# Career Development Self-Assessment

**Date:** ______________

<table>
<thead>
<tr>
<th>Who are you?</th>
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<table>
<thead>
<tr>
<th>Name three things you like <em>most</em> about yourself.</th>
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<tr>
<th>Name three things you like <em>least</em> about yourself.</th>
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<tr>
<th>Name three of your strengths.</th>
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<th>Name three things about yourself you would like to improve.</th>
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<tbody>
<tr>
<td>Have you developed a plan for self-improvement?</td>
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<tr>
<td>If yes, please describe.</td>
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<td>If no, would you like assistance? What kind of assistance do you desire?</td>
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<thead>
<tr>
<th>List your five most recent jobs. How long did you work at each job? What industries were the jobs in?</th>
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<td>1.</td>
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<td>4.</td>
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<tr>
<td>5.</td>
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<tr>
<th>Of all the jobs you have held, which one(s) did you like the most? Briefly explain why.</th>
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<th>Of all the jobs you have held, which one(s) did you like least? Briefly explain why.</th>
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Name five achievements/accomplishments (either personal or professional) of which you are most proud

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<th>List your current skills</th>
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<td>9.</td>
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<td>10.</td>
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List any certificates, awards, or special recognition you have received.

What are your career goals? What type of profession do you desire and in what industry.

How did you decide upon this field of work?

How do you know this is the right choice for you?
What do you know about the opportunities in this field? (demand, available jobs, salaries, opportunities for advancement)

How are you preparing to make yourself a viable candidate for a career in this field?

What supervisory, leadership or other experience do you have you that may further qualify you for chosen field?

Why should an organization hire you? Or if you going into business for yourself, why should a bank invest in your business?

If you lack some of the necessary experience for your chosen field, how will you address challenges as they occur?

Identify three potential mentors/coaches in your chosen field: (Name and contact information)
1.
2.
3.

What experiences and/or skills do you possess that are transferable to the type of work you desire? Please list transferable skills and identify what skills are needed.

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<thead>
<tr>
<th>Experience/Transferable Skills</th>
<th>Needed Skills</th>
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<tbody>
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<td>1.</td>
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<td>2.</td>
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<td>3</td>
<td>3.</td>
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<td>4.</td>
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</tbody>
</table>
If you’ve identified skills that are needed for the type of work you desire, how will you go about gaining those additional skills?

Projected start date: ___________
- [ ] College
- [ ] Continuing Education
- [ ] Other
- [ ] Workshops
- [ ] Hands on experience
- [ ] Certificate Program
- [ ] Volunteer

What is the highest level of education you have completed?

- [ ] Less than high school completed
- [ ] Associate degree (AA)
- [ ] GED
- [ ] College graduate
- [ ] High school graduate
- [ ] Some graduate school
- [ ] Technical school/apprenticeship
- [ ] Graduate degree
- [ ] Some college

What is the highest level of education you would like to complete within the next 3-5 years?

- [ ] GED
- [ ] College graduate
- [ ] High school graduate
- [ ] Some graduate school
- [ ] Technical school/apprenticeship
- [ ] Graduate degree
- [ ] Some college
- [ ] None of the above
- [ ] Associate degree (AA)

What financial resources are available to you so that you can pursue your educational goals?

- [ ] Scholarships
- [ ] Personal loans
- [ ] Other: ________________
- [ ] Financial aid
- [ ] Fellowship

Describe what you believe your next steps should be to achieve your career goals?