3-01/020.65 - Career Counseling

Career counseling is not the responsibility of one single unit or employee but is an obligation that is shared by all supervisors on this Department. It is the responsibility of each supervisor to maintain a work environment that is conducive to career development, and which affords all employees the opportunity to broaden their skills and knowledge. When there is any indication of employee job dissatisfaction, the supervisor should attempt to determine, by means of a confidential discussion with the concerned employee, the reasons for the dissatisfaction, or refer the matter to his or her own immediate supervisor. Conversely, supervisors are reminded that positive reinforcement of a job well done is also a vital component of a work environment that motivates employees and promotes career enhancement.

NOTE: Employee problems, which may be due to emotional instability, are covered in the Personnel chapter.

Additionally, the Ombudsperson/Career Resources Center, Office of Administrative and Training Division, offers career counseling services, including a variety of resources, to all employees and also is available to aid unit supervisory personnel on such matters.