

Wherever you are in your career, there's always room for learning and development. This workbook summarizes key insights from The Career Playbook video series, available to Navient customers on [Navient.com/loan-customers](https://navient.com/loan-customers). Download it as a reference tool and checklist to use as you follow your career path.

Preparation

As you start your career or pursue a new one, keep these things in mind...

Activate your "superconnectors"

These are people who can help you make new professional connections.

Embrace risk

If your lifestyle allows (e.g., you're young or don't have a family), seek opportunities outside your comfort zone, such as roles in other countries.

Be honest about money

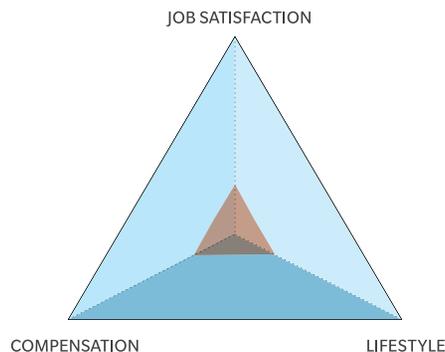
Decide if your goal is to make lots of money or to focus more on a balanced, flexible lifestyle. Either path carries risk. Whatever your path, be sure to save money, early and often.

Work hard

Dive in and show off the key skills employers seek: intelligence, teamwork, motivation, and communication.

Find your balance on the career triangle

- Satisfaction: How interesting is the work? Do you have a sense of purpose? Are you growing? Do you enjoy the people and culture?
- Lifestyle: How is the commute? What's travel like? Do you control your own schedule?
- Money: What's the value of your base salary, bonuses, equity, and benefits?



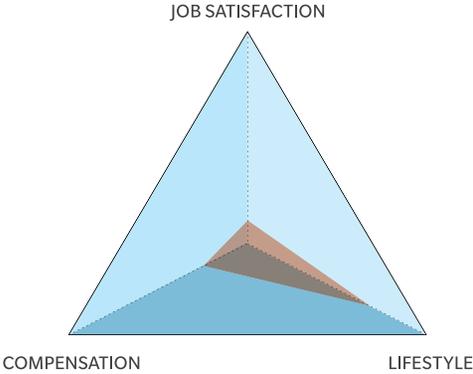
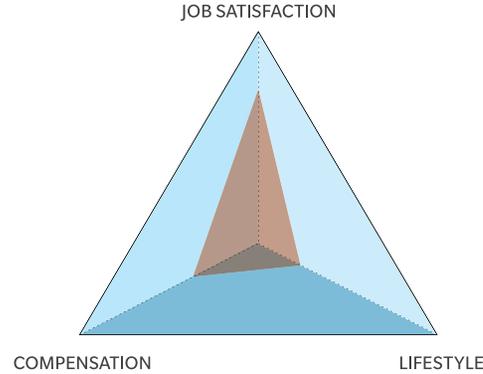
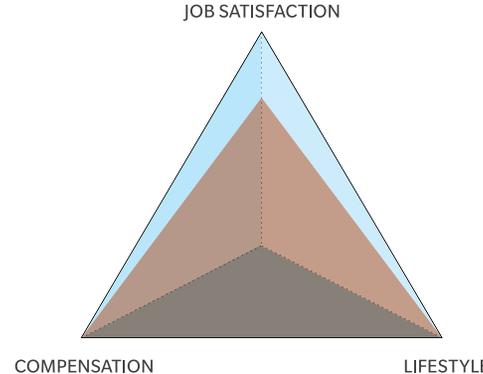
Did you know...

Whether you graduated or not, any college or university where you took classes should consider you an alum and be able to provide you with career services.

It may not be possible to optimize all three elements at once. Instead, identify your current phase, define the next step you can realistically achieve, and set a strategy for getting there.

ACTIVITY

Identify your current career phase, the phase you want to reach next, and how you're going to get there.

Phase:	Aspiration	Promise	Momentum
Approximate life stage	College age and a few years after that	Early career	Mid-career
Career triangle balance	 <p>JOB SATISFACTION</p> <p>COMPENSATION LIFESTYLE</p>	 <p>JOB SATISFACTION</p> <p>COMPENSATION LIFESTYLE</p>	 <p>JOB SATISFACTION</p> <p>COMPENSATION LIFESTYLE</p>
Key focuses	<ul style="list-style-type: none"> Identify your interests, skills, and opportunities Learn and explore Define your value proposition Establish healthy habits, physically and financially 	<ul style="list-style-type: none"> Declare a “professional major” Build your brand Work hard and seek new experiences Choose your path: manager or individual contributor Align yourself with the company’s core value 	<ul style="list-style-type: none"> Balance career and family Build expertise to advance and be an attractive candidate Be a “talent magnet”: assemble top talent and lead them well
This is where I am today (click one):			
This is where I want to be in the next few years (click one):			
This is how I’ll get to my next phase:			

Getting the job

Use these tips as you apply, interview, and — hopefully — weigh job offers.

Create your elevator pitch

Have a clear, 30-second answer to the question, “What do you want to do?”

It should state what you have accomplished and how you are looking to apply it. Practice your pitch, and share it with your network so they can advocate on your behalf.



Build your target list

List up to 20 companies where you want to work and important information about each. Use the simple spreadsheet format on page 6 as a starting place.



Harness the power of LinkedIn

This is a must-have tool for seeking a job and staying connected.

On your profile, be sure to:



- Include a recent, professional photo
- Concisely describe your accomplishments, including hyperlinks to any online work
- Mention any volunteer work and/or internships
- Ask mentors, managers, and colleagues to leave recommendations
- Show your personality

Break the permission paradox

“You can’t get the job without the experience, but you can’t get the experience without the job.” Here’s how to confront the conundrum ...



- Build credentials: Find local or online courses to earn additional credentials and licenses.
- Get creative: Find entrepreneurial ways to make yourself an attractive candidate (e.g., start a small company or take on side projects).
- Be OK starting at the bottom: Junior jobs get you in the door and help build experience.
- Barter your time: During an informational interview, ask your interviewer what they would do with a few extra hours each week. Then, offer to take on a related project to help.

If you have a liberal arts background, use it

For jobs in popular industries, you may be competing against more technically trained applicants. But your liberal arts degree gives you skills employers prize: broad experience, an ability to synthesize information, critical thinking, and effective communications. It’s all about how you market and position yourself.



- Get skilled in the disciplines of tomorrow: Be fluent in the terminology of popular industries, and find ways to make your skills relevant.
- Leverage your college/university career services office (even if you didn’t graduate).
- Consider working in an emerging country with greater growth opportunities.
- Look into sales positions, which can position you close to a company’s core value.

Getting the job (continued)

Hone your interview skills

Here are 5 tried-and-true interview tips...

- Tell a narrative: Answer the questions you're asked. But also be sure your answers tell a consistent narrative highlighting your interests, skills, personality, and sense of humor.
- Be prepared for when your interviewer asks, "What questions do you have for me?": Beforehand, prepare thoughtful questions about the industry, the company, the role, and the interviewer's own background.
- Compete with a disadvantage: You may not have every qualification in the job description. That's OK. What's important is to articulate and focus on the strengths you *can* bring.
- Clarity gets the job: The clearer you are, the better an interviewer can understand your intelligence and your thought processes. Whenever possible, use facts and concrete examples. If you need to pause a moment before answering, that's OK.
- Communicate with confidence: Speak at a reasonable pace, avoid "like", "um", and other small language, and show positive body language. Practice beforehand with a friend, in the mirror, or on video.



Decide what job to accept

If you're weighing multiple job offers, consider: how well you'll likely get along with your new manager and peers; having the company's name on your resume; growth opportunities; and budgets and resources.

Succeeding in your career

Your success is up to you, from the effort you put in, to the quality of your work, to the relationships you build, to your commitment and curiosity.

Guaranteed strategies for success

- Focus on others' success, and yours will follow: The more you help others, the better the talent around you will be ... and when you have top talent, everyone wins.
- Don't quit: When the going gets tough, take one more step at a time and keep at it.
- Play to your strengths: Find and foster the key skill(s) on which you will build your career.
- Be a learning animal: Be curious, seek new experiences, find root causes, and be fluent in world issues. This will make you a more interesting person and a more valuable employee.

Moving from job to job

- It may be time to make a move if (a) the environment is toxic and you're always unhappy; (b) you're stuck and see no prospects for growth; (c) your compensation has stalled; or (d) your reviews are always negative, despite your best efforts.
- Look for opportunities within your current company: Discover whether your employer will take a risk on you, before you take a risk moving to a new organization.
- Weigh startup offers carefully: Startups offer unique opportunities to help build a company, but they also can offer limited support and structure, and many won't survive.

Negotiating money

- When you first get an offer: Thank the company, and ask for a day or two to weigh your options. Then consult websites, friends, family, and/or career services offices for input. Also, you can ask the company for information on their compensation policies.
- When asked for your salary requirements: Don't answer immediately. Try turning the question around and asking what is budgeted for the role. Be rational, consider your personal budget, and don't come across as greedy.



Succeeding in your career (continued)

- Negotiating money with your current employer: Handle with care! First, be sure you actually deserve a raise by carefully considering your performance reviews and the level and quality of your contributions. If you believe you deserve a raise or promotion, have a tactful conversation with your manager and get on a course that you both agree can lead you there.

Partner with a mentor

- Identify potential mentors: Find people who will provide insight and candid feedback. Your mentor should not be your manager.
- Cultivate your target mentor: Do not outright ask someone to be your mentor. Instead, cultivate an organic relationship, starting with a specific question or a small request for advice. Try to provide value in return, by offering to help them with a project or issue.
- Model the attributes that mentors value: positive attitude, intelligence, responsiveness, versatility, and a results orientation (i.e., delivering what you promise).

Make a good first impression, and understand the culture

- Be engaging: Maintain eye contact, and use a firm handshake.
- Be visible: Get into work a little earlier than others do, and stay a little later.
- Be clear: Ensure your communications are clear, concise, and grammatically correct.
- Dress the part: At least early on, dress slightly more formally than the rest of the office does.
- Be polite: Show respect to people at all levels, and remember their names.
- Understand and fit in with the culture: Observe and follow the unwritten rules. Watch who gets ahead, and what they do in and outside the office.
- Get along with your manager: Understand their objectives and priorities. Adapt to their work style. Be a balanced player by staying positive and appropriately critical. Be curious. Do good work, and go above and beyond ... even on small tasks.



