Development Planning Self-Assessment

Congratulations on taking a positive step toward the ownership of your career development planning for success. This self-assessment will provide a defined structure and process to aid in your journey to achieving a more fulfilled and purpose driven career. Challenge yourself to be open and honest about your developmental needs and prioritize those areas requiring immediate attention.

Participant Instructions

- Allow 20 minutes for completion
- Download and/or print assessment
- Answer all questions to ensure adequate assessment outcomes
- Score according to instructions provided below
- Review the recommended next steps

This tool will help you to understand what allows some people to effectively manage their careers while others do so less successfully. Most often, it is the mastery of several key competencies.

Please assess your own level of competency in each area of the career development model using the following scale:  

- **Never** = 1  
- **Sometimes** = 2  
- **Always** = 3

### Self-Assessment Competencies

- __________ I know and value my personal strengths and abilities.
- __________ I know how I am perceived by others.
- __________ I can realistically assess my career in relation to performance feedback.
- __________ I know and appreciate my career values.
- __________ I know and value my personality type and work style.
- __________ I know and can articulate my career interests as they change.

**Total Self-Assessment Competency Score**
Career Awareness Competencies

I know what makes work environments personally satisfying and productive to me and am able to create these environments.

I understand the culture of my workplace.

I am able to identify desired organizational values and goals.

I understand industry changes and their impact on my career effectiveness.

I have a sense of future options and opportunities for my career.

I am effective at building relationships and support systems for my career growth.

Total Career Awareness Competency Score

Goal Setting Competencies

I am able to set goals consistent with performance feedback I have received.

I know how to create a vision of the ideal job and ideal job environment for myself.

I know how to align my individual career development goals with the institution’s goals.

I believe I am the one in control of making key career decisions for myself.

I am able to balance priorities and understand why this is important.

I accept that the future is constantly changing and requires regular re-assessment of my career goals, and I take actions to adjust my goals accordingly.

Total Goal Setting Competency Score

Skill Development Competencies

I am able to identify areas of needed skill development through self-assessment and career development conversations with others.

I have the ability to attract and create development experiences on and off the job.

I understand the positive impact of my skill development on the institution’s future.

I am able to use my membership in professional associations to identify trends, skills and resources for my career growth.

I seek opportunities to learn new skills on a regular basis.

I stay up to date and engaged in my career field.

Total Skill Development Competency Score
**Career Management Competencies**

- I handle organizational and industry changes effectively and resiliently.
- I take actions to balance my professional, personal and social life.
- I know how to effectively manage up through seeking information about my supervisor’s goals, problems and pressures on an ongoing basis.
- I persist in career development efforts even in the face of setbacks.
- I optimistically view new opportunities as possible and attainable.
- I am willing to take personal responsibility for my own career development.

**Total Career Management Competency Score**

**Scoring Your Career Development Model Competencies Assessment**

1. Total the scores in each competency area so that you have a number (ranging between 6 and 18) for each area. Write that number on the total line at the bottom of each area.

2. Transfer your scores here:

   - Total Self-Assessment Competency Score
   - Total Career Awareness Competency Score
   - Total Goal Setting Competency Score
   - Total Skill Development Competency Score
   - Total Career Management Competency Score

3. The competency area in which you have the **lowest** score may be the best area for you to begin your career development process. You can then pursue any or all of the other competency areas.

4. It is not necessary to be highly proficient in all of the areas. Rather, focus on leveraging the competencies you are good at while continuing to work on developing your abilities in the other competencies.

5. Upon completion of this self-assessment, you are encouraged to establish and participate in a career development coaching session with your manager. In this session, you should provide career development insights with your manager and mutually agree on developmental needs.