
Onward Education & Training

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Career Assessment Inventory



Included in this packet are a career assessment, examples of resumes, resume checklist, resume action wordlist, commonly asked interview questions, job interview prep worksheet, phone call organizer, weekly goal worksheet and a job search log.

Career Assessment for:

Date:

Instructions for Completing Your Career Assessment

Careful and thorough completion of your Career Assessment lays in the groundwork for success in continuing your career or making a transition to another.

- **Effective performance in interviews.** Some people in search have formal interviews with a dozen or more organizations before receiving an offer. Others receive an offer on their first interview. Because there can be many reasons for rapid success in interviews – including good luck – preparation is a critical factor. The time to recall, organize and practice discussion information on your background is now, not when you are sitting in your first hard-won interview.
- **Developing a high impact resume.** Outstanding resumes are a brief distillation of a great deal of information, written to support a particular professional objective and speak to a particular target market. Because they are generally limited to two pages, what to include and what to leave out are important questions. You want to include all of the most compelling facts about yourself.
- **Finding the best job and career options.** Some people want to find new work much like their past work. Others want very different or new kind of work. Before making a final choice, you need to be aware of the range of options.

The first step in attaining all of these benefits is gathering information. You are the only person who has the necessary information. At this moment, you may not remember it all, simply because you do not normally have reason to think about it. However, complete and well-organized information is essential to success in your search project.

Recalling, thinking through and recording this information takes time and effort. This packet will help you organize that effort and make it more effective.

Before you begin . . .

please take a minute to consider two questions basic to your search project.

1. How quickly do you need to find new employment?

Given your current financial situation (including any severance benefits and unemployment benefits) and your current spending plans, how many months could you be unemployed:

And still be financially comfortable? _____ # months

Before you "felt the pinch"? _____ # months

Before your financial situation became a serious problem? _____ # months

2. Would you relocate for new employment?

Yes, I want to relocate to _____

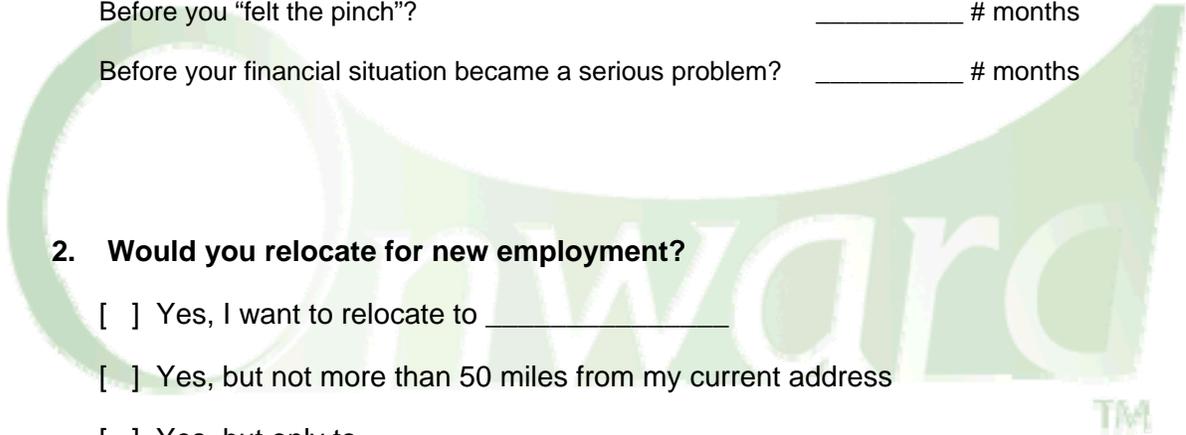
Yes, but not more than 50 miles from my current address

Yes, but only to _____

No, I prefer not to relocate, but I would consider relocation if necessary to obtain the right position

No, I will not relocate under any circumstances

It depends _____



Ten Accomplishments

This is a classic career development exercise. Numerous variations of it have been used successfully by thousands of career experts with millions of clients over the past 50 years.

An analysis of selected accomplishments is a useful tool in clarifying skills, interests and values. Past achievements often indicate talents, abilities and potential and can point the way to future achievements. Completing this exercise, therefore, can contribute to helping you make appropriate career choices.

What do we mean by accomplishments? What we are looking for are the normal achievements within the scope of your normal activities, both in and out of work. These could be called achievements or successes.

For this exercise, we define achievements as *things you did particularly well and are proud of regardless of the opinion of others*. These will also be instances where your motivation was high and where you enjoyed what you were doing.

Using that definition of achievement, what are your 10 achievements that best fit this description? If possible, include some from your early life (even childhood) as well as from your adult life. You may use achievements at work or away from work. You may find it more useful to create a longer list and then narrow it down to 10. Record your achievements on the following page. Do not attempt a detailed description of them. Simply title each and mention the main thing you did and give the overall results.

Examples:

Introduced a new product: As a marketing manager, introduced a new frozen food product line and took it to \$28 million in sales in the first year, more than double management's projection.

Built our dream house: My husband and I designed, built and decorated our dream house. We love it and people admire it.

Rebuilt a company: As a general manager, took profits of a software company from 4% to 32% in two years.

Helped win the championship: Pitched six scoreless innings in Little League statewide championship game. We won.

Reorganized the department: Inherited a department of 16 (downsized from 24). Reorganized work and trained people so we got it all done, usually in a 40-hour week. And they liked me.

Threw a New Year's Eve party for 50 without using a caterer: Six years later, people are still talking about how great it was and comparing other parties to it. (So far, no other party has come close.)

Made money in real estate: Over the past 12 years, made nearly \$100,000 in my real estate “hobby.”

Started new charities: As President of my synagogue, got about 50 new people involved in three new charitable activities.

Your Ten Accomplishments

List your ten selected accomplishments below:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____



Your Professional Objective

What kind of work are you interested in finding at this point? Please describe your ideal job, the type of organization and the type of culture or environment you want to be in. Be as specific as you can, using descriptions of work tasks, type of work, what an organization does. Use job titles if possible.

My Ideal Job would be:

Describe the type of organization:

Describe the culture or work environment you would like to be in:

Assignment 1 : Search the internet for job descriptions that are of interest to you. List them below:

1. _____

2. _____

3. _____

4. _____

5. _____

Assignment 2 : Go to www.salary.com, type in your zip code and the job titles that are of interest to educate yourself on realistic wages/compensation. For each job description listed above, enter the compensation range.

1. Compensation range: \$ _____ to \$ _____

2. Compensation range: \$ _____ to \$ _____

3. Compensation range: \$ _____ to \$ _____

4. Compensation range: \$ _____ to \$ _____

5. Compensation range: \$ _____ to \$ _____

Based on this information, what would be your desired compensation?

Desired compensation: \$ _____

Your Long-Term Objective

Where do you want to go? Where do you want to be in 5, 10 or 15 years? Imagine yourself looking back. What is it that you want to see? Please list as clearly as you can at this point in your life your long-term objectives:

15 years:



10 years:

5 years:

Adverse Factors

What are the adverse factors – or possible barriers – to attaining any of the long-term objectives you just listed? Please be completely honest and list anything that might interfere with your getting what you want.

Please [contact us](#) if you would like to view the entire document.