



Human
Resources

THE CAREER DEVELOPMENT TOOLKIT:

A career development
guide for staff



A photograph of two women in conversation. On the left, a Black woman with short, curly blonde hair is shown in profile, smiling and looking towards the right. On the right, an Asian woman with long, straight brown hair is looking back at her. They are outdoors, with a lush green background of foliage. A large, semi-transparent white circle is overlaid on the bottom half of the image, containing the text for the foreword.

Introduction

Foreword

The world of work changes around us all the time and in recent times the speed of change has escalated. Whilst at times this can be challenging, it also offers opportunities to use our skills, experience and abilities across a wide choice of roles.

LSE and the University sector offers a wide range of opportunities. We also offer a range of courses and support tools to help you gain the best value from your time with us and to support you when you want to make changes.

This guide is full of practical help and advice on how to approach advancing your career. Its written mainly to support career development and progression at LSE, however those of you considering moving on elsewhere will find it equally helpful.

Enjoy the guide and good luck with a successful onward career.

Who and what is this guide for?

LSE a great place to work; once you get the LSE bug, its hard to leave. The school has a 90%+ retention rate. This is very high for a university.

The high retention rate at LSE as well as the positive aspects of working in Higher Education can have a downside. Sometimes it means job openings can be more limited than at places where staff turnover is higher. You might wait for years in your current role and not have the chance to move upwards. But if you are creative in developing your career, you can have a long and fulfilling career at the School and within the wider HE sector. Indeed one of the aims of this guide is to give you some ideas and equip you with some skills to help you develop your career in the way you choose.

What is this guide about?

In this guide you will:

- Read about other staff at LSE who have developed their careers successfully
- Find out about different ways you can develop your career at LSE
- Learn how to write better job applications
- Learn how to be successful at job interviews
- Get answers to some of the most frequently asked career questions.

Who is this guide for?

This guide is mainly for Professional Services staff at LSE. However, many of the principles in the guide will help you no matter what job you do.

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