

Career Development Checklist

The following checklist is designed to help you find where you are in the career development process. You will need to print this page in order to complete the exercise. Mark each of the following statements as TRUE or FALSE as it relates to your view of yourself today. The following page provides suggestions for interpreting your scores.

Section 1

1. I know what my major strengths and weaknesses are.
2. I can list at least five job skills and abilities that I have.
3. I know what my work values and attitudes are.
4. I am clear about what interests me.
5. I know what my personality preferences are as they relate to my work environment.

Section 2

6. I can name at least three industries and/or five job titles that might be a good match for me.
7. I can name at least five types of employers that might hire a person with my qualifications.
8. I know what workers do in the occupations in which I am interested.
9. I have interviewed three or more people in the occupations that interest me.
10. I can identify three or more resources to help me find information about occupations, employers, and job listings.

Section 3

11. I have made a career choice and I'm confident it is right for me.
12. I know how to evaluate if a position is the right fit for me.
13. I know when it is time to re-evaluate my career goal.
14. I re-assess my career and life goals each year.
15. I am comfortable with the idea of changing my career choice at a later date.

Section 4

16. I have prepared a resume /CV with which I am satisfied, and it has been reviewed by a friend, colleague, or career counselor; I am confident in my ability to write a variety of application letters/materials (e.g. cover letter, portfolio, etc.).
17. I can clearly state why I am interested in working for each prospective employer/organization and I'm familiar with its organizational structure/services/programs/mission.
18. I can list ten or more resources to help me identify job vacancies.
19. I know the questions employers are likely to ask me in an interview, and I am confident talking about my skills and abilities.
20. I have collected and organized a list of people who may be able to help me with my job search.

Interpreting your scores:

Ideally, you would have answered all five statements as True for each section. This would suggest that you have achieved a high level of competence in your personal career development. However, most individuals will find that they need more information in order to feel confident with their career objectives. If you scored less than 3 out of 5 for any of the sections, you would benefit from reviewing that respective section. It is not unusual to score less than three in more than one section. In that case, it is recommended that you start with the lower numbered section first. Begin by clicking on the respective section below:

- Section 1 Self-Knowledge
- Section 2 Career Exploration
- Section 3 Decision-Making
- Section 4 Job Search/Self-Marketing