

Are you ready for a career shift?



**A Career Management Questionnaire
to help you work with a career professional to
prioritize and build confidence in the important
abilities needed when responding to or
preparing for career opportunities that add
value.**

Developed by Robert Frederick

EMPLOYEE DEVELOPMENT ASSOCIATES

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Career Management Questionnaire

Ability: 1 = (Poor) 2 = (Weak) 3 = (Fair) 4 = (Good) 5 = (Strong)
 Importance: 1 = (Not Important) 2 = (Somewhat) 3 = (Important) 4 = (Very) 5 = (Most)

Refer to the rating scales above when circling your answers below

<u>I have the ABILITY to:</u>	<u>Current ABILITY</u>	<u>HOW IMPORTANT is having this ability NOW?</u>
Identify and believe in my unique strengths, skills, values, interests, and accomplishments.	1 2 3 4 5	1 2 3 4 5
Communicate and exhibit my natural talents to others on a regular basis.	1 2 3 4 5	1 2 3 4 5
Identify a career path that matches my strengths, skills, values, and interests.	1 2 3 4 5	1 2 3 4 5
Understand the qualifications needed to be considered a top candidate for employment.	1 2 3 4 5	1 2 3 4 5
Communicate my talents, interests, and value through targeted resumes, personalized letters and online publicity.	1 2 3 4 5	1 2 3 4 5
Use social media to learn from and connect with people who have similar and complimentary interests, skills, and needs.	1 2 3 4 5	1 2 3 4 5
Identify and apply to experiences that will allow me to explore and develop skills related to my career path.	1 2 3 4 5	1 2 3 4 5
Locate employment listings using the Internet, community resources, and through networking leads.	1 2 3 4 5	1 2 3 4 5
Interview for important opportunities I wish to obtain.	1 2 3 4 5	1 2 3 4 5
Conduct Internet research and informational interviews to discover organizations & associations within my field of interest.	1 2 3 4 5	1 2 3 4 5
Locate and apply for funding that will assist me in paying for further education, career training or a business launch.	1 2 3 4 5	1 2 3 4 5
Understand why, how, where, and when to transfer to another college, department, company, or career path.	1 2 3 4 5	1 2 3 4 5
Generate recommendation from professionals who will speak confidently and positively on my performance and potential.	1 2 3 4 5	1 2 3 4 5
Overcome barriers that block or slow down my progress.	1 2 3 4 5	1 2 3 4 5

Total ABILITY column and review the next page for feedback TOTAL _____

Employee Development Associates focuses on connecting people to purposeful work.

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SCORING FEEDBACK

A Score from 14 – 28

Your score shows that you currently lack the primary skills required to manage your own career path. This does not mean you're unable to achieve these abilities or develop the confidence needed to pursue your goals. What it does mean is that you must start working with career professionals to begin the process of identifying your strengths, broadening your understanding of the workforce, learning to research information, and practice your communication skills in order to promote your true talents. *Employee Development Associates offers resources to help you connect with yourself and the world.*

A Score from 29 – 42

Your score indicates that you have skills in some areas, but overall, you know you need further development in most categories. What are you waiting for? Employers and colleges are seeking people who are confident in their abilities and the goals they set. It's time to prioritize what's important to you and develop the skills and knowledge you need to attract the opportunities you imagine. Developing goals and related skills take time, so don't wait thinking you'll have more time later – you won't - so begin the process now. *Employee Development Associates will help you understand and find the training or experiences needed to get you to the next level.*

A Score from 43 – 56

Your score exhibits some confidence and understanding of the primary principles related to effectively managing your career. Like most people, you may not have a strong knowledge of each of the principles, and therefore may find yourself lacking in an area that may keep you from achieving your goals. It's time to strengthen areas that may be holding you back from opportunities which you just haven't learned to uncover or attract. *Employee Development Associates supports your personal and professional development by identifying self-imposed barriers and fears that get in the way of success.*

A Score from 57 – 70

You're amongst the few who have taken the time and responsibility to evaluate yourself, investigate your world, and communicate your thoughts with others who are actively engaged in pursuing their goals. If you're at this level of confidence and understanding, challenge yourself to get better by fine tuning your skills, behaviors, knowledge and experience. Since our world is undergoing continuous quality improvement and "doing different with new tools", you should never feel you know it all – there's always room for growth. Think of a skill that you know can be learned or improved and write down resources and action steps that will help you move forward. *Employee Development Associates has a broad professional network and knowledge of training options to support your next opportunity.*

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Recognizing & Unleashing the Talents Within Individuals and Organizations
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