

# Career Assessment

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## Instructions

Make sure your career is going where you want it to. Define what success means to you and identify ways to achieve it with this job aid. First, complete the “Work Skills Questionnaire” on the next two pages. Use this to rate the strengths and weaknesses of your career skills.

Next, move on to the “Career Success Development Planner.” Get out an extra sheet of paper and answer the questions for each of the planner’s three steps. First, define what success looks like to you; then identify the skills you need for success. Finally, create a plan to get you there; your answers from the Work Skills Questionnaire will help you during this final step.

## Work Skills Questionnaire

Using the following statements, rate your career and organizational success skills based on the scale: Needs Improvement = 1, Satisfactory = 2, Excellent = 3. Based on the key at the end of the self-assessment, total your scores for the five success skills presented in this *Infoline*.

Categories		Needs Improvement (1)	Satisfactory (2)	Excellent (3)
1.	I can describe the organizational structure of my company.			
2.	I can articulate my superior's top priorities and the reasons for them.			
3.	I enjoy strong and positive relationships with people in my company, whom I could call on to help me move up the ladder.			
4.	I understand the mission and goals of top management.			
5.	I am an expert, with specific knowledge that helps me do my job and makes me uniquely valuable to the company.			
6.	I know how to communicate formally and informally in my company.			
7.	I can explain which my boss is more focused on: people or projects.			
8.	I have looked to other parts of my organization, beyond my job or department, where I can contribute my skills or knowledge.			
9.	I have an accurate perception of top management's opinion of me, my work group or department.			
10.	I am an active learner, consistently updating my knowledge and skills in business.			
11.	I understand the major initiatives that my company is focused on implementing or achieving.			
12.	I appreciate how my superiors manage the need for taking action versus gathering information.			
13.	I have a mentor within my company or someone who is helping me progress in it.			
14.	I am familiar and adept with the metrics associated with my own or my department's performance.			
15.	I am comfortable with office politics and can read the internal culture shifts and trends.			
16.	I know how to balance the benefits of competition and the benefits of collaboration with my co-workers.			
17.	I can articulate my superiors' professional goals.			
18.	I could easily work for my boss's superior, since I understand his/her expectations.			
19.	I am clear about the performance outcomes that my work group must contribute to the company.			
20.	I have the skills and experience to build business relationships both inside and outside my company.			

## Work Skills Scoring

Jot down your scores from the questionnaire to come up with a metric for each category of skill assessment.

<b>Job competency and unique expertise</b>					
Question No.	5:	10:	15:	20:	Total:
<b>Relating to your boss</b>					
Question No.	2:	7:	12:	17:	Total:
<b>Creating relationships and becoming visible</b>					
Question No.	3:	8:	13:	18:	Total:
<b>Culture competency and fit</b>					
Question No.	1:	6:	11:	16:	Total:
<b>Business acumen</b>					
Question No.	4:	9:	14:	19:	Total:

### Scoring

Scores in the 10-12 point range mean you are performing at or near the top in that area. Consider that as a strength you can leverage for career advancement and recognition, as well as where you may contribute the most to an organization.

Scores in the 6-9 point range mean you are performing adequately. Consider getting advice from a mentor or coach, reading articles or books that address the area, and identifying role-models whom you can emulate.

Scores in the 4-6 point range mean you need to immediately address the area to improve your performance. Consider formal learning programs, both inside and outside your organization and a structured coaching program with clear objectives and milestones.

For a wealth of information, visit [www.NanceSpeaks.com](http://www.NanceSpeaks.com).

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