



Self Assessment Quiz

What are your career issues?

Career issues covers a range of issues including getting up to speed with a new job, making a career or job change and planning your retirement. Where are you in your career cycle?

Tick the statements that are true for you at this time?

You are new in your job and must learn the basics to get speed and feel comfortable and productive?

You have been in your job for a while and are striving for increased competence

You have been in your job for a while but have a new team or organisational leader

You need to improve your performance in certain areas of your current job

You need to update your skills or expertise to keep up with changing technologies

Your job duties have changed recently, requiring new skills or expertise

Your job may be eliminated due to restructuring and you want to begin 'retooling to be ready for future opportunities

You want to prepare for a promotion or move to the next higher level of responsibility

You want to broaden your skills or expertise to allow yourself more flexibility for future job moves

You want to change jobs within your current profession

Other

Now that you have finished this part of the quiz it is time to turn your attention to what motivates and demotivates you.

Mountains and Valleys

The purpose of this activity is to increase your self awareness of elements of work which energise you (Mountains) or drain you (valleys). You will need to find a colleague or partner to help you

clarify and summarise. Recognising your mountains and valleys will help you create a direction for your career.

On the Mountain worksheet attached think about your career and some of the events or projects that went especially well for you. Try to think of examples of things that you have done that were very energising and satisfying. Write some bulleted items or a few sentences to describe two or three examples of those moments. Write down the adjectives, phrases or a few sentences that describe what was satisfying about the events.

On the Valleys worksheet attached do the same exercise for your Valley moments. Write some bulleted items or a few sentences to describe unsatisfying events in your career. Write two or three examples on your worksheet. Think of something that drained you and was not energising.

Team up with a colleague or partner and share information about both your Mountain and Valley events you have written about. Come up with adjectives, phrases, or create a 'newspaper headline' to summarise your event.

Self – Assessment

To gain a better understanding of yourself and the organisation you work in, answer the following questions:

- 1) Of the new and recent developments in my organisation or field, what interests me most?
- 2) What are my current skills and strengths for pursuing these interests?
- 3) What do I need to do to reposition my career so that I can get involved in these new areas?
- 4) What is important to me in my work.?
- 5) What values guide the kind of work I want to do?
- 6) What things are 'must haves' for me in a job?
- 7) What are my limiting factors? i.e. health, geography, family commitment, qualifications?
- 8) Is it time for me to consider working outside of my organisation?
- 9) How is the mission and structure of my organisation changing?
- 10) What are the organisations needs regarding the workforce and what new expertise and skills will be required or desirable?
- 11) What opportunities are available for developing this new expertise and skills?
- 12) How might my role change in my organisation?
- 13) How can I prepare for or develop new skills for these changes?
- 14) New expertise and skills my organisation wants me to learn include:
- 15) What new missions or projects appeal to me?
- 16) In what areas do my interests and plans overlap with the changing needs of my organisation?
- 17) What knowledge, skills or abilities are important for increasing or maintaining the quality of my performance in my present assignments?
- 18) What knowledge, skills or abilities would help prepare me for opportunities or roles I might have in the future?

Develop your PDP

Use the answers in your self Assessment quiz to guide you in writing your professional development plan using the template provided.