

# Career Health Check

## *Is your career on track!!!!*

### Work Enjoyment & Self Assessment

- ✓ Do I enjoy my current work?
- ✓ What kind of things would I enjoy doing?
- ✓ What are my interests and my strengths?
- ✓ Do I know how to match my likes to a career choice?
- ✓ Is my work life balance okay?
- ✓ Am I happy with my current salary, hours, support, progression?
- ✓ Is my current work sufficiently challenging?
- ✓ Do I know what options I have available to me?
- ✓ What else can I do with my current skill set?

### Industry & Labour Market

- ✓ Is the industry you work in relatively stable?
- ✓ Is it changing?
- ✓ Do you need to gain more skills to adapt to these changes?
- ✓ Are there outside influences that may affect the way things get done in your industry?
- ✓ Do I know where to find the job I want in my region?
- ✓ Do I know what employers are looking for, apart from generic qualifications?

### Employment Tools

- ✓ I know how to identify advertised vacancies (websites, local newspapers, professional magazines etc)?
- ✓ I know how to tap into the "hidden" (unadvertised) job market?
- ✓ I have an impressive resume which is targeted to an area/job that I am seeking?
- ✓ I know how to address selection criteria?
- ✓ I know how to write a cover letter for a job application?
- ✓ I am confident about performing well in an interview?

### Career Management

- ✓ I am confident at planning and assessing where I am now and seeing where I want to be in the future
- ✓ I am able to plan how to get to my goal
- ✓ I have the necessary skills, knowledge and abilities to complete my career goal?

How much do you know about managing your career?

Take our quick career health check to see if you can answer yes to all of the questions.

The Career Development Centre can support you to manage your career



Career Development Centre