



# HARVARD GRADUATE SCHOOL OF EDUCATION

## CAREER SERVICES OFFICE

### **ADVISING FORM INSTRUCTIONS:**

Use this form to help you *strategize your meetings with your advisors, peers, and personal networks so that you can plan your time at HGSE to fill your gaps in skills, knowledge, and qualifications*. This will ultimately assist you in becoming the candidate of choice with your chosen employers.

### ***Completing the Form:***

1. Fill in the Working Identity section with your preferred roles and sectors. Start with your ideal career in the Plan A column and use the remaining columns for additional career options.
2. Fill in the areas you need to develop from your Gap Analysis.
3. Fill in the proposed resources for classes, internships, and extracurricular areas that you are considering.
4. Determine the people whose advice you will seek to help you choose your classes, extracurricular activities, and internship sites.

### ***Discussing the Form:***

1. Use this form to generate discussion in HGSE Hub Sector groups to learn from alumni, peers, and Career Services staff.
2. Make appointments to meet with advisors and people that may be helpful.
3. Tell your advisor about your working identity, gap analysis and the classes, resources, and internships that you are considering. Ask your advisor for her/his input on the options that you are considering.
4. Take notes on your discussion with your advisor.
5. Keep these completed forms for your records and to revisit with your advisor(s) during subsequent meetings.



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**ADVISING CONVERSATION: CAREER FOCUSED QUESTIONS**

NAME: \_\_\_\_\_

ADVISOR: \_\_\_\_\_

**WORKING IDENTITY:**

You will want to let your advisor know your preferred functions and sectors of interest. You may be interested in multiple areas, so you should have an idea of your priorities or Plan A, B, C. The one that is your ideal career should be focused on in your initial advising sessions.

WI Plan	Function	Sector	Sector	Sector
Sample A	Research/Analyst	NPO: Think Tanks	Higher Education	Consulting
Sample B	Curriculum Development	Media/Technology	P 12: District	Higher Education
Plan A				
Plan B				
Plan C				

**GAP ANALYSIS:**

Based on your gap analysis, you will want to let your advisor know the skills, knowledge, and qualifications you would like to build throughout your time at HGSE.

Areas for Development				Sample
Skills				SPSS
Knowledge				Latin American Education Issues
Qualifications				Only 1 year of experience

**COURSE OPTIONS**

List at least three courses that could help you fill in your gaps:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Discuss with your advisors these classes and ask for additional classes that may be useful in filling your gaps.

**EXTRACURRICULAR ACTIVITIES AND OTHER RESOURCES**

List at least three activities or resources that can help you fill your gaps.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Ask your advisors to discuss the pros and cons of these activities and expand on them.



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**APPLIED LEARNING OPTIONS**

List at least three potential internship or course projects that would be helpful in filling your gaps:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Discuss these opportunities for applied learning and how you feel this fits with your academic and career goals.

**PEOPLE**

Beyond your academic advisor, list three additional people that you need to reach out to better understand your career options (i.e. classmates, HGSE staff, and personal networks):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**QUESTIONS I HAVE FOR MY ADVISOR, CLASSMATES AND/OR CAREER SERVICES OFFICE**

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_

**NOTES:**