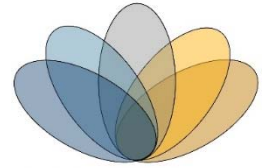


# Assessment: Aspects of Career Development

What allows some people to effectively manage their careers while others do so less successfully? Often, it is applying several key behaviors. As you read the following list, how effectively do you think you apply each career-development behavior, using the following scale:



Staff Career Development

**Not True (1)**

**Somewhat True (2)**

**Very True (3)**

<b>Self:</b> Understanding your strengths, work style, interests, values & preferences in relation to work.	Score
1. I know my interests and how they relate to my career.	
2. I know the strengths I bring to my work.	
3. I understand my areas for professional growth.	
4. I know what my values are in relation to work.	
5. I know my preferred work style.	
<b>SELF Total</b>	

<b>Goals:</b> Combining your understanding of Self & Environment to develop short-term & longer-term goals for your career. Goals give energy & direction to your actions.	Score
1. I have a long-range vision for my career.	
2. I am able to set goals consistent with performance feedback.	
3. I take my department's goals into account when setting my career goals.	
4. I can balance my career goals and personal priorities.	
5. I regularly re-assess my career goals and action steps.	
<b>GOALS Total</b>	

<b>Environment:</b> Active awareness of trends, developments, opportunity areas, growing fields.	Score
1. I know how to research careers that are relevant to me.	
2. I know how to learn about jobs at U.C. Berkeley.	
3. I know how to identify work environments that are satisfying to me.	
4. I am able to identify my department's mission, values and goals.	
5. I understand what is changing in my field and organization, and how it impacts my career.	
<b>ENVIRONMENT Total</b>	

<b>Skills:</b> Continuing attention to developing the knowledge, "how-to" skills, & habits that prepare & qualify you for the opportunities you want.	Score
1. I can identify skills to develop, aligned with my career direction.	
2. I actively seek or create development experiences on and off the job.	
3. I understand the positive impact of my skill development on the organization's future.	
4. I stay up to date on the skills that are relevant to my field.	
5. I have participated in training activities within the last year to develop my skills.	
<b>SKILLS Total</b>	

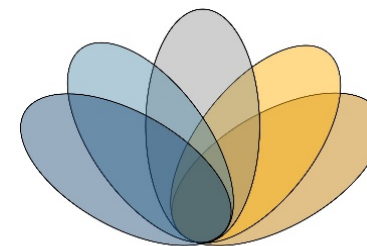
<b>Story:</b> Helping others see the value you can bring through all kinds of communication including your resume, professional social media, & verbal presence.	<i>Score</i>
1. I regularly update my resume.	
2. If called upon for examples of how my skills have contributed to positive results, I'm ready.	
3. I can communicate my strengths and skills confidently in an interview.	
4. I am prepared to introduce myself comfortably in a professional setting.	
5. I feel good about my choices in how I use social media to represent myself professionally.	
<b>STORY Total</b>	

<b>Your Career Journey:</b> At the center is your proactivity, perseverance, resilience, active engagement, & the network you build & maintain.	<i>Score</i>
1. I am in regular contact with colleagues and others for professional and career development.	
2. I handle organizational and workplace changes effectively.	
3. Being aware of my strengths and accomplishments helps me stay optimistic despite up's and down's in my work life.	
4. I can usually find something engaging in my work, even when things are challenging.	
5. I am confident in pursuing career goals during times of uncertainty.	
<b>YOUR CAREER JOURNEY Total</b>	

### Scoring

1. Add your scores within each of the 6 career-development aspects so that you have a total (between 5 and 15) for each. Record your total scores on the TOTAL line at the bottom of each aspect.
2. Transfer your totals for each of the 6 aspects here:
  - \_\_\_\_ **SELF**
  - \_\_\_\_ **ENVIRONMENT**
  - \_\_\_\_ **GOALS**
  - \_\_\_\_ **SKILLS**
  - \_\_\_\_ **STORY**
  - \_\_\_\_ **YOUR CAREER JOURNEY**
3. The aspect in which you have the LOWEST score may be the best area for you to begin your career development process. You can then investigate resources in any or all of the other aspects.

It isn't necessary to be expert in all of these areas. Instead, focus on leveraging the behaviors you are good at, while continuing to develop your abilities in the other aspects.



Staff Career Development