Career Path Assessment

Assessment Completed by:_____

Date Completed_____

For a in-depth coaching session and/or program to assist you in understanding your Assessment findings, and develop a follow-up action plan, please contact:

Kathy Caprino, MA
Ellia Communications, Inc
P.O. Box 302, Wilton, CT 06897 (203) 834-9933
Email: Kathy@elliacommunications.com

© 2010, Kathy Caprino - All rights reserved – www.elliacommunications.com

ellia communications
Creating Breakthrough Solutions

Assessing Your Career Path and Trajectory

In looking back at all the jobs you've had and professional roles you've assumed, as well as the key motivators that led you to these jobs, along with your strengths, talents, gifts, and intentions, you will learn a great deal about who you are and where you are going in your professional life. Getting in deeper touch with not just who you *were,* but *who you wish to be going forward* in the professional arena: your values, your preferences, your style, what gives you meaning and joy, etc., will be invaluable in helping you set a new course for a lifetime. (For background information on these and other helpful exercises, see Caprino's book *Breakdown, Breakthrough* and Maria Nemeth's book *The Energy of Money*).

1 Your Professional Chronology

Please write down, from college on, all the jobs you've held, and include the following:

a What specifically motivated you to take this job?

b How satisfied you were with it? (Scale of 1 to 10, where 10 is highest)

c What you loved about it; What you disliked about it

d Greatest accomplishment(s)

e Greatest struggle(s)

f Talents, skills, and abilities you utilized in this job

g Why you left (honestly!)

h Key lesson(s) you took away from this work experience (positive or neg.)

© 2010, Kathy Caprino - All rights reserved - www.elliacommunications.com

ellia communications
Creating Breakthrough Solutions

2 Your Unique Attributes

Please record as truthfully as possible your answers to the following questions. Remember, there are no right or wrong answers.

A. Standards of Integrity

(Excerpted from Maria Nemeth's book The Energy of Money)

What are the qualities you value most in others?

Please list all the people in your life and work who have qualities you admire. Type their names, using the checklist below to spur your memory. Take your time and reach back in to your past. The list of possibilities include:

- Your family, such as your mother, father, sisters, brothers, grandparents
- School, such as teachers, principals, classmates, workers
- Friends from school, work, home, social outlets, or any other source
- People in the healing professionals, such as doctors, therapists, alternative-medicine professionals
- Sports figures, whether professional or amateur sports and the Olympics
- World leaders, spiritual or political
- People in the arts and entertainment industry, such as actors, directors, singers, writers, painters, artists, dancers, or musicians
- Biblical figures, people important to your spirituality
- Mythological characters, from Greek, Native American, East Indian, African, Egyptian or other cultural myths
- Anyone you have ever read about, whether real or fictional

© 2010, Kathy Caprino - All rights reserved – www.elliacommunications.com

2A. Standards of Integrity continued…

Look at each name, starting with the first and working down. On the right side of the paper, record all the qualities and traits you admire most about the person. A quality is something that inspires you, such as: loyal, intelligent, adventurous, courageous, self-confident, creative, truthful, and so on.

Go through each individual, from the first on down the list, and write down the qualities you admire. If one person shares qualities with one above, simply put a check mark next to that attribute. List any additional traits you admire in that person not found in the first person. As you proceed you will develop a list of qualities with check marks that indicate when the quality was noted more than once.

An example might be:

Mother	Loyal √√
Dad	Courageous √√√
Friend Lisa	Truthful √√√
Healer Lynn	Kind √√
Mother Theresa	Compassionate √√
Sister	Intelligent √

Now read the list of qualities. Starting from the top, look at each trait. Does reading this word warm your heart, if only for a moment? Do you like being in the presence of people who have this quality? If yes, underline this word. Go through the entire list, underlining all words that resonate in your heart and soul.

The words you've underlined are traits and qualities that you value deeply, and that reflect who you *really* are, deep inside of you. These are your Standards of Integrity. Use this list of qualities to guide you in your life and your actions. Don't doubt it for a moment – these qualities are you, at your core. List your qualities here:

2B Reasons for Working

For what purposes, reasons and outcomes are you working?

If you won 10 million dollars today in the lottery, would you continue to work? If so, what work would you do?

What career/profession/job would you have if you knew you couldn 't fail?

© 2010, Kathy Caprino - All rights reserved - www.elliacommunications.com

2C Preferences

What are your ideal preferences in work life:

1 Structured or Flexible organization:

2 Hierarchical or Egalitarian:

3 Type of people you work with:

4 Type of products/services/programs you wish to contribute to or promote:

5 Hours you wish to work:

6 Ideal commute:

7 Pace of Work Environment:

8 Financial compensation you wish to receive:

9 Vacation and other benefits you wish to receive:

10 Other:_____

2D Communication and Interaction Style

Are you introverted or extroverted?

Do you prefer working with teams/staff or independently? Reporting to someone, or on your own? Do you like to manage and lead others?

What type of relationships would you like to have with your boss, colleagues, clients, customers, staff, etc.?

Do you prefer to communicate through writing (email, etc.) or in person?

© 2010, Kathy Caprino - All rights reserved - www.elliacommunications.com

2.E Skills/Talents/Gifts

What are you particularly skilled at?

What are your special natural talents and gifts?

What are the areas in which you've received special training?

What do you love doing?

What do you love being?

2.F Energy/Joy Drainers

What do you hate doing? What do you hate being?

3 Work/Life Balance

What is critical to you to have in terms of work/life balance?

4 Financial Needs/Wants

What are your financial needs?

What are your financial dreams and desires?

How close are you right now to having reached your financial dreams and desires?

Very Far Away									Very Close
1	2	3	4	5	6	7	8	9	10

Why?

© 2010, Kathy Caprino - All rights reserved - www.elliacommunications.com

ellia communications
Creating Breakthrough Solutions

5 Future you

Ask yourself, ***"When I am 90 years old looking back on my life, what do I want to be able to say I've done?"***

Please type out your answers as concretely, specifically, and in as much detail as you can.

What accomplishments do you want to have made? What legacy do you wish to leave? What do you want to be known for? What do you want to have given and stood for? Please don't limit yourself…be as expansive as possible (brag!).

In reviewing what you've written, how close is your life right now to the way you want it to be (please avoid "5s" if you can)?

Very Far Away — Very Close

1 2 3 4 5 6 7 8 9 10

Why?

6 Potential Transition

Review the list of statements below, and honestly ask yourself **"Does this reflect what I'm going through today?" Check all that apply.**

[ ] Successfully balancing my home life and work life feels almost impossible right now.

© 2010, Kathy Caprino - All rights reserved - www.elliacommunications.com

ellia communications
Creating Breakthrough Solutions

6 Potential Transition *continued*

[ ] I'm having some health problems that won't go away.

[ ] I've experienced a loss of someone or something I deeply loved, and I feel changed because of it.

[ ] Sometimes I feel like things are starting to "fall apart."

[ ] I feel like I've awakened somehow, and I want to start smelling the roses.

[ ] My company has let me down, and I don't feel the same about it as I used to.

[ ] I long to make a greater contribution somehow.

[ ] I feel there's something else out there for me to do now, but I'm not sure what it is.

[ ] I have gifts and talents I'm not using, but I deeply long to start using them. In some ways, I don't like who and what I've become.

[ ] I hate what I do, or I'm so bored by it, but I have no idea what other work I would do, at this point.

[ ] I feel bruised and beaten up by work and by life.

[ ] I don't want to keep doing this work, but I don't have a way out financially.

[ ] I just don't want to keep up with this competition and pace anymore. I'm tired of it.

[ ] I want to help people somehow, and not hurt people or be hurt anymore.

(If any of the above fit your experience, transition is occurring, and it can be very positive, if you are ready to embrace it and understand the change it is suggesting to you.)

© 2010, Kathy Caprino - All rights reserved - www.elliacommunications.com

ellia communications
Creating Breakthrough Solutions

7 Your Life Intentions

(Excerpted from Maria Nemeth's book The Energy of Money)

It is critical in designing a joyful and fulfilling life, to understand deeply what your life intentions are, and to make choices in life that are consistent, always, with your life purpose. To uncover your life intentions, please do the following exercise:

a List all the things that you have always wanted to do or have in life. Write down whatever comes to mind. You have all the freedom in the world. You will not be held to this list. It can be pure fantasy, not necessarily based on the reality of your current circumstances. This is just to get out of your mind and onto a piece of paper everything that has captured your interest over the years.

Write it down, even if what you want to have or do seems outrageous. The more audacious, the better, in fact! Just makes sure it is something you *really* want. The list may look like list:

- Having a new car
- Writing a best-selling novel
- Owning a home
- Directing a motion picture
- Leaning how to scuba dive
- Owning my own sailboat in the Bahamas
- Going on a picture-taking safari to Africa
- Swimming with the dolphins
- Having a new wardrobe
- Taking my kids to Disney World
- Raising a million dollars for the community food locker
- Running a marathon
- Going on a trip around the world
- Having enough money for my daughter's education
- Taking art lessons and painting a picture

© 2010, Kathy Caprino - All rights reserved - www.elliacommunications.com

ellia communications
Creating Breakthrough Solutions

7 Your Life Intentions continued…

Look at each item and ask yourself – Why do I want this? What desire will it satisfy? What will it help me "be" and "become."

When you discover the underlying reason for your choice, write it down next to the dream you've listed. Put it in the form of "to be…" For example, you may want to take your kids to Disney World because it satisfies your desire to be a good parent. Write "to be a good parent." Similarly, writing a best-selling novel would make it possible for you to be a well-respected author, so write "to be a well-respected author."

This exercise doesn't necessarily commit you to actually doing these things (unless you truly want to!). It is a way to get to know the desires that influence each of your choices. When you complete this process, you will have a preliminary list of your **Life's Intentions. Use this list to guide you in evaluating your choices and decisions. Share your Intentions here:**

8 Potential Directions

What directions/jobs/career/industries have you brainstormed or fantasized about for your career? (don't hold back – nothing's too small or too big).

What work have you thought you might love to try at some point (no matter how "way out" it is)?

What new field(s) have you thought about getting more education, training, or certification in (if any)?

© 2010, Kathy Caprino - All rights reserved - www.elliacommunications.com

ellia communications
Creating Breakthrough Solutions

9 New Insights

What **new insights** have you gained about yourself and your professional path from this assessment?

What **choices** are facing in terms of where you'd like to take your career?

What **new directions** do you wish to pursue and/or explore or research, after completing this assessment?

For a follow-up with Kathy Caprino to explore these findings and develop a meaningful action plan, please call **Kathy** at **(203) 834-9933** or write to **kathy@elliacommunications.com.**

Thank you for the time and effort you've put into this Assessment. It is well worth it, as you will soon see! - ***Kathy Caprino***

© 2010, Kathy Caprino - All rights reserved - www.elliacommunications.com