

Congratulations on taking a positive step toward your career development. Taking this self-assessment will help you get started on your journey toward a more fulfilling career.

PRINT THIS ASSESSMENT, ANSWER THE QUESTIONS, AND SCORE USING THE INSTRUCTIONS BELOW. GUIDANCE ON YOUR NEXT STEPS IS PROVIDED AT THE END.

What allows some people to effectively manage their careers while others do so less successfully? Often, it is the mastery of several combined skills and actions that enable people to be successful in developing their careers. As you read the following list of career management behaviours, assess your own level of ability in each area of the model using the following scale:

Not True (1)

Somewhat True (2)

Very True (3)

Personal Assets

I know and value my personal strengths and abilities ____

I know how I am perceived by others ____

I can realistically assess my career in relation to how others acknowledge my abilities

I know and appreciate my career values ____

I know and value my personality type and work style ____

I know and can articulate my career interests as they change ____

TOTAL SELF-ASSESSMENT SCORE: _____

Career Awareness

I know what makes work environments personally satisfying and productive to me and am able to create these environments ____

I understand the culture of my workplace ____

I am able to identify desired organizational values and goals ____

I understand industry and / sector changes and their impact on my career effectiveness

I have a sense of future options and opportunities for my career ____

I am effective at building relationships and support systems for my career growth ____
TOTAL CAREER AWARENESS SCORE: _____

Goals and Actions

I am able to set goals consistent with the feedback I receive from others ____
I know how to create a vision of the ideal job and ideal job environment for myself ____
I know how to align my individual career development goals with my organization's' goals ____
I believe I am the one in control of making key career decisions for myself ____
I am able to balance priorities and understand why this is important ____
I accept the future is constantly changing and requires regular re-assessment and adjustment of career goals ____
I take appropriate actions and adjust the activities along the way in support of my goals ____
TOTAL GOALS & ACTIONS SCORE: _____

Development

I am able to identify areas of needed skill development through self-assessment and through career development conversations with others ____
I have the ability to attract and create development experiences on and off the job ____
I understand the positive impact of my skill development on the organization's future ____
I am able to use my membership in professional associations to identify trends, skills, and resources for my career growth ____
I see opportunities to learn new skills on a regular basis ____
TOTAL SKILL DEVELOPMENT SCORE: _____

Career Management

I handle organizational and industry / sector changes effectively and resiliently ____
I take actions to balance my personal, social, and professional life ____
I know how to effectively manage up through seeking information about my supervisor's goals, problems, and pressures on an ongoing basis ____
I persist in career development efforts even in the face of setbacks ____
I optimistically view new opportunities as possible and attainable ____
I am willing to take personal responsibility for my own career development ____

TOTAL CAREER MANAGEMENT SCORE: _____

Scoring the My Career Development Skills Assessment

1. Total the scores in each area so that you have a number (ranging between 6 and 21) for each area. Write that number on the TOTAL line at the bottom of each area.
2. Transfer your 5 TOTAL scores here:

____ Personal Assets Score
____ Career Awareness Score
____ Goals & Actions Score
____ Development Score
____ Career Management Score
3. The area in which you have the LOWEST score may be the best area for you to begin your career development process. You can then pursue any of all of the other areas.
4. It's not necessary to be highly proficient in all of these areas. Rather, focus on leveraging the skills you are good at, while continuing to work on developing your abilities in the other areas.
5. Explore each area of the career development model for more tips, tools, resources and guidance.

Adapted from: University of California Berkley