

Stages of Career Planning

Stage 1 Self Assessment

This is an analysis phase. Key activities include:

- Defining Career Success for you
- Clarifying skills, abilities, interests and values
- Considering lifestyle & employment environment issues
- Clarifying what you really want from your career
- Reviewing your current employment effectiveness in your job
- Career self assessment summary

Work your way through Stage 1 and complete the summary at the end. You will use the results of your analysis to help you with the later stages of Career Planning.

Defining Career Success

Which of the following categories best describes your view of career success?

Linear career progression – regular promotion, increasing levels of authority and power

Spiral Career progression – Personal development and fulfilment through regular major career moves to different disciplines, possibly requiring re-skilling and new qualifications

Expert Career progression – Increasing development of technical competence; finding stability and security

Transitory Career progression – Looking for variety & independence through many career moves to many different industries or employers

Reflecting on your career to date, how successful do you feel you have been?

Very Successful

Somewhat successful

I don't know

Somewhat unsuccessful

Very unsuccessful

Choose your top 3 indicators of career success.

Financial gain

Promotion

Gaining skills and knowledge

Achieving work goals

Being assessed by peers and supervisors as performing well

Feeling content and satisfied in the workplace

Being viewed as making a significant team member

Making a contribution to the field

Other:

Other:

Other:

What do you Value?

Your core values are the things that are most important to you in life and influence the way you act, the choices you make and the way you spend your time. It is important to ensure that there is a good match between your core values and your work environment.

Read through the list below and rate each value using the rating scale below. Consider values relating to all of life not just to your career or current work situation.

Rating Scale:

- 1 Always valued
- 2 Often valued
- 3 Sometimes valued
- 4 Rarely valued
- 5 Not Valued

	1	2	3	4	5
Advancement					
Adventure					
Aesthetics					
Autonomy					
Acceptance					
Accomplishment					
Accuracy					
Acknowledgement					
Affection					
Appreciation					
Attention to detail					
Authority					
Balance					
Being the Best					
Belonging					
Benevolence					
Boldness					
Capability					
Challenge					
Change and variety					

Career Tools - AIFST

	1	2	3	4	5
Charity					
Commitment					
Community					
Compassion					
Competition					
Confidence					
Connection					
Conserving resources					
Consistency					
Contribution					
Control					
Cooperation					
Creativity					
Curiosity					
Dignity					
Discipline					
Daring					
Decisiveness					
Dependability					
Depth					
Diligence					
Discovery					
Diversity					
Drive					
Duty					
Efficiency					
Excellence					
Excitement					
Education					
Effectiveness					
Empathy					
Encouragement					

Career Tools - AIFST

	1	2	3	4	5
Endurance					
Energy					
Enterprise					
Enthusiasm					
Experience					
Expertise					
Exploration					
Fairness					
Fame					
Family					
Fast pace					
Financial Independence					
Fitness					
Flexibility					
Freedom					
Friendships					
Fulfilment					
Fun					
Generosity					
Gratitude					
Growth					
Happiness					
Hard work					
Harmony					
Harmony					
Health					
Helping others					
Helping society					
Honesty					
Humour					
Imagination					
Independence					

Career Tools - AIFST

	1	2	3	4	5
Influence					
Initiative					
Integrity					
Intelligence					
Intuition					
Inventiveness					
Investing					
Job tranquillity					
Justice					
Kindness					
Knowledge					
Leadership					
Learning new skills and knowledge					
Location					
Logic					
Loyalty					
Making a difference					
Maturity					
Meeting deadlines					
Moral fulfilment					
Motivation					
Neatness					
Openness					
Optimism					
Order					
Organisation					
Originality					
Participation					
Passion					
Perfection					
Persistence					
Philanthropy					

Career Tools - AIFST

	1	2	3	4	5
Physical challenge					
Politeness					
Popularity					
Power					
Pragmatism					
Precision					
Professional behaviour					
Punctuality					
Quality					
Reason					
Recognition					
Relaxation					
Reliability					
Resourcefulness					
Respect					
Responsibility					
Risk taking					
Satisfaction					
Security					
Self Reliance					
Significance					
Solitude					
Stability					
Status					
Strength					
Structure					
Success					
Supervising others					
Taking a stand for what you believe					
Talent					
Teamwork					
Tenacity					

Career Tools - AIFST

	1	2	3	4	5
Thoroughness					
Time alone					
Time freedom					
Tolerance					
Tradition					
Trust					
Understanding					
Uniqueness					
Variety					
Vision					
Wealth					
Winning					
Working alone					
Working under pressure					
Wisdom					

Interpreting the results

Values that are listed in column 1 & 2 are those that are most important to you. When making a career choice, the greater the match between these values and those of the organisation or position of interest the greater the likelihood of career satisfaction.

Values that are listed in columns 4 & 5 are not very important to you. So when making career decisions consider how many of these values will be required in the position or organisation. Working in an environment that requires you to work in ways that are inconsistent with your values will eventually lead to career dissatisfaction, poor performance, stress and even burnout.

When you complete this exercise, enter your results in the "Self Assessment Summary Sheet"

Personality Strengths

Understanding yourself and your personality traits can assist you:

- choose a new job or career or
- increase your level of satisfaction in your current job or career and
- identify the strategies you will need to help you reach your career goals.

To identify your personality traits you can do either of the following:

1. For a comprehensive assessment, you may want to arrange an appointment with a career coach who will administer the Myers Briggs Type Indicator (MBTI).
2. Alternatively, for a quick option, complete the questionnaire over the page.

Personality Traits Questionnaire:

Place a cross beside the traits which best describe you. Don't restrict your choices to the workplace. Consider your behaviour in general. To get a more complete picture of your personality traits, you may like to seek feedback from others. Ask someone who knows you well to complete this activity. You may be surprised when they identify qualities in you that you did not recognise in yourself.

	Accurate		Goal oriented		Pessimistic
	Adaptable		Good natured		Practical
	Aggressive		Helpful		Precise
	Ambitious		Honest		Principled
	Analytical		Humorous		Punctual
	Assertive		Idea Generator		Quick
	Calm		Independent		Quiet
	Careful		Insightful		Reliable
	Clear thinking		Intelligent		Reserved
	Compassionate		Intuitive		Resourceful
	Competitive		Inventive		Risk taking
	Confident		Kind		Self controlled
	Conservative		Logical		Sensitive
	Decisive		Loyal		Sincere
	Deep thinker		Methodical		Supportive
	Detail oriented		Motivated		Tactful
	Diplomatic		Objective		Team oriented
	Easy going		Optimistic		Tenacious
	Efficient		Orderly		Thorough
	Emotional		Organised		Tough
	Empathetic		Outgoing		Understanding
	Enthusiastic		Patient		Versatile
	Flexible		People focused		
	Friendly		Persuasive		

Write about some workplace situations that have utilised your personality strengths

Write about some workplace situations that have been challenging for you because of your personality characteristics.

When you complete this exercise, enter your results in the "Self Assessment Summary Sheet"

Preferred Work Environments

Based on the theory of John Holland, people with similar interests are often found in the same work environments. Think about your past experiences and your current activities.

1. Read through the items in each column.
2. Tick each of the items that describe you.
3. Add up the total number of ticks in each column.

When you complete this exercise, enter your results in the "Self Assessment Summary Sheet"

Realistic	Investigative	Artistic	Social	Enterprising	Conventional
<p>I am:</p> <ul style="list-style-type: none"> Practical Athletic Good with tools and machinery <p>I like:</p> <ul style="list-style-type: none"> Fixing things Solving problems Working outdoors Being physically active Using my hands Building things 	<p>I am:</p> <ul style="list-style-type: none"> Inquisitive Analytical Observant Good with tools and machinery <p>I like:</p> <ul style="list-style-type: none"> Using computers independently Solving intellectual problems Analysing and interpreting data Exploring ideas 	<p>I am:</p> <ul style="list-style-type: none"> Creative Imaginative Innovative Intuitive An individualist <p>I like:</p> <ul style="list-style-type: none"> Playing music Drawing, painting, singing, acting Opportunities for self expression Unstructured and flexible environments 	<p>I am:</p> <ul style="list-style-type: none"> Friendly Helpful Outgoing A good communicator <p>I like:</p> <ul style="list-style-type: none"> Working with people Teaching or training Leading group discussions Helping people solve problems Working in groups 	<p>I am:</p> <ul style="list-style-type: none"> Self confident Sociable Persuasive Enthusiastic <p>I like:</p> <ul style="list-style-type: none"> Selling things or promoting ideas Economic success Organising activities or events Making decisions affecting others Influencing, leading or managing others 	<p>I am:</p> <ul style="list-style-type: none"> Methodical Conscientious Accurate Efficient <p>I like:</p> <ul style="list-style-type: none"> Working with data Following clearly defined procedures Being responsible for detail Using computers Keeping accurate records
Total:	Total:	Total:	Total:	Total:	Total:

My top 3 categories are:

Skills Assessment

In the tables on the following pages you will find lists of criteria relating to various aspects of work. Not all criteria will be relevant to you.

Assess yourself against the criteria relevant to you, considering whether you would like to be using the skill in your job and how good you are at it. For example, look at the first skill listed “communicate clearly in writing”. You may enjoy doing this in your job but think your skills could be further developed. In this case you would tick the second column, ‘Like using but need to develop’.

Your answers to this Skills Assessment can provide you with interesting information about your career choices. The first column “Like using and am good at” provides you with a list of some of your strengths. These are the types of skills and activities that would make up your ideal job. These are the types of skills and activities that you should try to maximize in your career choices.

The second column, “Like using but need to develop” represents possible training and development needs. These can be used as a basis for planning development goals if you choose to pursue a career option requiring these skills.

The third column “dislike using but am good at” provides a list of skills you should try to minimise in your job because you don’t enjoy using them, even though you are good at them.

Finally, the fourth column “dislike using and have little or no skill” identifies things you should try to avoid in a job or things you have yet to try.

Comparing the results from this assessment with your current job and career plans is an interesting exercise. How good is the match? You are more likely to be most satisfied in a job that uses more of the skills you like and are good at and less of those you prefer not to use.

Instructions

Assess each skill by picking the appropriate rating based on the following rating scale:

- Like using and am good at
- Like using but need to develop
- Dislike using but am good at
- Dislike using and have little or no skill
- Not relevant to me

Career Tools - AIFST

Skills / Competencies	Like using and am good at	Like using but need to develop	Dislike using but am good at	Dislike using and have little or no skill	Not relevant to me
<i>Working with People</i>					
Communicate clearly in writing					
Use effective verbal communication skills					
Active Listening					
Speaking					
Work with others in teams					
Developing and Building Teams					
Establishing and maintain networks and business relationships					
Work collaboratively with others					
Develop trust and confidence with peers, customers, students					
Establish appropriate level of rapport					
Negotiate with others to achieve tasks and goals					
Advise, coach or empower others					
Consultation with others and providing advice					
Deal with conflict situations					
Provide mentoring support to colleagues					
Serve or help others (service orientation)					
Instruct or teach others					
Using learning strategies to teach others					
Persuade, motivate or sell to others					
Communication with peers, supervisors and management					

Career Tools - AIFST

Selling or influencing others					
-------------------------------	--	--	--	--	--

People Management

Communicate expectations clearly					
Recognise and reward achievement					
Inspire others					
Persuade and encourage others					
Hold people accountable					
Support others to develop their skills					
Correctly evaluate the potential in others					
Implement and manage diversity					
Coordination of others					
Scheduling work and activities for others					
Monitoring the work of others					
Management of personnel resources and HR					

Career Tools - AIFST

Skills / Competencies	Like using and am good at	Like using but need to develop	Dislike using but am good at	Dislike using and have little or no skill	Not relevant to me
------------------------------	--	---	---	--	-----------------------------------

Strategic Management

Adapt to changing circumstances					
Identify and articulate long term vision for future					
Deep understanding of markets, customers and competitors					
Correctly assess the risk and return of decisions					
Hold a global perspective					
Understand strengths and weaknesses of work unit/ division/ organisation					
Communication with people outside of the organisation					

Personal Characteristics (Skills and Knowledge)

Demonstrate a passion to succeed					
Accept responsibility for success and failures					
Be open to new ideas					
Challenge the status quo					
Display confidence					
Show commitment to continual personal development					
Think analytically					
Be sensitive to the needs of others					
Judgement and decision making					
Complex problem solving					
Organizing, Planning, and Prioritizing Work					
Social perceptiveness					

Career Tools - AIFST

Active Learning					
Critical thinking					
Reading Comprehension					
Writing skills					
Written and oral comprehension					
Getting Information					
Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.					
Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).					
Time management and sharing					
Control precision - The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.					
Problem sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.					
Selective Attention - The ability to concentrate on a task over a period of time without being distracted.					
Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.					
Flexibility of Closure - The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.					
Fluency of Ideas - The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).					
Information Ordering - The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).					
Speech Recognition - The ability to identify and understand the speech of another person.					
Originality - The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.					
Near Vision — The ability to see details at close range (within a few feet of the observer).					
Far Vision - The ability to see details at a distance.					

Career Tools - AIFST

Visualisation - The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.					
Memorization - The ability to remember information such as words, numbers, pictures, and procedures.					
Perceptual Speed - The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.					
Control Precision -The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.					
Response Orientation -The ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.					
Speed of closure - The ability to quickly make sense of, combine, and organize information into meaningful patterns.					
Judging the Qualities of Things, Services, or People - Assessing the value, importance, or quality of things or people.					
English language					
Foreign Language					
Administration and Management and Clerical skills					
Law and Government					
Public Safety and Security					
History					
Geography					
Therapy and Counselling					
Sociology and Anthropology					
Medicine and Dentistry					
Food Production					
Production and Processing					
Economics and Accounting					
Engineering and Technology					
Mathematics					
Science					

Career Tools - AIFST

Biology					
Chemistry					
Physics					
Psychology					

Career Tools - AIFST

Skills / Competencies	Like using and am good at	Like using but need to develop	Dislike using but am good at	Dislike using and have little or no skill	Not relevant to me
<i>Managing Results</i>					
Apply knowledge to complete routine administrative tasks					
Organise own work to achieve goals					
Developing Objectives and Strategies					
Use technology					
Manage work priorities					
Processing Information					
Produce quality results					
Produce complex documents					
Work safely within defined policies and procedures					
Deliver quality customer service					
Manage resources					
Manage operations to achieve planned outcomes					
Implement new strategies in response to changing needs					
Implement and monitor continuous improvements to systems and processes					
Facilitate and capitalise on change					
Encourage and manage innovation					
Translate long term vision into a step by step plan					
Creatively solve problems					
Performing for or Working Directly with the Public					

Career Tools - AIFST

Appropriately handle crises					
Manage budgets and timelines					
Break down a project into manageable components					
Collect, research and analyse information					
Gather information through observation or interviewing					

Career Tools - AIFST

Skills / Competencies	Like using and am good at	Like using but need to develop	Dislike using but am good at	Dislike using and have little or no skill	Not relevant to me
<i>Managing Results continued..</i>					
Analyse and break down information					
Compile, organise and prioritise information					
Visualise, or create					
See patterns among a mass of information					
Decide, evaluate and make decisions					
Keep records					
Develop and monitor work plans					
Use information management systems					
Prepare business plans					
Prepare research proposals					
Prepare budgets and forecasts					
Develop, implement and review policies and procedures					
Develop and implement business strategies					
Identify business opportunities and market need					
Develop and evaluate risk management plans					
Identify, assess and control OHS risk in own work					
Manage OHS processes in the workplace					

Career Tools - AIFST

Skills / Competencies	Like using and am good at	Like using but need to develop	Dislike using but am good at	Dislike using and have little or no skill	Not relevant to me
<i>Communication and Presentation Skills</i>					
Use effective verbal communication skills					
Establish appropriate level of rapport to enhance relationships					
Use a range of communication methods and strategies to support needs of the audience and context					
Use a range of presentation aids including online delivery, audio visual aids, technology					
Able to use methods to evaluate own communication and presentation skills and work towards continuous improvement					
Write and develop presentations, courses, lectures etc					
Keep up to date with current theories and practice in relevant fields					

Career Tools - AIFST

Skills / Competencies	Like using and am good at	Like using but need to develop	Dislike using but am good at	Dislike using and have little or no skill	Not relevant to me
<i>Research and Planning</i>					
Formulate a comprehensive project plan					
Adhere to research and project plans					
Foster research collaborations					
Provide research supervision					
Consult on research projects					
Write a successful research grant application					
Organise and present at seminars and conferences					
Prepare work for patent application					
Prepare work for publication					
Liaise with industry groups					
Conduct critical analysis of research field					
Identify opportunities for research, gaps in knowledge					
Recognise commercial opportunities					
Participate on editorial boards					
Lead project teams					
Manage research budget					
Manage ethical considerations related to research					
Updating and Using Relevant Knowledge					
Interpreting the Meaning of Information for Others					

Career Tools - AIFST

Skills / Competencies	Like using and am good at	Like using but need to develop	Dislike using but am good at	Dislike using and have little or no skill	Not relevant to me
<i>Leadership & Administration</i>					
Communicate expectations clearly					
Recognise and reward achievement					
Inspire others					
Persuade and encourage others					
Hold people accountable					
Strong commitment to staff development					
Evaluate the potential in others correctly					
Strong commitment to diversity					
Adapt to changing circumstances					
Identify and articulate long term vision for future					
Collaborate with key stakeholders, colleagues, contributors and industry bodies					
Provide mentoring support					
Chair meetings					

Career Tools - AIFST

Skills / Competencies	Like using and am good at	Like using but need to develop	Dislike using but am good at	Dislike using and have little or no skill	Not relevant to me
<i>Technical Skills</i>					
Analyse food and beverages using a range of techniques					
Conduct nutritional analysis of foods and beverages					
Perform microbiological tests relevant to the food and beverage industry					
Perform sensory analysis of foods and beverages					
Identify the principles of hazard analysis and critical control points in a food and beverage production environment					
Identify microbiological food hazards					
Identify chemical food hazards					
Develop food safety programs and procedures					
Implement food safety programs and procedures					
Monitor food safety programs and procedures					
Develop quality management practices					
Determine resource requirements					
Apply raw materials, ingredient and process knowledge to production problems					
Apply basic principles of food engineering					
Determine and improve process capability					
Describe and analyse data using mathematical principles					
Monitor Processes, Materials, or Surroundings					
Evaluating Information to Determine Compliance with Standards					

Career Tools - AIFST

Skills / Competencies	Like using and am good at	Like using but need to develop	Dislike using but am good at	Dislike using and have little or no skill	Not relevant to me
<i>Technical Skills continued...</i>					
Documenting/Recording Information					
Operate inter-related processes during production of a range of food products					
Operate inter-related processes in a packaging system for a range of food products					
Monitor and evaluate inter-related processes during production of a range of food products					
Monitor and evaluate inter-related processes in a packaging system for a range of food products					
Monitor product variation in the food processing environment					
Apply principles of food spoilage and control in a food processing environment					
Apply principles of food preservation in a food processing environment					
Apply principles of food preservation for development and implementation of packaging systems in a food processing environment					
Perform basic statistical quality control					
Apply statistics to processes in manufacturing					
Analyse and map a value chain					
Manage utilities and energy for a production process					
Undertake value analysis of product costs in terms of customer requirements					

Career Tools - AIFST

Skills / Competencies	Like using and am good at	Like using but need to develop	Dislike using but am good at	Dislike using and have little or no skill	Not relevant to me
------------------------------	----------------------------------	---------------------------------------	-------------------------------------	--	---------------------------

Technical Skills continued...

Plan and manage food product research and development					
Facilitate the development of new products					
Manage and evaluate new product trials					
Introduce competitive manufacturing to a small or medium enterprise					
Apply cost factors to work practices					
Develop a documentation control strategy for a manufacturing enterprise					
Develop a proactive maintenance strategy					
Adapt a proactive maintenance strategy to the process manufacturing sector					
Adapt a proactive maintenance strategy for a seasonal or cyclical					
Apply water and waste management principles to the food industry					
Implement and monitor environmentally sustainable work practices					
Manage quality customer service					
Manage relationships with non-customer external organisations					
Manage supplier agreements and contracts					
Evaluate marketing opportunities in the local market					
Evaluate international marketing opportunities					
Manage international marketing operations					
Manage export logistics					

Career Tools - AIFST

Skills / Competencies	Like using and am good at	Like using but need to develop	Dislike using but am good at	Dislike using and have little or no skill	Not relevant to me
<i>Technical Skills continued ..</i>					
Design and maintain programs to support legal compliance					
Apply food laws and regulations					
Initiate a compliance audit in the food industry					
Conduct a compliance audit in the food industry					
Design and manage a product recall					
Manage risk in the context of the food industry					
Prepare for accreditation and certification					
Lead change in a food manufacturing environment					
Facilitate holistic culture improvement in a manufacturing enterprise					
Select computer software applications to perform work operations					
Work with technology safely and according to workplace standards					
Ensure readiness and operational efficiency of workplace technology					
Controlling Machines and Processes					
Inspecting Equipment, Structures, or Material					
Operating Vehicles, Mechanized Devices, or Equipment					
Repairing and Maintaining Mechanical Equipment					
Handling and Moving Objects					

Career Tools - AIFST

Skills / Competencies	Like using and am good at	Like using but need to develop	Dislike using but am good at	Dislike using and have little or no skill	Not relevant to me
<i>Technical Skills continued ..</i>					
Performing General Physical Activities					
Monitoring and Controlling Resources					
Estimating the Quantifiable Characteristics of Products, Events, or Information -					
Management of Material Resources					
Management of Financial Resources					
Transportation and logistics					
Telecommunications/media and communication					
Sales and marketing					
Equipment Maintenance					
Installation					
Repairing					
Operation and Control					
Operation Monitoring					
Operations Analysis					
Equipment Selection					
Troubleshooting					
Systems Analysis					
Technology Design					
Systems Evaluation					
Programming					
Drafting, Laying Out, and Specifying Technical Devices, Parts, and Equipment					

When you complete this exercise, enter your results in the "Self Assessment Summary Sheet"

Review your current work situation

1. What do you enjoy about your current or most recent position?	
2. What do/ did you dislike about your current/ most recent role?	
3. What skills and competencies is this role assisting you to develop?	
4. What skills and competencies would you like to develop that you are unable to in this job?	
5. What changes would make this job better for you?	
6. What do you need to do to excel at this job?	
7. In what ways are you collaborating with others?	
8. How effectively do you use delegation to help you achieve your goals?	
9. How appropriate is your workload and the type of activities you are engaged in for your role/level?	
10. What barriers exist which inhibit your career progression? (These may be organisational or personal barriers)	
11. What support would assist you to effectively do your job?	

Assessing Your Career Resilience

Answer the following questions by

	Strongly Agree	Agree	Unsure	Disagree	Strongly Disagree
I have recently assessed my preferred skills, values and what I want in my career					
I am able to articulate the contributions i make in my current position or could make to future employers					
I have a clear sense of purpose in my career direction					
I actively develop my professional/ technical expertise on an ongoing basis					
I actively develop my generic/ transferable skills on an ongoing basis					
I have identified a number of career options which I could pursue					
I am clear about how my skills contribute to the results I achieve					
I have a flexible career plan based on my skills and not on one career path					
I have written down my career goals and know what I need to do to achieve them					
I regularly measure my progress towards achieving my career goals					
I am aware of the key challenges I am likely to face in managing my career in the near future and have a plan to deal with these challenges					
I am satisfied with the balance I have achieved between my work and other aspects of my life					
I know how to deal with my concerns about job security					
I believe that my employer should provide career opportunities but I take active responsibility for managing my own career					
I have well developed business relationships and networks which assist me in managing my career					
I know where to seek support, when I need it, to deal with career related issues					

Look at your pattern of ratings above. The more items you have rated as Agree or Strongly Agree, the higher your career resilience.

Any items you have rated as Strongly Disagree, Disagree or Unsure are potential hazards that may impact on your career resiliency and capacity to actively manage your career. These are areas you may wish to discuss with a career consultant.

List areas you need to work on to build your career resilience:

Career SWOT Analysis

This is a self and peer assessment exercise designed to give you an overview of your strengths, weaknesses, opportunities and threats in relation to your career choices.

Gathering feedback from a range of sources will give you a broader, perhaps more realistic perspective of your skills than self assessment alone. So we encourage you to complete this assessment yourself and to ask two other people to fill it in on you. Choose people who you are comfortable with and who know you well.

<p>Strengths</p> <ul style="list-style-type: none">• <i>Gifts, Skills</i>• <i>Areas of career that you feel are going well</i>	<p>Weaknesses</p> <ul style="list-style-type: none">• <i>Areas of growth</i>• <i>Things you avoid</i>
<p>Opportunities</p> <ul style="list-style-type: none">• <i>New areas of research or career direction</i>• <i>Challenges you wish to pursue</i>• <i>People you wish to collaborate with</i>	<p>Threats</p> <ul style="list-style-type: none">• <i>Barriers you face in balancing career and other areas of life</i>• <i>Self related factors: eg. time, motivation</i>• <i>Organisational factors</i>

Conduct a Career SWOT Analysis

This is a self and peer assessment exercise designed to give you an overview of your strengths, weaknesses, opportunities and threats in relation to your career choices.

There are 3 copies of this exercise included in this workbook. Please complete one yourself and, if you choose to, ask two other people to fill it in on you. Choose people who you are comfortable with and who know you well. Getting feedback from others can help you gain a realistic picture of your skills.

Strengths <ul style="list-style-type: none">▪ <i>Gifts, Skills</i>▪ <i>Areas of career that you feel are going well</i>	Weaknesses <ul style="list-style-type: none">▪ <i>Areas of growth</i>▪ <i>Things you avoid</i>
Opportunities <ul style="list-style-type: none">▪ <i>New areas of research or career direction</i>▪ <i>Challenges you wish to pursue</i>▪ <i>People you wish to collaborate with</i>	Threats <ul style="list-style-type: none">▪ <i>Barriers you face in balancing career and other areas of life</i>▪ <i>Self related factors: eg. time, motivation</i>▪ <i>Organisational factors</i>

Peer - Career SWOT Analysis

Please complete this table reflecting on your colleague's career to date. Please be honest, your feedback will give insight into potential opportunities for your colleague.

<p>Strengths</p> <ul style="list-style-type: none">▪ <i>Gifts, Skills</i>▪ <i>Areas of career that you feel are going well</i>	<p>Weaknesses</p> <ul style="list-style-type: none">▪ <i>Areas of growth</i>▪ <i>Things you avoid</i>
<p>Opportunities</p> <ul style="list-style-type: none">▪ <i>New areas of research or career direction</i>▪ <i>Challenges you wish to pursue</i>▪ <i>People you wish to collaborate with</i>	<p>Threats</p> <ul style="list-style-type: none">▪ <i>Barriers you face in balancing career and other areas of life</i>▪ <i>Self related factors: eg. time, motivation</i>▪ <i>Organisational factors</i>

Peer - Career SWOT Analysis

Please complete this table reflecting on your colleague's career to date. Please be honest, your feedback will give insight into potential opportunities for your colleague.

Strengths <ul style="list-style-type: none">▪ <i>Gifts, Skills</i>▪ <i>Areas of career that you feel are going well</i>	Weaknesses <ul style="list-style-type: none">▪ <i>Areas of growth</i>▪ <i>Things you avoid</i>
Opportunities <ul style="list-style-type: none">▪ <i>New areas of research or career direction</i>▪ <i>Challenges you wish to pursue</i>▪ <i>People you wish to collaborate with</i>	Threats <ul style="list-style-type: none">▪ <i>Barriers you face in balancing career and other areas of life</i>▪ <i>Self related factors: eg. time, motivation</i>▪ <i>Organisational factors</i>

Self Assessment Summary Sheet

<p>My core values are:</p> <p>List your top 5 values from the “What do you value” exercise. Write a sentence about each value that describes what this value means to you and why it is important.</p>	<p><i>eg. Excellence. Excellence means always completing my work to the highest standard. It is important to me because I like to be recognised as a high achiever.</i></p>
<p>My personality strengths are:</p> <p>Refer to the Personality strengths exercise and list your top 5 strengths.</p>	<p><i>eg. logical, humorous, clear thinking, patient, supportive</i></p>
<p>My preferred work environment would involve activities such as:</p> <p>Refer to the preferred work environments exercise and list your top 3 preferences. List some of the work activities which fit with your preferred work environments.</p>	<p><i>eg. enterprising, conventional, investigative, work in leadership, business management, politics</i></p>

<p>My transferable skills are:</p> <p>List your top 5 specialist skills and top 5 generic skills. Refer to the Skills Assessment Checklist.</p>	<p><i>eg. strategic planning, financial management, budgeting, innovation, analytical skills, written communication</i></p>
--	---

<p>The skills I would like to develop are:</p> <p>List the specialist and generic skills you would like to develop. Refer to the Self Assessment Checklist. Column 2 and 4 may indicate potential development needs.</p>	<p><i>eg. verbal communication, networking skills</i></p>
---	---

<p>The opportunities I would like to pursue are:</p> <p>Write some of the jobs you are considering or (career options you would like to follow up)</p>	<p><i>eg. Political work, policy writing</i></p>
---	--

<p>The barriers to me achieving my goals are:</p> <p>List the obstacles or barriers you think may stop you from achieving your career goals</p>	<p><i>eg. limited experience, family commitments, verbal communication skills</i></p>
--	---

You should now be ready to move to Stage 2 Develop & Investigate Options.