

ARE YOU CAREER FIT?

Career Fitness = taking steps toward a healthy career throughout your worklife.

This checklist is designed to help you determine your career fitness level. Your answers to the following questions may provide some important clues about your personal career fitness level.

	AGREE	Need To DEVELOP
1. I know my strengths and what gives me satisfaction.		
2. I have identified whether I want to work with people, data, ideas, and/or things.		
3. I understand my personal management style.		
4. For each of my job-related experiences, I can list:		
a. Five work activities I did.		
b. Five skills I used.		
c. Five things I learned.		
d. Several contributions I made or things I accomplished.		
5. I know my weaknesses and/or blind spots and have developed methods of compensation.		
6. I can identify five things I need in a career for it to be satisfying.		
7. I have identified some of my most important work-related values (prestige, security, variety).		
8. I have discovered what kinds of rewards are important to me in a job (social, monetary).		
9. I can describe the characteristics of the work environment in which I would feel happiest and most productive.		
10. I have developed a list of career possibilities to explore and research for future career options.		
11. I read current career literature for trends in my field.		
12. I have attended an event (career and/or professional) in the past year to learn more about my current field or fields I might explore.		
13. I pursue a variety of educational opportunities to upgrade my skills and keep pace with my field.		
14. I have identified additional skills I'd like to develop and where I can receive that training.		
15. I have joined and become active in at least one professional association to enhance my job awareness and personal career management skills.		
16. I maintain a written career development plan that addresses my short-and long-term needs and goals.		
17. I can distinguish my more immediate job objectives from my long-range career goals.		
18. I have identified ways that my academic coursework and experience support my career objective.		

19. I can clearly and confidently <u>state</u> my career goals.		
20. I have written a resume which:		
a. Includes a job objective.		
b. Shows how my skills and experience match my objective.		
c. Speaks in terms of accomplishments and uses action verbs.		
d. List a Summary of Qualifications.		
e. Is one, or at most, two pages.		
f. Has been proofread for spelling/grammatical errors.		
g. Has been printed and professionally duplicated.		
21. I have considered ways to develop job leads and explore other job opportunities.		
22. I have developed a list of professional references.		
23. I have practiced my interviewing techniques and am prepared to answer the most commonly asked interview questions.		
24. I have interview attire ready for an interview.		
25. I look ahead to assess organizational and industry trends.		
26. I actively seek feedback and mentoring from others.		
27. I maintain a network of professional contacts for learning and sharing ideas.		
28. I anticipate change in my work environment and can adapt quickly to change in my organization.		
29. I know the signs of job stress and burnout and coping strategies that work for me.		
30. I can identify at least one decision making method that works for me.		
Total:		

Agree with 23 - 30 statements: Your career fitness shows!! You've been working your career fitness. Keep up the good work.

Agree with 22 - 14 statements: You're on the right track, but you may want to consider taking career workshop to increase your career fitness level.

Agree with 5 - 13 statements: You might want to consider talking with a career counselor.

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