

# Career Resources

SOME REMINDERS AND TOOLS

# Summary

With the changes in federal funding in many areas, we may be required to respond quickly to changes in the workforce and we want to consider how to best support members of the PSOM community.

# Redeployment



Look for opportunities  
within the department



Contact PSOM  
Recruitment



Explore matching  
opportunities across the  
school



Central HR is providing  
matching support for  
University

**PROCESS MAY NOT ALWAYS BE LINEAR BUT DEPARTMENTAL OPPORTUNITIES  
SHOULD BE THE FIRST STEP**

# University Resources

- The University has curated a collection of career materials which include LinkedIn videos and other resources. <https://www.hr.upenn.edu/PennHR/learn-grow/career-development-support>
- Career Services are offered to those eligible for PDST. Employees will be provided additional information following notification. Per University policy:

*An eligible staff member who has received notice of discontinuation should be offered career transition services consistent with guidelines established by Human Resources during the period of notice and pay continuation. Career transition services are intended to facilitate the transition of staff members to other suitable positions either at the University or another organization. Career transition services are not available to a staff member who has rejected a transfer job opportunity, as defined in Section 628.1D.*

# PSOM Talent Acquisition Services

The Perelman School of Medicine has a talent acquisition recruiter dedicated to working with external and internal candidates to identify various career opportunities.

## Contact Information:

- Human Resources Department in the Perelman School of Medicine
- Phone: 215-898-6405
- Fax: 215-573-2250
- Mail: 118-C Blockley Hall/6021
- Philadelphia, PA 19104-6061
  
- Dewayne Bluford, Senior Staff Recruiter
  - 215-898-6522
  - [blufodl@upenn.edu](mailto:blufodl@upenn.edu)

All open positions are posted on the [Careers@Penn](https://careers.upenn.edu) website.

- External candidates apply using the external [Careers@Penn](https://careers.upenn.edu) website while internal candidates apply using Penn's internal job site by logging into Workday and inputting "Find Penn Jobs" into the search field.
- Internal candidates include full time and part-time University staff members, temporary employees and student workers.



# Other Resources

- Workday Tip Sheet on ***Updating Your Career Profile***  
[https://www.workday.upenn.edu/docs/default-source/tip-sheets/self-service-your-career-profile.pdf?sfvrsn=61d99056\\_12](https://www.workday.upenn.edu/docs/default-source/tip-sheets/self-service-your-career-profile.pdf?sfvrsn=61d99056_12)
- <https://www.higheredjobs.com/Articles/articleDisplay.cfm?ID=2621>
- <https://www.higheredjobs.com/Articles/articleDisplay.cfm?ID=2519>
- Create a Good LinkedIn Profile  
<https://www.linkedin.com/help/linkedin/answer/a554351>

# Suggested Actions

- Visit the University's Career Development Support website
- Update career profile in workday
- Take time to update your resume
- Create or update LinkedIn profile
- Make an appointment with PSOM Recruiter
- Leverage LinkedIn learning modules

# Additional Resources



# Resources

- Penn's EAP (details on next slide)
  - On site services available with appropriate notice
- PSOM Human Resources
- Wellness & Resilience Tip Sheets
  - [Managers Guide to Organizational Change](#)
  - [Coping with Changes in the Workplace](#)
- If you're struggling with particularly strong emotions, seek help from a professional.
  - Schedule an EAP appointment through [Penn Cobalt](#)
  - American Psychological Association's Psychologist Locator: <http://locator.apa.org>
  - National Register: <http://www.findapsychologist.org>

## **Prioritize Well-being:** *Taking care of your mental health is crucial during these times.*

Find support through:

- **Contact a member of PSOM HR and/or Karen Kille to bring an EAP representative on site**
- **Penn's EAP** <https://www.hr.upenn.edu/PennHR/wellness-worklife/counseling-and-employee-assistance-program>

Call: 1-866-799-2329

Schedule an EAP appointment through [Penn Cobalt](#)

Email: [EAPinfo@healthadvocate.com](mailto:EAPinfo@healthadvocate.com)

Visit: [www.healthadvocate.com](http://www.healthadvocate.com) (PennKey)

- **Mindwell at Penn** <https://www.hr.upenn.edu/PennHR/wellness-worklife/mindwellatpenn>

