

## VOLUNTEERING AND YOUR SCORECARD II: IDENTIFY HOW YOUR CURRENT VOLUNTEER TASKS IMPACT YOUR SCORECARD

*“Carefully selected volunteer experience is a new fast track for high-potential managers. It can be both a training ground and proving ground for a company’s best people. Three to five years of volunteer work can provide management experience most corporations couldn’t provide over 20 years, if at all.”* Wall Street Journal

Go to Aetna Employees Reaching Out (<http://aetnet.aetna.com/aero>) for more information.

Does your volunteer work involve the following?		You might be developing the following Aetna Category/ies of skills:	For the following Aetna Competency/ies:	Level
Tasks	Roles			
Advocacy	Patient Advocate	Knowing Products & Services	Sales	F
		Providing Solutions to Constituent Needs	Service	F
	Patient Representative	Demonstrating Business & Industry Acumen	Leadership	A
	Youth Advocate	Consulting for Solutions	Sales	F
Analysis	Survey or Focus Group Facilitator	Driving Change	Leadership	M
	Cost-Benefit Estimator	Delivering Profit & Performance	Leadership	F
Communication	Aetna Representative at community events	Delivering on the Promise	Sales	M
	Archivist (e.g., creator of a book of accomplishments)	Delivering on the Promise	Sales	A
	Crisis Phone Line Attendant	Providing Solutions to Constituent Needs	Service	A
	Fundraiser	Anticipating & Innovating	Leadership	F
	Grant Writer	Justifying the Business Case	Technology	A
	Mediator	Negotiating Collaboratively	Sales	F
		Handling Service Challenges	Service	A
	Newsletter Editor	Collaborating for Results	Leadership	A
	Public Speaker on behalf of a cause	Consulting for Solutions	Sales	M
Public Relations Campaign Developer	Driving Change	Leadership	A	
Delivering Services	Food bank, homeless shelter, violence prevention or other direct service work	Consulting for Solutions	Sales	F
		Providing Solutions to Constituent Needs	Service	F
		Negotiating Collaboratively	Sales	F
	Neighborhood Block Watch Team Member	Building Long-term Relationships	Sales	M

Learn more about skill-building volunteer work: <http://aetnet.aetna.com/aero>  
 Incorporate volunteer work into your Development Plan: <https://eservice.aetna.com>

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Tasks	Roles			
Working with Diverse Populations	Community transformation leader	Driving Change	Leadership	A
	Almost any volunteer job that exposes you to people unlike yourself	Anticipating & Innovating	Leadership	A
		Driving Change	Leadership	F
Information Technology assistance	Computer Maintenance Consultant	Leveraging Technology	Technology	M
	Online Volunteer Tracking Tool Designer	Leveraging Technology	Technology	F
	Technology Consultant	Justifying the Business Case	Technology	A
		Developing Competitive Technology & Architecture	Technology	A
		Developing Software Solutions	Technology	F
	Technology Support Committee Member	Developing Software Solutions	Technology	M
		Leveraging Technology	Technology	M
		Promoting Emerging Technology	Technology	A
	Technological Infrastructure Reviewer	Developing Competitive Technology & Architecture	Technology	F
		Promoting Emerging Technology	Technology	F
	Technology Needs Assessor	Leveraging Third Party Solutions	Technology	A
	Technology Support Committee Member	Creating Technology Partnerships	Technology	A
		Developing Competitive Technology & Architecture	Technology	M
Selecting & Applying Technology Solutions		Technology	F	
Web-Site Designer	Promoting Emerging Technology	Technology	A	
Leadership or Governance	Board Member or Executive for a health organization	Supporting Medical Practice	Benefits Management	M
	Board Member or Executive for any organization	Delivering Profit & Performance	Leadership	A/F
		Ensuring Project Discipline	Technology	A
		Managing Work Processes	Service	A
		Strategic Prospecting	Sales	F
Board Member or Executive working on development	Negotiating Collaboratively	Sales	A	
Organizing (Including coordinating Aetna volunteer events)	Coordinator for a multi-business food drive	Building Long-term Relationships	Sales	A
	Event Coordinator	Building Long-term Relationships	Sales	M
		Knowing Markets	Sales	M
		Negotiating Collaboratively	Sales	F
	In-Kind Donation Coordinator	Building Long-term Relationships	Sales	F

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Tasks	Roles			
<b>Organizing (Including coordinating Aetna volunteer events) (Continued)</b>	<b>Process Streamliner</b>	Handling Service Challenges	Service	M
		Improving Constituent-focused Processes	Service	F
	<b>Volunteer Coordinator</b>	Demonstrating Business & Industry Acumen	Leadership	A
		Ensuring Project Discipline	Technology	F
		Engaging & Developing People	Leadership	A
	<b>Brainstorming Sessions</b>	Anticipating & Innovating	Leadership	A
	<b>Event Development &amp; Coordination (Goals)</b>	Developing & Executing Strategy	Leadership	A
	<b>Event Development &amp; Coordination (Goals)</b>	Developing & Executing Strategy	Leadership	F
	<b>Long Range Planning Committee Member</b>	Anticipating & Innovating	Leadership	M
		Developing & Executing Strategy	Leadership	M
		Driving Change	Leadership	M
	<b>Project Manager</b>	Engaging & Developing People	Leadership	A
	<b>Recreation Coordinator for seniors</b>	Collaborating for Results	Leadership	A
	<b>Volunteer Coordinator</b>	Engaging & Developing People	Leadership	A
	<b>Volunteer Supervisor</b>	Engaging & Developing People	Leadership	A
<b>Workplace Volunteer Project Coordinator</b>	Anticipating & Innovating	Leadership	A	
	Creating Accountability	Leadership	M	
<b>School Support</b>	<b>PTA School Committee Member</b>	Collaborating for Results	Leadership	F
<b>Strategy Development</b>	<b>Business Coach</b>	Demonstrating Business & Industry Acumen	Leadership	A
	<b>Strategic Planning Facilitator</b>	Developing & Executing Strategy	Leadership	A
	<b>Long Range Planning Committee Member</b>	Anticipating & Innovating	Leadership	M
		Developing & Executing Strategy	Leadership	M
		Driving Change	Leadership	M
<b>Teaching or Coaching</b>	<b>Business Coach</b>	Demonstrating Business & Industry Acumen	Leadership	A
	<b>Computer Educator for seniors or inmates</b>	Leveraging Technology	Technology	M
	<b>High School Website Design Instructor</b>	Selecting & Applying Technology Solutions	Technology	F
	<b>Sports Team Coach</b>	Negotiating Collaboratively	Sales	M
		Creating Technology Partnerships	Technology	F

Does your volunteer work involve the following?		You might be developing the following Aetna Category/ies of skills:	For the following Aetna Competency/ies:	Level
Tasks	Roles			
<b>Tutoring, Mentoring or Counseling</b>	<b>Camp Counselor</b>	Negotiating Collaboratively	Sales	F
	<b>Career Counseling</b>	Engaging & Developing People	Leadership	M
	<b>College Application Mentor</b>	Driving Change	Leadership	A
	<b>Homework Helpline Attendant</b>	Engaging & Developing People	Leadership	M
	<b>Homework Tutor</b>	Engaging & Developing People	Leadership	M
	<b>Literacy Tutor</b>	Engaging & Developing People	Leadership	M
	<b>Mentor</b>	Building Long-term Relationships	Sales	A