:1 meeting with Career Development Manager to discuss activity 2

Activity 4: Training video 1 and related exercise worksheets

Activity 5: 1:1 meeting with Career Development Manager to discuss activity 2 and 3

Activity 6: Training video 4 and related exercise worksheets

Activity 7: 1:1 meeting with Career Development Manager to discuss activity 4

Activity 8: Complete meeting preparation worksheet and have a meeting with your supervisor

Activity 9: 1:1 meeting with Career Development Manager to discuss next steps and wrap up

Other Considerations

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 need to complete at least 7, one-hour long assignments or a total of 7 hours of combined programming to meet incentive program requirements. For this reason, plans created by the Professional Development Center (PDC) will consist of 8 activities/engagement or more.

Please note, a path like this is not appropriate for someone ready to apply to an open position immediately as incentive plans take place over a minimum of 7 weeks. This plan is a DRAFT and is not to be used to pursue the Wellness Incentive without a meeting with the Career Development Manager. Request a meeting to discuss this plan [here](#).

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