

# Career Development Self-Assessment

Date: \_\_\_\_\_

Who are you?

Name three things you like *most* about yourself.

Name three things you like *least* about yourself.

Name three of your strengths.

Name three things about yourself you would like to improve.

Have you developed a plan for self-improvement?  Yes  No

If yes, please describe.

If no, would you like assistance? What kind of assistance do you desire?

List your five most recent jobs. How long did you work at each job? What industries were the jobs in?

1.

2.

3.

4.

5.

Of all the jobs you have held, which one(s) did you like the most? Briefly explain why.

Of all the jobs you have held, which one(s) did you like least? Briefly explain why.

Name five achievements/accomplishments (either personal or professional) of which you are most proud

List your current skills

- |    |    |     |
|----|----|-----|
| 1. | 5. | 9.  |
| 2. | 6. | 10. |
| 3. | 7. |     |
| 4. | 8. |     |

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?

<p>What do you know about the opportunities in this field? (demand, available jobs, salaries, opportunities for advancement)</p>										
<p>How are you preparing to make yourself a viable candidate for a career in this field?</p>										
<p>What supervisory, leadership or other experience do you have you that may further qualify you for chosen field?</p>										
<p>Why should an organization hire you? Or if you going into business for yourself, why should a bank invest in your business?</p>										
<p>If you lack some of the necessary experience for your chosen field, how will you address challenges as they occur?</p>										
<p>Identify three potential mentors/coaches in your chosen field: (Name and contact information)</p> <p>1.</p> <p>2.</p> <p>3.</p>										
<p>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.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 50%;">Experience/Transferable Skills</th> <th style="text-align: left; width: 50%;">Needed Skills</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>1.</td> </tr> <tr> <td>2.</td> <td>2.</td> </tr> <tr> <td>3.</td> <td>3.</td> </tr> <tr> <td>4.</td> <td>4.</td> </tr> </tbody> </table>	Experience/Transferable Skills	Needed Skills	1.	1.	2.	2.	3.	3.	4.	4.
Experience/Transferable Skills	Needed Skills									
1.	1.									
2.	2.									
3.	3.									
4.	4.									

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: \_\_\_\_\_

- |  |   |                                |
|--|---|--------------------------------|
| <input type="checkbox"/> College             | <input type="checkbox"/> Continuing Education | <input type="checkbox"/> Other |
| <input type="checkbox"/> Workshops           | <input type="checkbox"/> Hands on experience  |                                |
| <input type="checkbox"/> Certificate Program | <input type="checkbox"/> Volunteer            |                                |

What is the highest level of education you have completed?

- |  |  |
|--|--|
| <input type="checkbox"/> Less than high school completed | <input type="checkbox"/> Associate degree (AA) |
| <input type="checkbox"/> GED                             | <input type="checkbox"/> College graduate      |
| <input type="checkbox"/> High school graduate            | <input type="checkbox"/> Some graduate school  |
| <input type="checkbox"/> Technical school/apprenticeship | <input type="checkbox"/> Graduate degree       |
| <input type="checkbox"/> Some college                    |  |

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

- |  |   |
|--|---|
| <input type="checkbox"/> GED                             | <input type="checkbox"/> College graduate     |
| <input type="checkbox"/> High school graduate            | <input type="checkbox"/> Some graduate school |
| <input type="checkbox"/> Technical school/apprenticeship | <input type="checkbox"/> Graduate degree      |
| <input type="checkbox"/> Some college                    | <input type="checkbox"/> None of the above    |
| <input type="checkbox"/> Associate degree (AA)           |   |

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

- |  |   |                                       |
|--|---|---------------------------------------|
| <input type="checkbox"/> Scholarships  | <input type="checkbox"/> Personal loans | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Financial aid | <input type="checkbox"/> Fellowship     |                                       |

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