How to use the Cornell Career Navigator

Are you interested in a career at Cornell?

Or are you already working at Cornell, and would like to see where you can take your career?

The Career Navigator Tool maps where you are in the Cornell job family matrix, and shows the framework toward advancement and new career areas.

See how you can use this tool to explore opportunities and manage your career at Cornell.
Cornell’s Career Navigator gives you access to information that can help you advance in your current role or find a completely new career path.

- **See** where your current role might lead.
- **Explore** potential opportunities for managing work, managing others, or both.
- **Discover** job summaries, qualifications, pay ranges, and related training to support your career goals.
1: Login

You can login two ways:

- As a current **Cornell employee**: Enter your NetID — the Navigator will identify your current position as the starting point.

- As a **Guest**: The Navigator will take you to Cornell’s job structure. Choose a job family that interests you, and begin your explorations from there.
2: You Are Here

- **University Job Profile**: job title
- **Job Family**: jobs sharing similar skill requirements, functions, and expertise
- **Grade**: the pay band (A through I) ranking jobs by experience, education, and responsibility
- **Pay Range**: reflects the typical range of pay encompassing external market values allowing for varying levels of complexity within each job profile; individual pay is based on position responsibilities, qualifications, experience and performance
- **Exempt/Not-Exempt**: indicates whether the job profile is eligible for overtime
- **Summary**: Generic job summaries that indicate the kinds of tasks and levels of complexity; your job description will differ to reflect specific position responsibilities
3: Job Profile Progression

Job Profile Progression: Linear Career Advancement

Explore here if you’re interested in learning more about how to advance in your current career path, that is, staying within the same progression in a similar role.

Click specific job profiles and read generic job summaries to see the tasks and work complexity for each level.
Individual Contributor job profiles focus on delivering individual and team-based work.

The job profiles shown here are those available within the same job family with different responsibilities, and may be in higher or lower pay bands.
Management job profiles primarily focus on managing the work of others and developing others. These job profiles will show you possibilities into related managerial roles. Progression may be linear, or advance laterally into different colleges or units.
Career movement may be linear, or advance laterally into different colleges or units.
A job profile describes one type of job. There can be many individual positions fitting a certain job profile; for example, many positions across colleges and units are within the Administrative Assistant II profile.

Cornell offers over 650 different job profiles within 14 job families.

Click here to browse the entire spectrum of positions in Cornell’s Job Family Matrix. Jobs are arranged vertically by job family, and horizontally by pay band as individual contributors, followed by managerial positions. This is a good place to get a wide view of the kinds of jobs that might interest you.
8: Job Openings

Apply!

This link will take you to the Jobs landing page of the Cornell HR website.

Use the **external applicants** button if you are not currently employed by Cornell University.

The **internal applicants** area is accessed with your Cornell NetID and includes positions released specifically to Cornell employees.
Take the next step.

Now that you’ve explored some possibilities, are you ready to move your career in a new direction?

Cornell offers a wealth of opportunities to develop the skills you need to improve in your current role, or advance toward positions you’ve identified with the Career Navigator Tool.

Browse this area of the HR website for a guide to resources such as skills assessment, training, continuing education, and more.
**Learning through Experience**: Talk to your supervisor about an *experiential learning opportunity* or other innovative ways to learn about different staff positions and career paths.

**Personal Consultation**: meet with a career consultant who can help align your interests and skills with opportunities at Cornell. careerplanning@cornell.edu