



Are You Career Fit?

“Career Fitness” means taking steps toward a healthy career throughout your work life. Your answers to the following questions may provide you with some important information about your personal career fitness level.

	YES	NO
1. I know my strengths in the workplace and what gives me career satisfaction.	<input type="checkbox"/>	<input type="checkbox"/>
2. For each of my job-related experiences, I can list several contributions I made or things I accomplished.	<input type="checkbox"/>	<input type="checkbox"/>
3. I know my weaknesses and/or blind spots and have developed methods for improvement.	<input type="checkbox"/>	<input type="checkbox"/>
4. I have identified some of my most important work-related values (e.g. prestige, security, variety).	<input type="checkbox"/>	<input type="checkbox"/>
5. I have discovered what kinds of rewards are important to me in a job (e.g. social, monetary, professional development).	<input type="checkbox"/>	<input type="checkbox"/>
6. I can describe the characteristics of the work environment in which I would feel happiest and most productive.	<input type="checkbox"/>	<input type="checkbox"/>
7. I have benchmarked my skills against market trends.	<input type="checkbox"/>	<input type="checkbox"/>
8. I have developed a list of career possibilities to explore and research for future career options.	<input type="checkbox"/>	<input type="checkbox"/>
9. I read current literature for trends in my field.	<input type="checkbox"/>	<input type="checkbox"/>
10. I stay current with administrative changes in my organization.	<input type="checkbox"/>	<input type="checkbox"/>
11. I have attended an event in the past year to learn more about my current field or fields I might explore.	<input type="checkbox"/>	<input type="checkbox"/>
12. I pursue a variety of opportunities to upgrade my skills and keep pace with my field.	<input type="checkbox"/>	<input type="checkbox"/>
13. I have identified additional skills I would like to develop and where I can receive that training.	<input type="checkbox"/>	<input type="checkbox"/>
14. I have volunteered for a new team or project in the past year.	<input type="checkbox"/>	<input type="checkbox"/>
15. I have joined and become active in a professional association to enhance my job awareness and management skills.	<input type="checkbox"/>	<input type="checkbox"/>
16. I have participated in an interest group, advisory committee or other group at work.	<input type="checkbox"/>	<input type="checkbox"/>
17. I maintain a written Individual Development Plan (IDP) that addresses my short- and mid-term goals.	<input type="checkbox"/>	<input type="checkbox"/>
18. I have identified career action steps to take in the next six to twelve months.	<input type="checkbox"/>	<input type="checkbox"/>
19. I can clearly state my career goals.	<input type="checkbox"/>	<input type="checkbox"/>
20. I have an up-to-date resume.	<input type="checkbox"/>	<input type="checkbox"/>
21. I have considered ways to develop job leads and explore other job opportunities.	<input type="checkbox"/>	<input type="checkbox"/>
22. I have conducted an informational interview in the past year.	<input type="checkbox"/>	<input type="checkbox"/>
23. I have developed a list of professional resources.	<input type="checkbox"/>	<input type="checkbox"/>
24. I have practiced my interviewing techniques and am prepared to answer the most commonly asked interview questions.	<input type="checkbox"/>	<input type="checkbox"/>
25. I know what a behavioral interview is and how to answer behavioral interview questions.	<input type="checkbox"/>	<input type="checkbox"/>
26. I look ahead to assess organizational and industry trends.	<input type="checkbox"/>	<input type="checkbox"/>
27. I actively seek feedback and mentoring from others.	<input type="checkbox"/>	<input type="checkbox"/>
28. I establish new work contacts both within and outside my organization.	<input type="checkbox"/>	<input type="checkbox"/>
29. I anticipate change in my work environment and can adapt quickly to change in my organization.	<input type="checkbox"/>	<input type="checkbox"/>

Count the number of “yes” answers:

22-29 Congratulations! Your career fitness shows! You’ve been working on your career management program. Keep up the good work!

13-21 You are moving in the right direction, but you may need to keep yourself on track. Consider meeting with a Graduate Career Consultant: www.gradcareers.nd.edu/meet-the-team

Less than 13 Begin by exploring some of the items you responded no to in the checklist to get started. You might want to consider meeting with a Graduate Career Consultant: www.gradcareers.nd.edu/meet-the-team

