

CAREER DEVELOPMENT COMPETENCIES ASSESSMENT

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

ANSWER THE BELOW 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 key competencies that allow people to be successful in developing their careers. As you read the following list of career management behaviors, assess your own level of competency in each area of our career development model using the following scale:

Not True (1) | Somewhat True (2) | Very True (3)

Self-Assessment Competencies

- 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 performance feedback _____
- 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 COMPETENCY SCORE:

Career Awareness Competencies

- 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 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 COMPETENCY SCORE:

Goal Setting Competencies

- I am able to set goals consistent with performance feedback I have received _____
- 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 that the future is constantly changing and requires regular re-assessment of career goals. I take actions to adjust my goals accordingly. _____

TOTAL GOAL SETTING COMPETENCY SCORE:

Skill Development Competencies

- 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 seek opportunities to learn new skills on a regular basis _____
- I stay up-to-date and engaged in my career field _____

TOTAL SKILL DEVELOPMENT COMPETENCY SCORE:

Career Management Competencies

- I handle organizational and industry 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 COMPETENCY SCORE:

Scoring Your Career Development Model Competencies Assessment

1. Total the scores in each competency area so that you have a number (ranging between 6 and 18) for each area. Write that number on the TOTAL line at the bottom of each area.
2. Transfer your 5 TOTAL scores here:
_____ **Self-Assessment** Competency Score
_____ **Career Awareness** Competency Score
_____ **Goal Setting** Competency Score
_____ **Skill Development** Competency Score
_____ **Career Management** Competency 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 or all of the other competency areas.
4. It's not necessary to be highly proficient in all of these areas. Rather, focus on leveraging the competencies you are good at, while continuing to work on developing your abilities in the other competencies.