

# CAREER VITALITY SELF-TEST

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The Career Vitality Self-Test provides feedback on how effectively you are managing your career. It's an opportunity to reflect on where you feel satisfied with your worklife, where things aren't working and where you may want to make improvements. Your results may help you see if career consulting and coaching can help you create greater career satisfaction and effectiveness at work.

## **Work Satisfaction and Fit**

- I feel good about going to work
- I work in a field that is interesting to me.
- I am using my best skills and full potential to make a difference at work.
- My organization's mission, culture and environment are a good fit with my values and personal style.
- I am clear about the factors that contribute to my career satisfaction and use them to make wise career decisions.

## **Career Planning and Employability**

- I have a vision for how I want my career to evolve and a plan to support it.
- I value learning and pursue the training and education I need to stay competitive in my field.
- I belong to a professional or trade organization that connects me to people and new developments in my field.
- I have a community of contacts in my field and stay in touch on a regular basis.
- I know the types of positions I am qualified for and maintain a target list of organizations where I would like to work.

## **Effectiveness at Work**

- I can work with people and systems within the organization to influence change and get things done.
- I communicate effectively with people at all levels – management, peers and my direct reports.
- I consistently meet or exceed my performance objectives without compromising my needs or those of others.
- I am open to change and can demonstrate flexibility and ability to learn during organizational transitions.

- I stay aware of my organization's strategy and business plans and look for opportunities that ignite my interest.

### **Work and Life Balance**

- My work is challenging, but not overly stressful.
- I have identified my priorities at work and outside of work and have a plan for addressing them.
- I make time for the rest of my life – for friends, family, health, community, personal growth, creativity, and fun.
- I regularly check-in with significant others and take action to keep relationships healthy.
- I take time for self-renewal and reflection.

### **Career Self-Marketing**

- I feel comfortable describing my contributions and accomplishments in meetings, performance reviews, and interviews.
- My accomplishments are visible to others in my organization and I receive the recognition I deserve.
- I have an up-to-date resume that expresses my strengths and accomplishments.
- My correspondence and other communications create a positive impression with customers, suppliers and potential employers.
- I am considered for new opportunities and projects that interest me.

### **Job Search Skills**

- I have a job search plan and organized systems for contacting and following up with target employers and leads.
- I employ multiple strategies in my search including networking, professional/trade association meetings, conferences, job fairs and selected Internet sites.
- I know how to use my network of contacts to generate leads for my job search.
- I use "information meetings" to gather career intelligence and fast-forward my search.
- I have developed a clear 30-second introduction that highlights my strengths and what I have to offer.