

## CAREER FIT INVENTORY

Not sure what to do with these results? Take the top three areas that you “need to develop” and use the 5 primary topics in this inventory to explore the Career Paths at Pacific site to help fill in gaps in your knowledge, skills and abilities.

	AGREE	NEED TO DEVELOP
1. I know my 3 top strengths.		
2. I understand my personality type		
3. I understand my personal management style.		
4. I have identified whether I want to work with people, data, ideas, and/or things.		
5. For my last 3 job-related experiences, I can list:		
a. 5 work activities I did		
b. 5 skills I used		
c. 5 new competencies I mastered		
d. 5 accomplishments I achieved or contributions I made		
6. I know my weaknesses/blind spots & have developed methods to compensate		
7. I can identify 5 things I need in a career for it to be satisfying		
8. I can identify & rank 5 work-related values and/or rewards that are important to me (security, money, prestige/recognition, social interaction, leadership, variety, challenge etc.)		
9. I can describe the characteristics of the work environment that make me happiest and most productive.		
10. I have developed a list of career possibilities to explore and research for future career options		
11. I read current career literature for trends in my field		
12. I have attended a career or professional event in the past year to learn more about my current field or fields I might explore		
13. I pursue a variety of educational opportunities to upgrade my skills and keep pace in my field.		
14. I have identified additional skills I will need to move forward and where I can receive that training and how I will finance it.		
15. I am active in at least one professional association relevant to my career choice.		
16. I can clearly state my career goals.		
17. I can distinguish my more immediate job objectives from my long-range career goals.		
18. I have identified ways that my academic coursework and experience support my career objectives.		
19. I maintain a written career development plan that addresses my short term and long term needs and goals		
20. My written resume is up to date and		
a. Includes a job objective		
b. Illustrates how my skills and experience match my objective		
c. Speaks in terms of accomplishments and uses action verbs		
d. Lists a summary of qualifications		
e. Is no more than 2 pages		
f. Is proofed and free of grammatical and spelling errors		
g. Is printed and professionally duplicated		

21. I know how to develop job leads and explore other job opportunities		
22. I have developed a list of professional references		
23. I have practiced my interviewing techniques and have reviewed and am prepared to answer the most commonly asked interview questions.		
24. I have interview attire ready for an unexpected and immediate appointment		
25. I look ahead to assess organizational and industry trends		
26. I actively seek feedback and mentoring from others		
27. I maintain a network of professional contacts for learning and sharing ideas.		
28. I anticipate change in my work environment and can adapt quickly to change		
29. I know the signs of job stress & burnout & coping strategies that work for me.		
30. I can identify at least one decision making method that works for me		

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