



# Al-Farabi University



## • Career building

- Department of Management
- Course «Human Resources management»

# Career building

01 | Career  
planning

02 | Career Management

04 | Formation of a reserve  
for promotion

## Career building

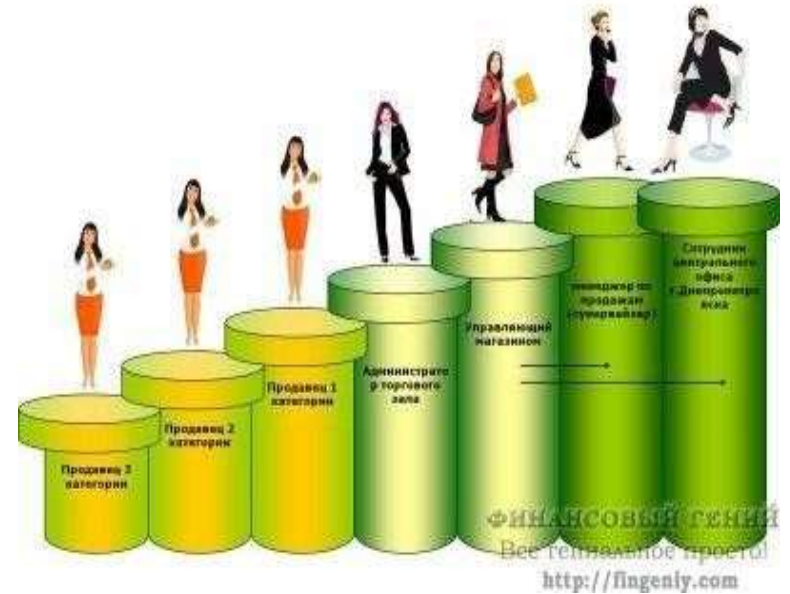
Building a career is a certain algorithm of actions that allow each individual to grow professionally, be a more valuable employee in the labor market, earn more, achieve the desired results in the process of work.



# Career building

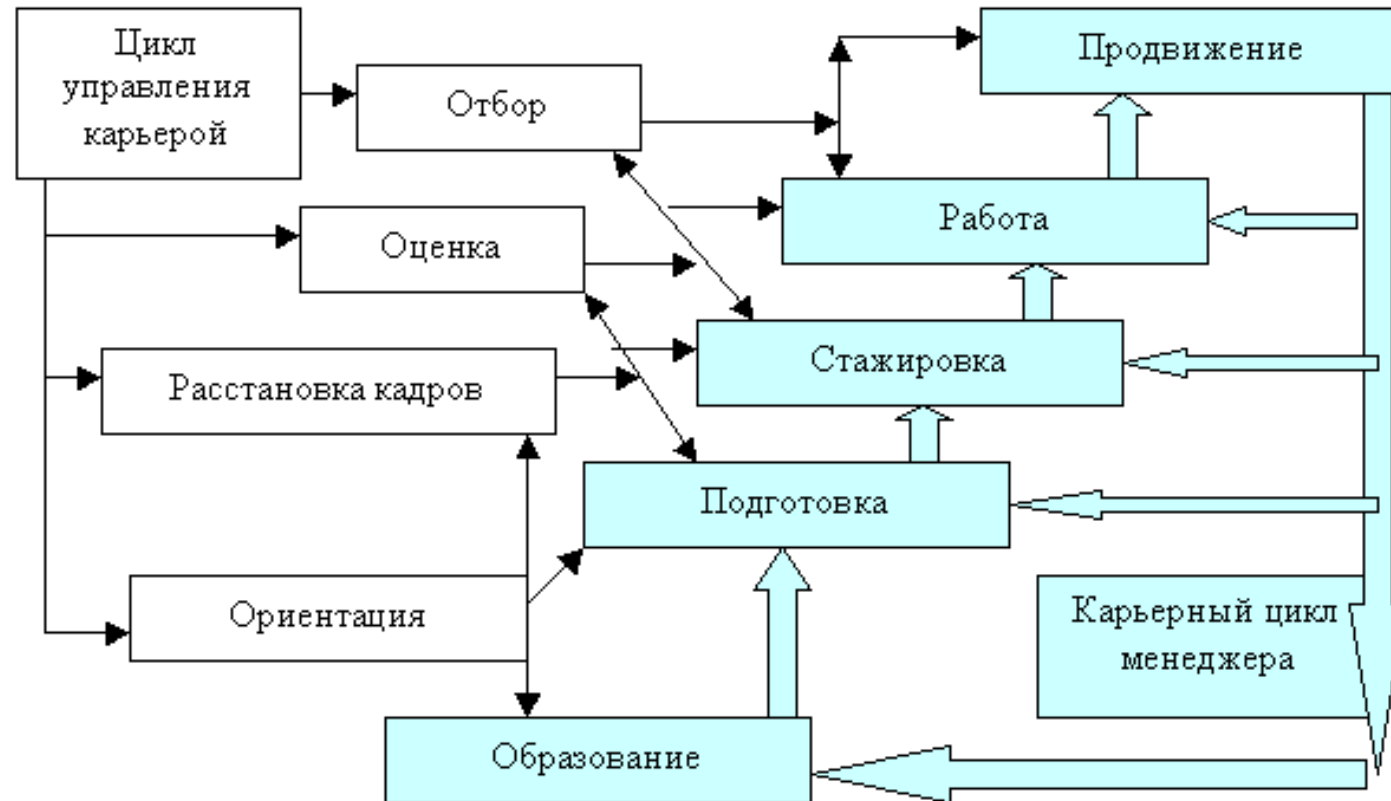
**Career planning** is the process of comparing the potential capabilities, abilities and goals of a person with the requirements of the organization, the strategy and plans for its development, which is expressed in the preparation of a program for professional and job growth.

**A person builds a career** - the trajectory of his service movement - by himself, in accordance with the characteristics of intra- and extra-organizational reality and, most importantly, with his own goals, desires and attitudes.



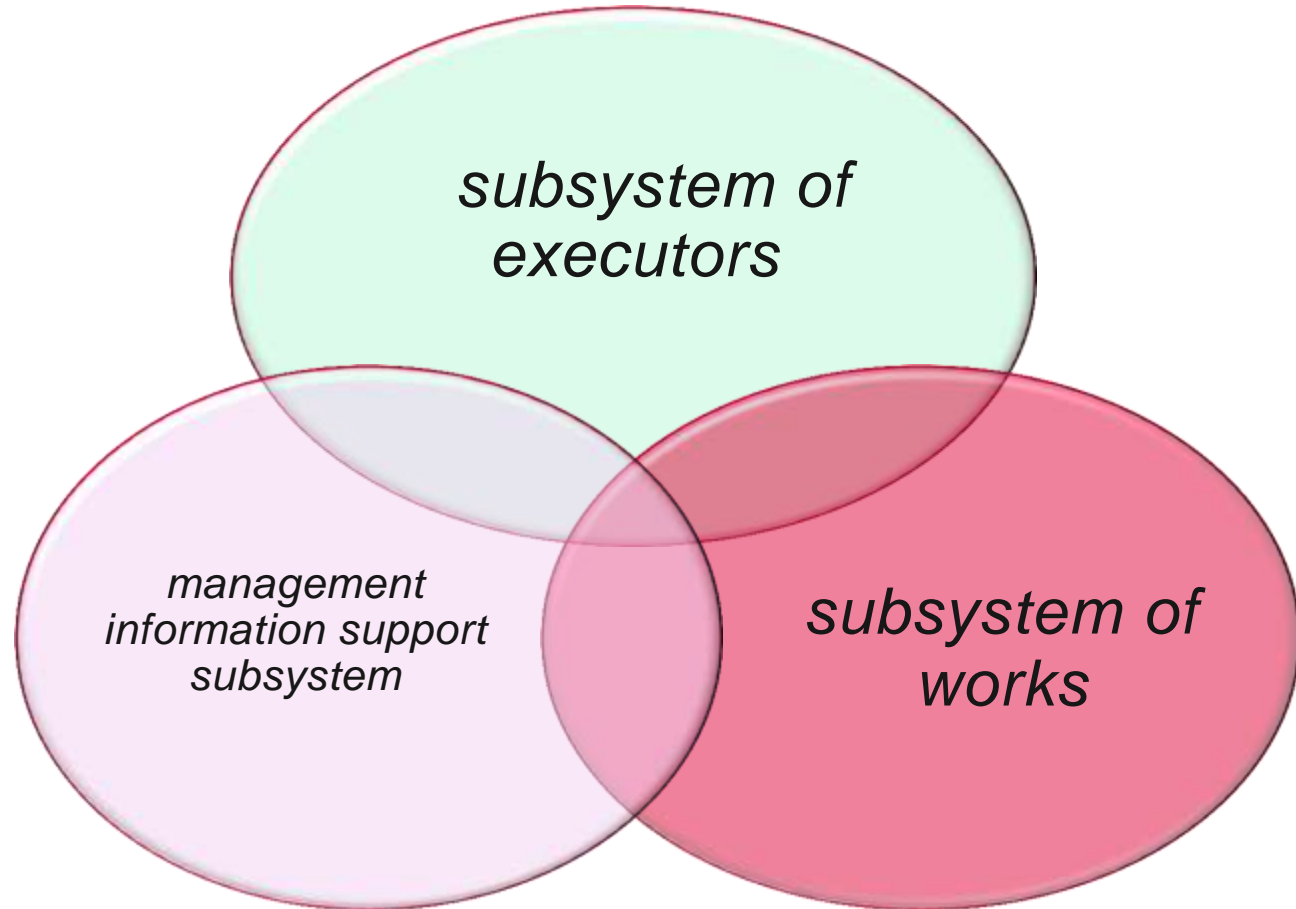
# Career building

**Business career management** is a set of activities carried out by the personnel department of organizations to plan, organize, motivate and control the career growth of an employee, based on his goals, needs, capabilities, abilities and inclinations, as well as on the basis of goals, needs, opportunities and social economic conditions of the organization.



## Career building

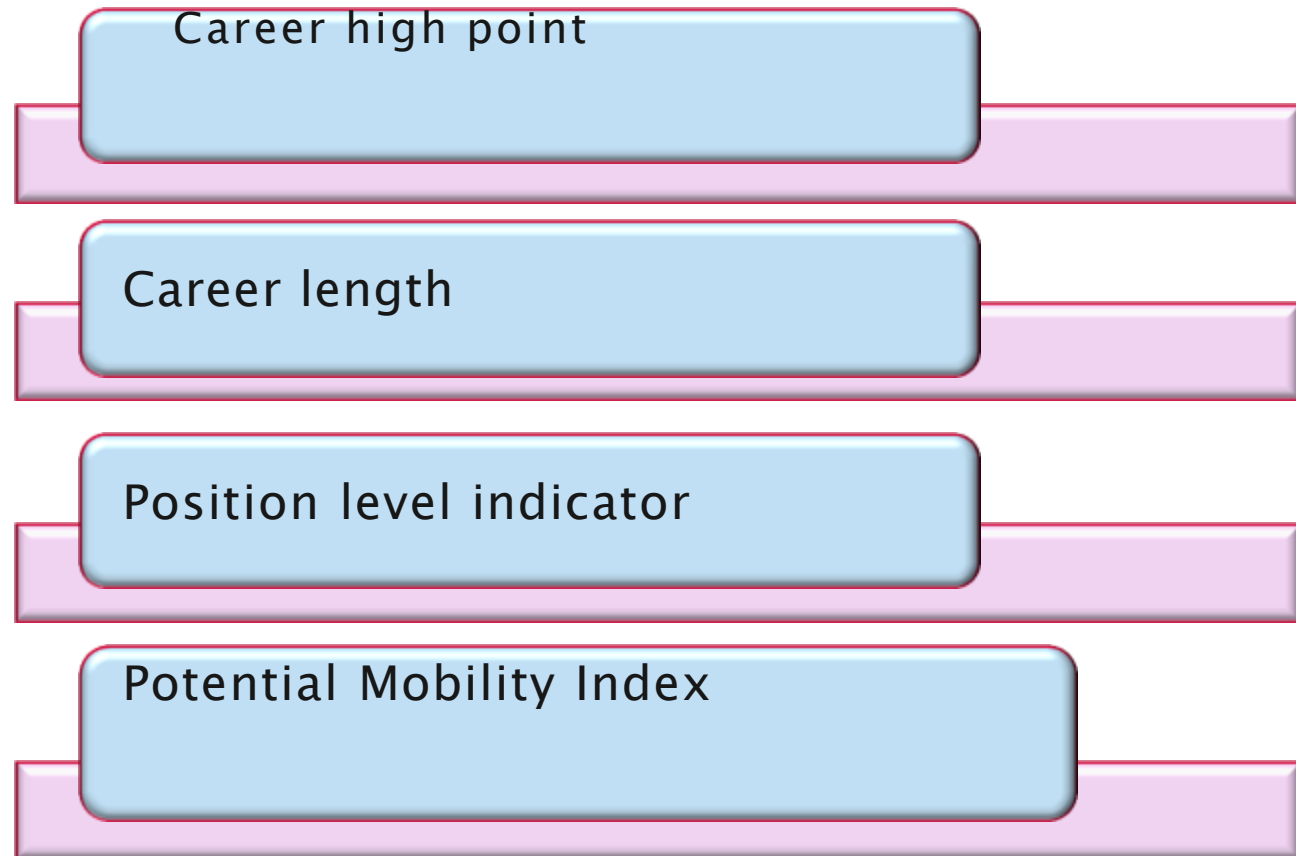
To create an effective employee career management system in an organization, three interconnected subsystems must be created within the organization:



## Career building

Promotion is determined not only by the personal qualities of the employee (education, qualifications, attitude to work, the system of internal motivations), but also by objective ones.

Among the objective conditions of a career:



# Career building

Personnel promotion consists of the following procedures

- Promotion or qualification
- Moving
- Downgrade
- Dismissal



# Career building

The initial data for the organization of personnel movement are:

- career models;
- decision of the attestation commission;
- company philosophy;
- staffing of the company;
- job descriptions;
- personal files of employees;
- orders of the HR Director;
- employment contracts of employees,
- regulations on remuneration.

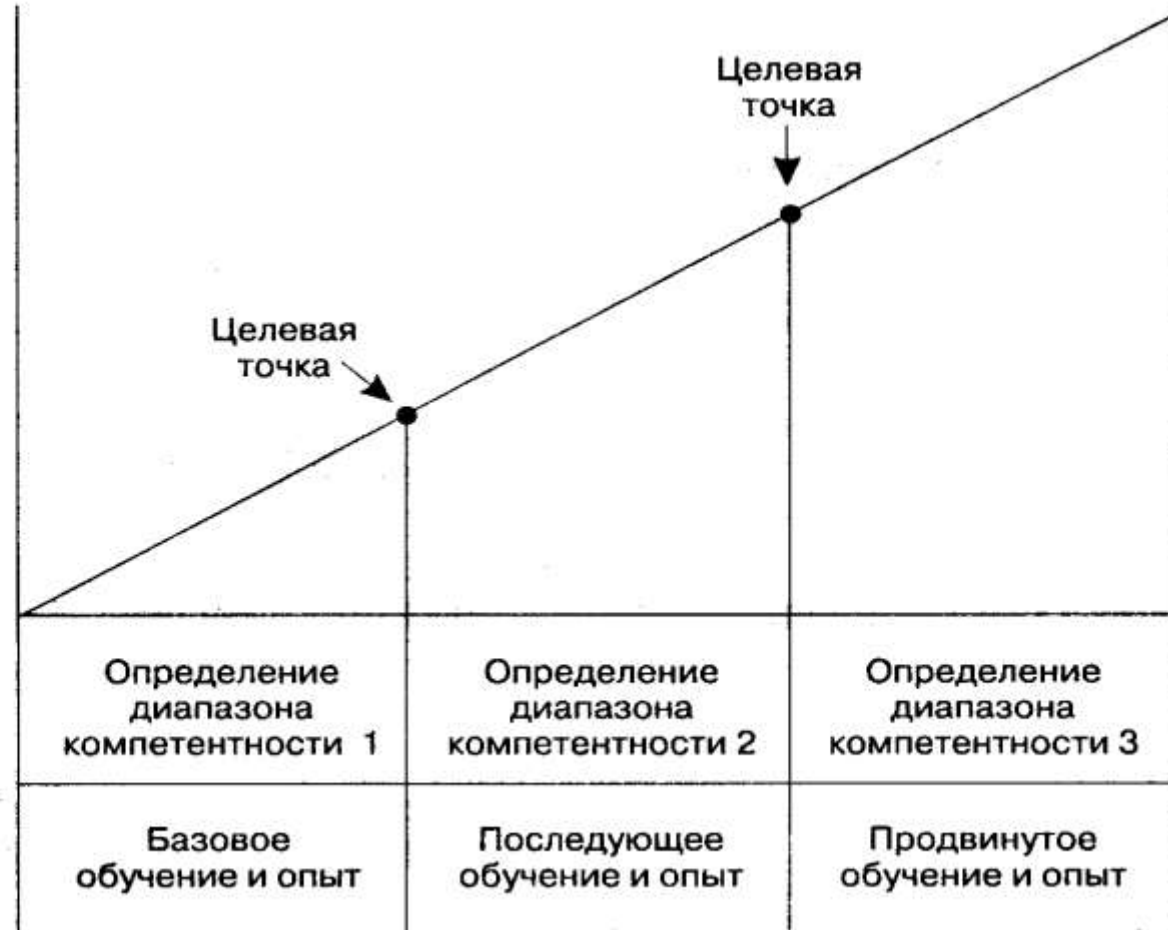


# Career building

**Career planning** - competency range. Career development can be defined in terms of the competencies needed by an employee to perform a job at a higher level of responsibility or with a greater contribution.



Уровень  
ответственности



## Career building

Career planning uses all the information contained in succession plans, performance and potential assessments and self-assessments. This allows the development of programs and procedures that are designed to implement career management policies.

Planning procedures:



# Career building

## Benefits of Career Planning:



1) higher degree of job satisfaction in the organization;



2) improvement of material well-being and living standards;



3) a clearer vision of personal professional prospects and



4) the ability to plan other aspects of one's own life;



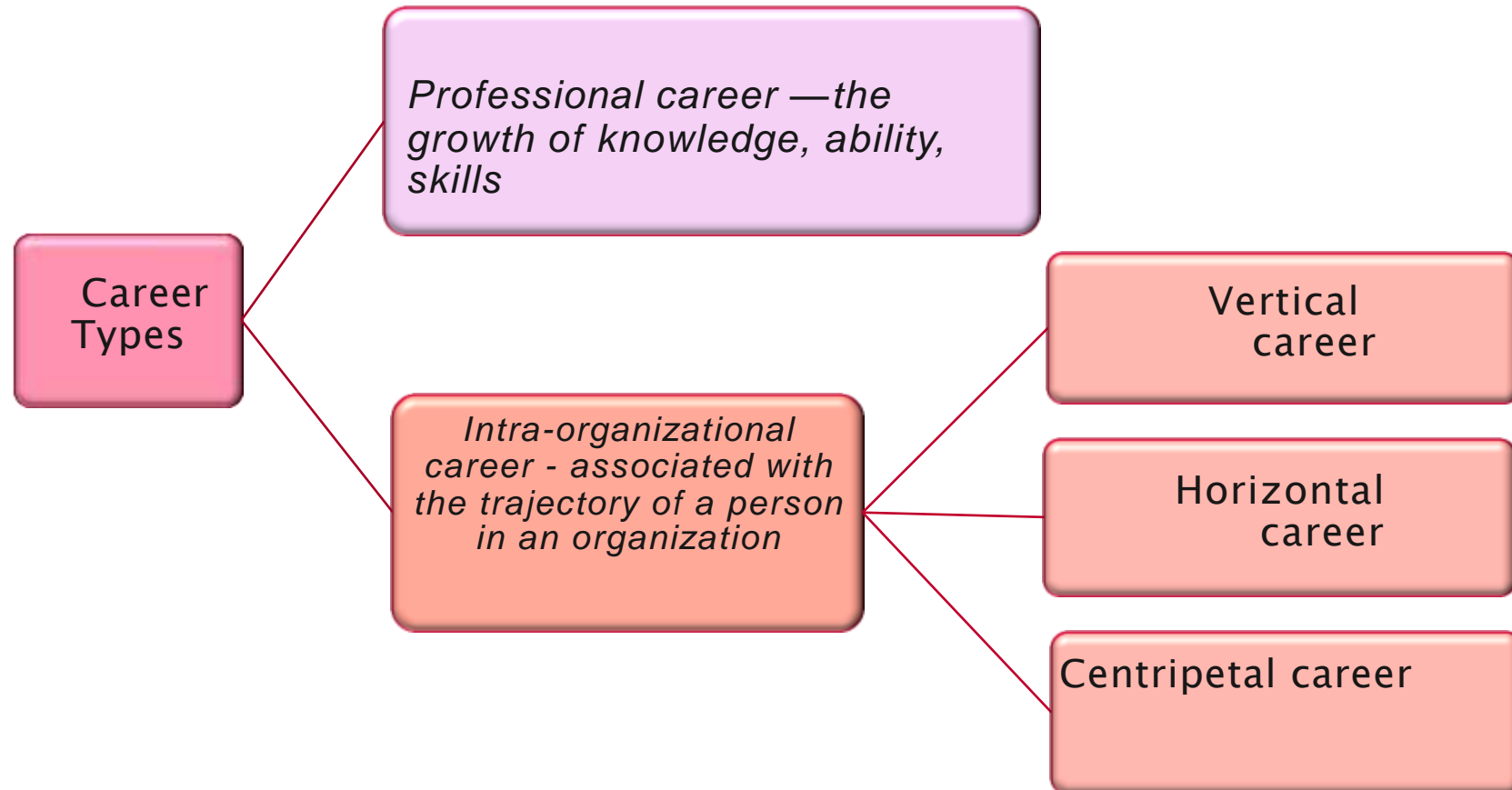
5) the possibility of purposeful preparation for future management activities;



6) increasing competitiveness in the labor market

# Career building

There are several fundamental trajectories of a person within a profession or organization that will lead to different types of careers.



# Career building

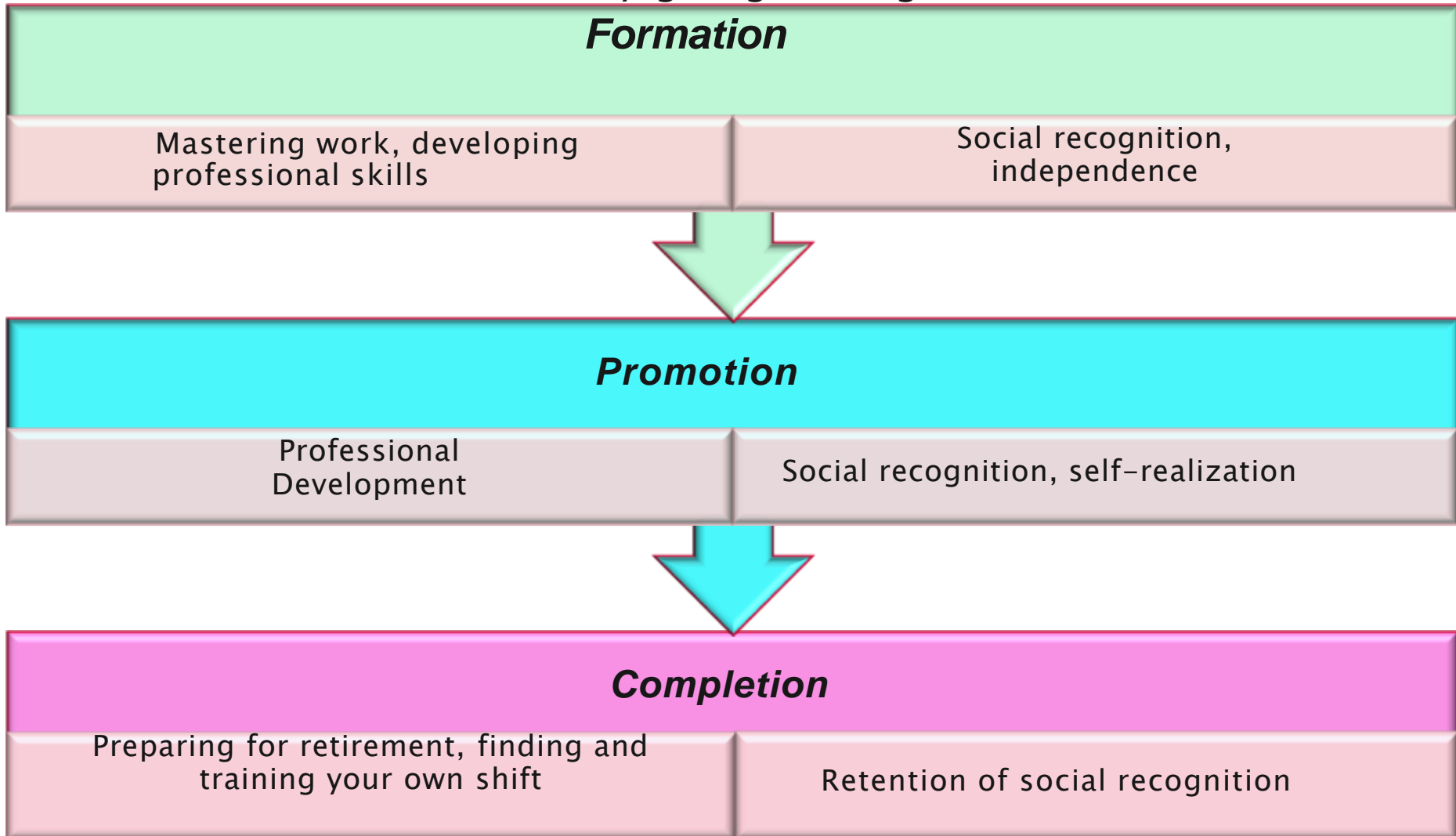
Service and professional promotion – a series of progressive movements in various positions, contributing to the development of both the organization and the individual.

Movements can be vertical and horizontal.



# Career building

When meeting with a new employee, the HR manager must take into account the stage of the career that he is currently going through.



# Career building

**The career development process is defined by the following indicators:**



Staff turnover

Job promotion

Occupation of vacant key positions

Conducting employee surveys



## Career building

**A career chart (careerogram)** is a graphic description of what should happen or is happening to people at various stages of their careers. The structure of the individual promotion plan (career program), as a rule, includes four blocks of information

*– the first block of information is contained in the chronological order of events, stages of development of the employee*

*– the second block sets the requirements that an employee must fulfill in order to advance through the stages of development*

## Career building

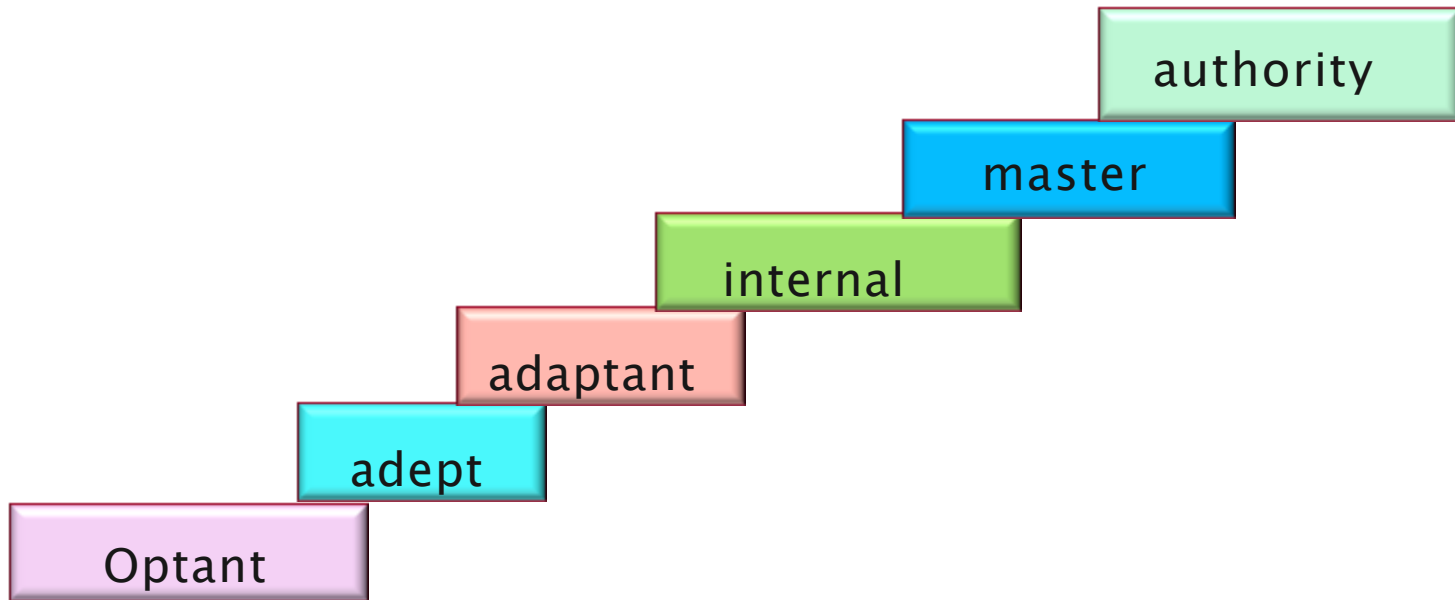
**A career chart is** a list of professional and job positions in an organization (and outside of it) that records the optimal development of a professional to occupy a certain position in the organization

*in the third block, the obligations that the administration bears in relation to the development of the employee are fixed*

*the fourth block indicates measures of encouragement or punishment for the fulfillment or non-fulfillment by the employee of the requirements and the administration of obligations*

# Career building

The career stage (as a point on the time axis) is not always associated with the stage of professional development.



It is important to separate the career stage (time period of personality development) and the professional development phases (periods of mastering activities))

## Career building

When considering career planning for a manager, it is recommended to choose the optimal career model that would best benefit the organization and help achieve the employee's own goals.

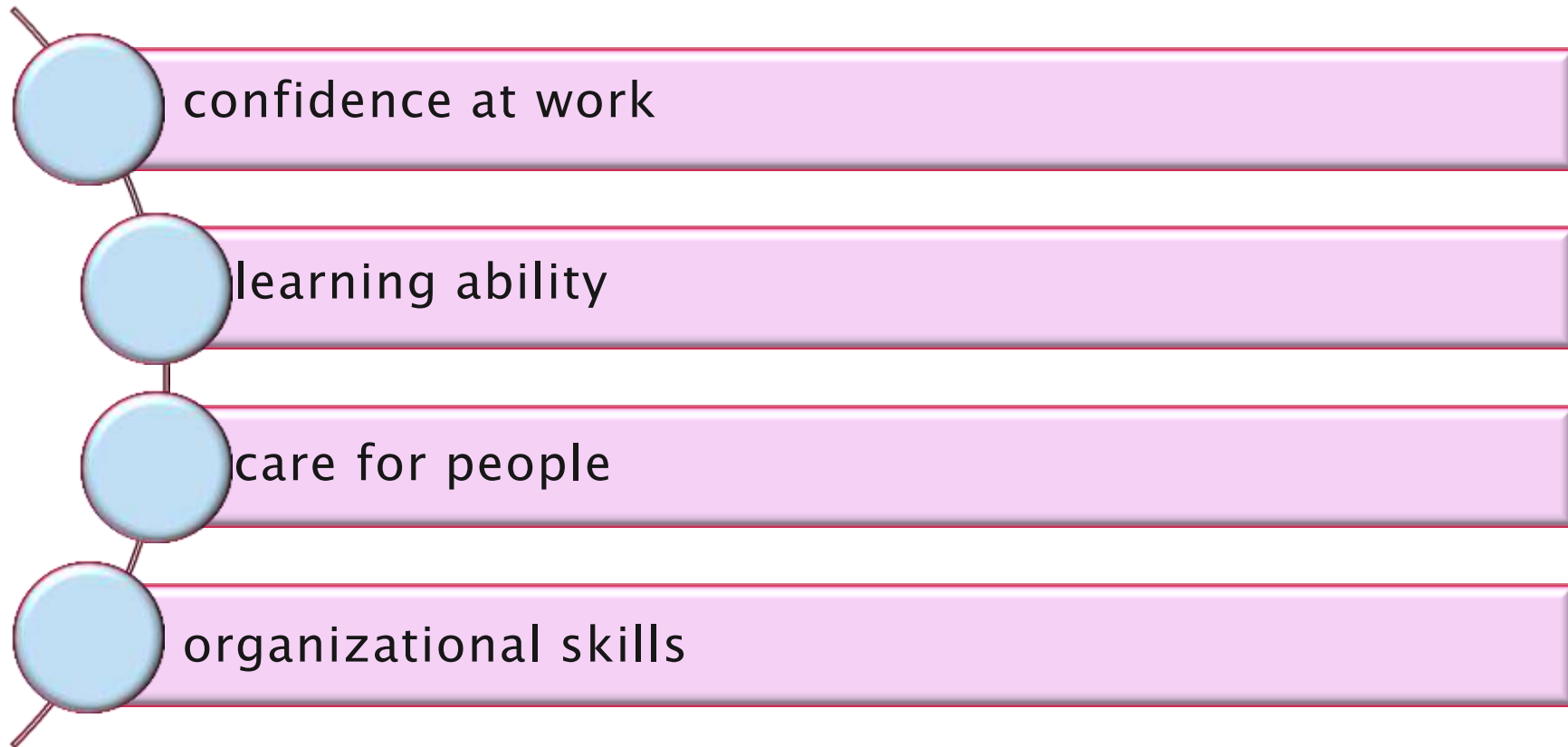
These career models include:

- "springboard";
- "ladder";
- "snake";
- "crossroads".



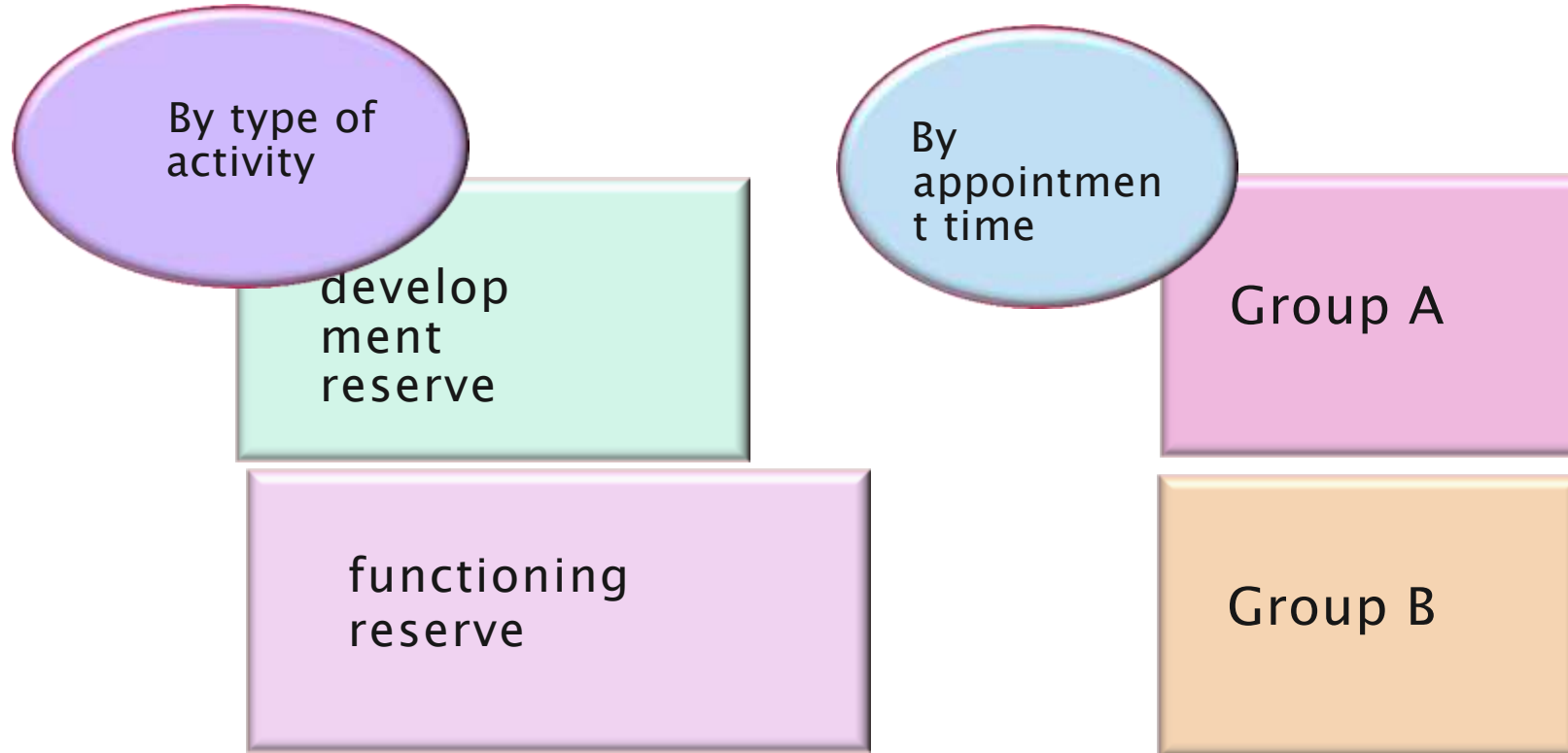
## Career building карьеры

The personnel reserve is a group of managers and specialists who have the ability to manage activities, meet the requirements for a position of a particular rank, are selected and have undergone systematic targeted qualification training.



# Career building

There are several types of reserves



# Career building

Sources of personnel reserve for managers positions:

- executives of the apparatus, subsidiaries of joint-stock companies and enterprises;
- chief and leading specialists;
- specialists with relevant education and positively proven themselves in production activities;
- young professionals who have successfully completed an internship.



# Career building

## Reserve Formation Principles

The principle of relevance of the reserve

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graph TD; A[The principle of relevance of the reserve] --> B[The principle of the candidate's compliance with the position and type of reserve]; B --> C[The principle of the candidate's prospects.];
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The principle of the candidate's compliance with the position and type of reserve

The principle of the candidate's prospects.



Thank you for your attention