

# EMPLOYABILITY SKILLS AND KNOWLEDGE

## MODULE 9



### CAREER ASSESSMENT QUESTIONNAIRE

**INSTRUCTIONS:** Please read the statements of each numbered item and place a check mark in front of the statement with which you most agree regarding your career. Please check only one statement per numbered item.

**1. Plan my first career.**

- Acquire workplace maturity and life skills.
- Increase my knowledge of ideas and concepts as they relate to my interests talents.
- Become a member of a group or community.
- Promote my career by learning to market my value.
- Analyze my career situation for the purpose of improvement or enhancement.

**2. Establish priorities between family and work.**

- Identify and assemble critical resources that will allow me to be successful with work.
- Discover unusual and non-traditional ways to gain new wisdom.
- Be known at work for my accomplishments and achievements.
- Identify opportunities to contribute to people and society.
- Re-define my entire life/career for greater contentment.

**3. Establish a strong personal or professional identity.**

- Develop more vocational skills.
- Define new areas of expertise discovered through life experiences.
- Prefer security and safety over promotion and change.
- Compete and show off my capabilities.
- Redefine or change my career.

**4. Make the correct decisions with regard to work and family.**

- Recognize greater fulfillment within my work performance.
- Expand my career through alternative methods or paths.
- Be recognized as an expert authority in my field.
- Measure my personal impact in the world.
- Move on to something totally new in my life and work.

**5. Establish personal independence.**

- Gain more occupational or vocational abilities.
- Master skills in order to acquire greater proficiency in them.
- Increase my professional network.
- Find approval and support of others at work.
- Look for a new position or re-invent my present one.

**6. Clarify my work/life priorities.**

- Prove successes through performance.
- Be fully utilized in my present profession, finding purpose in what I do.
- Achieve expert status and authority.
- Make a personal contribution to the world around me.
- Re-invent myself in a totally new career.

**7. Define exactly what I want in life.**

- Place more emphasis on school than work at present.
- Identify opportunities for internship or mentoring.
- Identify a role in work that serves my needs
- Be recognized and promoted for my value to my employer.
- Be creative in changing and improving people and things.

**8. Balance/integrate life and work choices.**

- Orchestrate people and resources to produce successful outcomes.
- Move beyond my present situations to engage in activities that offer a greater sense of personal purpose.
- Feel a sense of importance at the workplace.
- Leave situations better than how I came to them.
- Create a new and more ideal life.

**9. Improve my self-esteem.**

- Obtain more skills to get a better job.
- Learn new ideas and concepts.
- Be clear as to my role or function at work.
- Measure or benchmark my progress; progress my career to the next level.
- Be discriminating and discerning about my present career.

**10. Adapt to new changes in my personal life (i.e., marriage, children, new job, etc.).**

- Ask for the resources and support that will facilitate greater success.
- Try something new that allows me to move to the next level.
- Measure my achievements by symbols most meaningful to me (e.g., status or possessions).
- Be admired for my contribution to my community.
- Completely transform my entire life.

**11. Be able to answer the question “Who am I?”**

- Add to my vocational skill set.
- Expand my life experiences.
- Establish a brand new role within the workplace.
- Possess marketable skills that could facilitate/ensure career promotion.
- Take risks and make changes that will improve my career.

**12. Integrate the values of my life into a new professional identity.**

- Be systematic within work.
- Redirect my life by developing new concepts and expanding career potential.
- Be financially and publicly rewarded for my work.
- Have a measurable contribution in the world.
- Transform my entire life in ways that will result in total personal and professional reinvention.