



# CAREER CHECK

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## CAREER PLANNING

- Y  N  1. Do you take responsibility for your career success or have you let your career drift without a clear vision of the career you want to create?
- Y  N  2. Do you know yourself well- your strengths, weaknesses, skills, values, interests, aspirations? Is your work a good fit for who you are?
- Y  N  3. Do you know your brand - how you're seen by others, what sets you apart and how you add value?
- Y  N  4. Do you stay on top of market trends/issues that may impact your career future for good or for bad?

## JOB SEARCH / SELF-MARKETING SKILLS

- Y  N  5. Do you make it a point to cultivate relationships and build your network in your field, areas of interest and your community?
- Y  N  6. Do you have an updated resume that does justice to your skills, your experiences and your brand?
- Y  N  7. Are you able to communicate your strengths and accomplishments, with compelling "stories" drawn from real work experience?

## CAREER MANAGEMENT

- Y  N  8. Are you continually learning and developing your skills, including technical, leadership and soft skills?
- Y  N  9. Do you seek broadening experiences, including volunteer or special project work that provides opportunities to practice new skills and make new connections?
- Y  N  10. Can you manage your emotions well - stay positive through stressful times, bounce back from setbacks and remain flexible to change course when the circumstances demand?

Score your Career Check using the key on the next page.



# CAREER CHECK SCORE KEY

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## FOR EACH “YES”, GIVE YOURSELF 1 POINT

**8 - 10 points:** You have most of the skills and attitudes for success in today’s work reality. Pay attention to the items you answered “no” to, and take steps to address them.

**5 - 7 points:** You have some of the skills and attitudes for career success today. These items reflect make or break qualities. You may need assistance to refine the areas you checked no.

**1 - 4 points:** You need some help. Your career intelligence is not where it needs to be to thrive in today’s competitive world. Contact Elaine to discuss a program that will address your deficits and promote career flourishing.

## NEXT STEPS

If you answered mostly no to the questions in the career planning section, learn how career planning coaching can teach you to take charge of your future career success at <http://insighttoaction.ca/career-coaching/career-planning/>.

If you said no to questions in the job search and self-marketing skills area, there’s help for that, too. Our job search coaching can help you address the search with confidence, check it out here <http://insighttoaction.ca/career-coaching/job-search-coaching/>.

If your answers in the career management section were mostly no, career coaching can help you identify what actions to take to take charge now, and for future career success. Visit <http://insighttoaction.ca/career-coaching/>.