

Career Management Assessment

	Yes	No
1. I have a set time each year to assess my technical skills and soft skills and create short/long term career goals.		
2. I have a personal process to routinely document new learning, skills and accomplishments.		
3. I review and assess my goals at least quarterly.		
4. I take time to request feedback and discuss career goals with my manager.		
5. I budget personal time and money specifically for my personal development.		
6. I am an active member of at least one professional group or organization.		
7. I have participated on a committee or presented at a professional event.		
8. I have a mentor or coach who provides me honest feedback and suggestions.		
9. I network with other colleagues inside and outside of my organization.		
10. I am aware of at least two stretch assignments important for my job or career.		
11. I participate or lead on at least one committee or special project at work.		
12. I have at least one role model to observe essential communication and leadership skills in action.		
13. I have a good reputation at work – people can count on me to do what I say I will do.		
14. I actively work to understand my colleague's points of view when they are different from my own.		
15. I am flexible and adaptable to different or difficult situations.		
16. I actively gather and use constructive feedback from others about my work performance.		
17. I understand and can clearly articulate my customer's needs.		
18. I consistently look for and offer ways to improve processes at work.		
19. I am comfortable stepping outside of my "comfort zone" to learn something new.		
20. I take time to learn the organization's culture and internal business relationships.		
21. I know at least one individual in the position(s) I would like next in my career.		
22. I can identify at least one business imperative or crucial project I would like to be assigned to or volunteer for.		
23. I consistently stay abreast of industry trends and changes.		
24. I have an up to date resume.		
25. In an interview today, I would be able to articulate at least three results I have achieved in the last year.		