Department of Medicine
RSA Monthly Meeting
May 19, 2011
8:30 to 10:00 AM, Laurel Heights 376

Present: Alice Chin, Lidia Espino, Elizabeth Flora, Raymond Fong, Estrella Garcia, Denise Go, Lynn Ha, Cherie Habayeb, Kathy Judd, Jeffrey Kennedy, Nyssa Lark, Susan Lau, Kellie Leung, Katy Liddell, Rashaan Lyons, Annie Mar, Marienna Murch, Wendy Ng, Suzanne Sutton, Susana Szeto, Yvette Villicana, Joseph Wilson

Announcements

- Peggy Weix – new analyst in the business office was introduced. Part of her responsibilities will be sponsored research audits.
- Operational Excellence (OE) Update – DOM is working on a response to the start-up of OE. Suzanne Sutton and a committee of Division Administrations are developing a proposal that addresses the needs and strengths of the department, and which aims to keep the majority of DOM’s Pre-Award research administration staff within the department. While DOM would adopt OE’s job titles and classification, DOM may propose alternative governance of its teams.
- RSA Retreat – is scheduled for Friday, June 10, 8 am – 4 pm, at the Jewish Community Center (JCC) located at 3200 California Street, just across from the Laurel Heights Campus. Please RSVP by June 3rd.

Katy Liddell – Career Planning

Katy began with an overview of self-assessment tools, including Skills, Preferences, and Values. The Participant Guide (attached) contains the following tools, to be completed later at the participants’ own pace on their own time.

Stress Test: a measure of overall stress, which includes work as well as non-work life. Self-scoring provides a general idea of the participant’s stress level, and if he/she may need to seek help.

Skills Assessment: measures Mental Skills, Interpersonal Skills; and Physical Skills. The idea is identify your strongest skills.

Who am I (and where do I want to go?): this exercise was completed during the meeting. Its purpose is to assess your interests, values, the type of people you like to work with, and working conditions. Six types of People-Environments with presented: the Realistic People-Environment, the Artistic People-Environment, the Social People-Environment, the Enterprising People-Environment, and the Conventional People-Environment. Participants picked their top three, and discussed in groups the reasons for their choices. Then a larger discussion was held.

Interests Section: was left to be completed by participants on their own time.
Values: from a list of individual values, participants chose the most important to least important using High, Medium, or Low as measurements. From these they chose their top three. Many participants found the narrowing down of values to only three to be difficult.

Additional questionnaires/instruments to be completed at a later date followed: Working Conditions, SMART Goal Worksheet, and Development Plan (Short and Long-Term).

Create Your Action Statements: participants tried their hand at this task, which included Action Verb + What You Did & How + Result = Accomplishment.

Resume Writing: multiple Sample Resumes are included in the Participant Guide for review and discussion. Resume Content, Actions Statements, Key Words, and Resume Tips were discussed. Some of the highlights of the discussion:

Do not include:

- home address
- acronyms which some reviewers will not recognize
- year you graduated from college

Do include:

- all of your work history (10 to 15 years is usually adequate)
- Action statements / selected accomplishments
- key words from the job description
- Software skills

Limit your resume to 2 pages max. Use white or off white quality paper (no colors, flourishes, graphics). De-UCSF your resume if you are applying outside the University.

June 10th Retreat: participants are asked to bring 4 copies for their resume.

Upcoming RSA Meetings

RSA Staff Retreat: June 10, 2011, Jewish Community Center, 3200 California Street.
3200 California Street; 8 am – 4 pm

RSA Meeting on July 21, 2011; LH 265
No Meeting in August
RSA Meeting on September 15, 2011; LH 265
RSA Meeting on October 20, 2011; LH 265
RSA Meeting on November 17, 2011; LH 265
RSA Holiday Party on December 15, 2011; LH 376