

Career Self-Assessment

On a scale of 1 to 4, score each of the following questions.

- 1 = *Strongly Disagree*
2 = *Somewhat Disagree*
3 = *Somewhat Agree*
4 = *Strongly Agree*

1. I can articulate and prioritize my personal and professional values and what's important to me in my next job/career.
2. I know at least generally what kind of job/career I want next?
3. I'm conducting an organized, systematic and sequential job search and doing things like keeping track of my activity on a spreadsheet.
4. I know what motivates me to do something well.
5. I've set up job agents with online career sites to receive relevant job postings.
6. I can identify my top 10 skills or strengths (i.e.) what I have to offer?
7. I have all or most of the necessary skills to qualify for the job/career I want?
8. Up to this point, my resume has been successful in getting interviews.
9. My resume will make me stand out from my competition.
10. I know how to effectively construct a cover letter.
11. I understand and practice effective networking, including proper networking etiquette.
12. I'm aware of all the possible venues to network and actively engage in networking, both in-person and online.
13. I know how to optimally use virtual networking sites like linkedin.com
14. I can articulate my past job accomplishments in a succinct manner.
15. I exude confidence and credibility when I interview.
16. I know the right questions to ask a prospective employer.
17. I know the appropriate steps to take immediately following an interview.
18. I know how to write more than just a "thank you" note.
19. When it comes to negotiating the best offer, I know what to ask for and how to ask for it.
20. I network year-round, not just when looking for a job.

Scoring:

60-80: I have a pretty good sense of who I am and what's important to me in my next job.

40-60: I have a decent handle on things, but could use some additional assistance and guidance.

20-40: I'm beginning to understand what's important to me, but have a long way to go. I could definitely use the services of a career coach.