

Framework for Success: Best Practices for Early Career Professionals

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Welcome



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Conflict of Interest

James Lincoln

Has no real or apparent conflicts of interest to report.

Agenda

- Learning Objectives
- Crafting & Communicating Career Goals
 - Challenges
 - Strategies
 - Communicating
- Networking
 - Internal vs External Networking
 - Networking to Find a Job
- How to stand out at work

Learning Objectives

1

Career Goals

Learn to map out challenging, realistic career goals and effectively communicate those goals to others

2

Networking

Learn to identify and pursue networking opportunities both to land a job and to advance in your career

3

Differentiate

Learn how to differentiate yourself from others and stand out in the workplace

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Career Goals

Challenges



Lack of Industry Knowledge

Not knowing what healthcare IT career paths exist can make it tricky to establish goals



Future Role Responsibilities Confusion

Without exposure to the role that you would like to pursue the actual responsibilities may be ambiguous



Aversion to commitment

Younger generations are trending toward being less committed, making it difficult to set and progress toward goals



Missing Long-Term Perspective

Progress toward career goals will likely take far more time than anticipated, requiring a solid long-term perspective

Crafting Your Goals

"If you don't know where you want to go, then it doesn't matter which path you take"

Lewis Carroll, Alice in Wonderland



Individual Reflection

Focus on identifying what matters to you – don't look to others to determine your priorities

- What kind of life do I want to have?
- What type of roles and responsibilities best suit my personality?
- What type of work do I want to do / enjoy doing?
- What type of work do you not want to do?

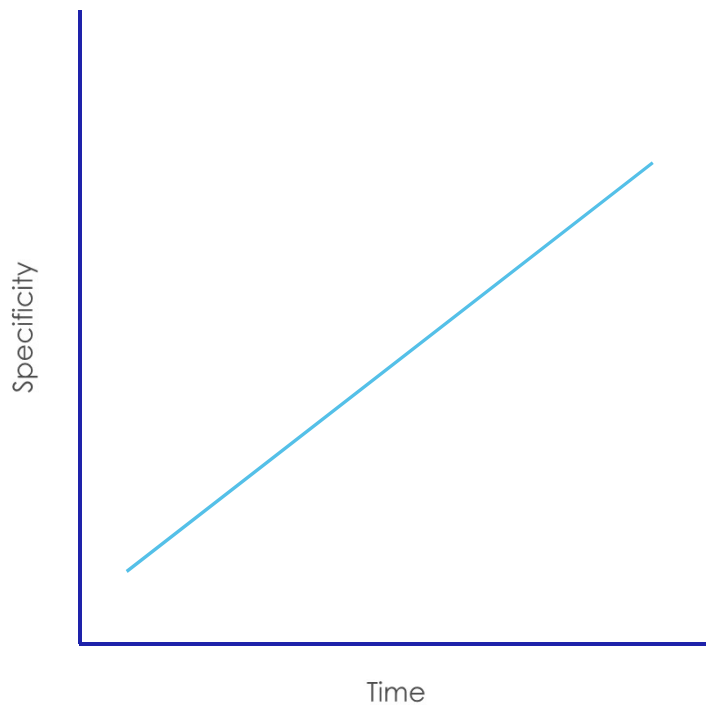
Solves: Aversion to commitment

Draft Overarching Goal or Purpose

Make this something that you can truly commit to – think of it as a mission statement for your career

- Beware having too specific of a goal
- This should communicate something that you can commit to long-term
- Key elements:
 - Type of work you're interested in doing (execute, strategize, lead, build, etc.)
 - Level of role you aspire to (individual contributor vs leadership, etc.)
 - Industry that you want to work in
 - Impact that you hope to have

Beware of Too Much Specificity



- Don't limit initial opportunities
- Give your goals room to grow as you grow
- Make more thoughtful commitments

Solves: Future Role Responsibilities Confusion

Review with Trusted Connections

Seek validation on your overarching goal – ask questions on personal strengths and weaknesses and how they align with your goal

- How do you see my personality aligning with this goal?
- What strengths do I have that will help me achieve this goal?
- What weaknesses do I have that may stand in the way of achieving my goals?
 - **How do you think I can strengthen those weaknesses?**

**Important: Be sure to be committed to your goals before this step

Review with Informed Professional

The key in this step is to have someone with the necessary industry knowledge validate your goal and provide any pertinent context

- Validate any assumptions that you made when crafting your goal
- What are the best first steps to take toward achieving my goal?
- What are some key skills that I will need to develop in order to achieve my goal?

Solves: Lack of Industry Knowledge, Missing Long-Term Perspective

Communicate with Leadership

Good leaders will help you work toward achieving your goals – but you need to clearly communicate your goals in order to help them help you

- Share your overarching goal with your boss and work together to establish aligned short-term goals
 - **Discuss how your current role is in alignment with your goal**
- Schedule periodic check-ins with your boss to review progress on short-term goals
- Communicate with higher levels of leadership if given the opportunity

“

You can talk all you want about having a clear purpose and strategy for your life, but ultimately this means nothing if you are not investing the resources you have in a way that is consistent with your strategy. In the end, a strategy is nothing but good intentions unless it's effectively implemented.

Clayton Christensen

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Networking

Internal vs External Networking

1

External

Networking done with individuals that do not work at the same organization as you

Primary Function

- Find a job
- Learn best practices from other organizations
- Learn about industry opportunities and career paths
- Develop long-lasting relationships

2

Internal

Networking done with the individuals that work at the same organization as you

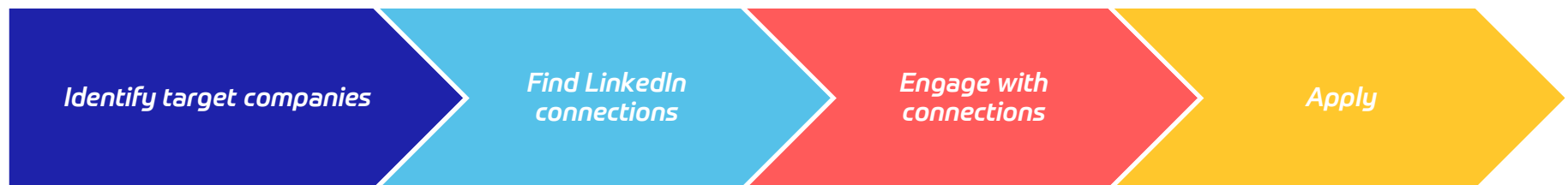
Primary Function

- Build a reputation with coworkers
- Learn about other job roles and responsibilities
- Develop long-lasting relationships
- Qualify yourself for opportunities

Networking to Find a Job

Stop submitting endless online applications– utilize the technology and resources available to you to search for a job more effectively

4-Stage Job Search



Identify Target Companies

Create a list of companies that have the role you are looking for

- The number of companies on your list will depend on the type of job search you are performing
 - **I need a job: 20-30 companies**
 - **I am looking for a specific role: 10-20 companies**
 - **I am looking for a specific company: 1 company**
- Focus on the company/role, not on open positions

Find LinkedIn Connections

Use LinkedIn to identify individuals that will be helpful to network with

- Search for a company
- Filter employees based on something you have in common (school, location, etc.)
- Make a list of employees you'd like to connect with
- Find contact information (Alumni directory, etc.)

Engage With Connections

Be careful not to simply ask for favors – seek to truly connect with someone first

- Reach out to a connection via email or LinkedIn messages
- Learn about their experiences at the company
- Mention that you are thinking about applying
- Ask for other contacts to discuss the company/role with

**It is important to note that you should not expect someone to go out of their way to help you get a job. If someone does go out of their way to help you, be honest with them about your intentions – you need to be serious about the position.

Apply

Ideally, at this point, the hiring manager already knows your name

- Try to apply via a referral link from an employee
- Create a resume and cover letter specifically for the role you are applying to
 - **Pull details from the job description to include in your resume**
- Follow up with any/all contact at the company and let them know that you submitted an application

Internal Networking

Networking does not stop once you get a new job

- Start with your team
- Branch out to other teams in your department – and eventually throughout your organization
 - **Ask for 15 minutes to discuss their role and responsibilities**
- Establish yourself as a contact for anything related to your team

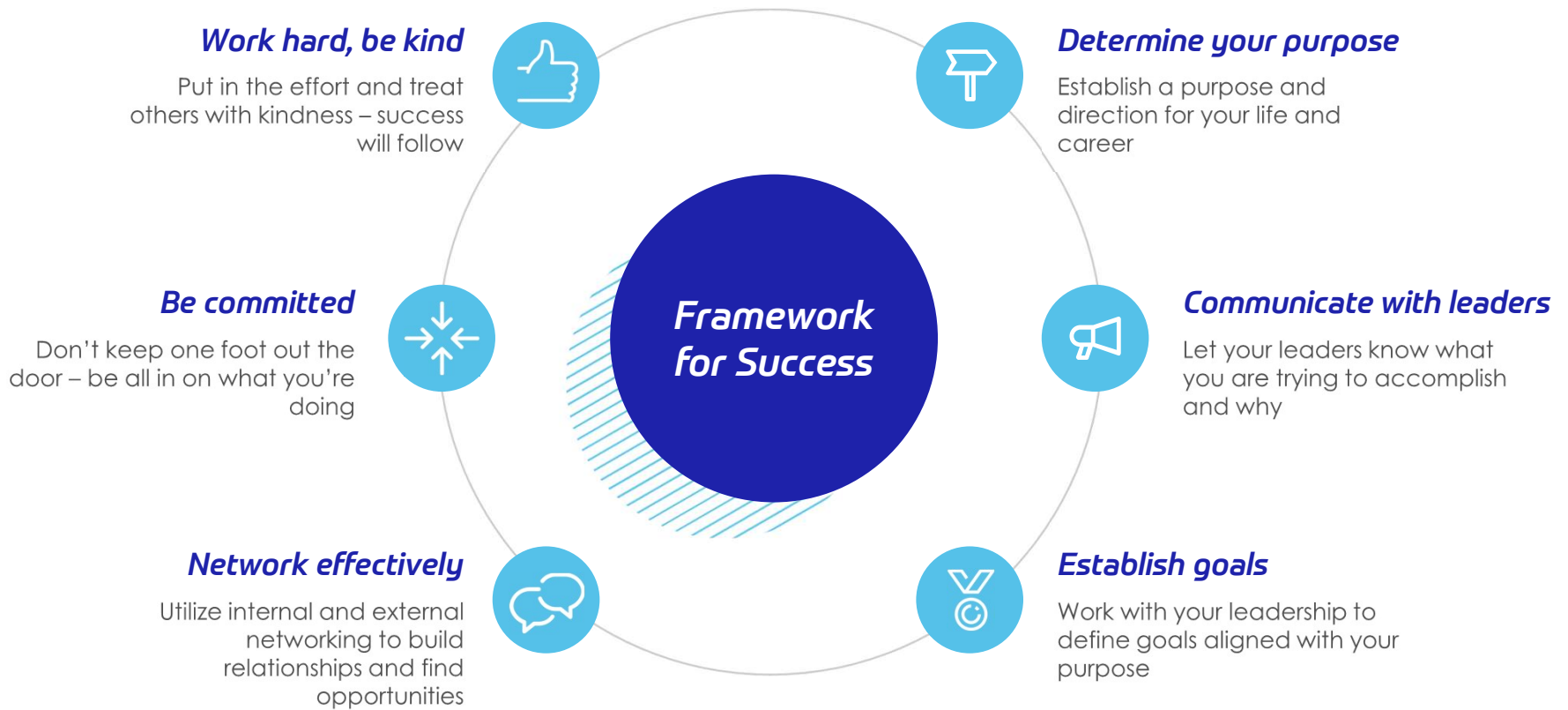
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Differentiate

Standing Out at Work

Standing out can be easier than it sounds – it just requires effort and a good attitude

- Be more than just competent
- Have an ownership mentality – start fires, run towards them
- Say yes to everything



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Questions



***Thank
You!***

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