

Career Audit Questionnaire

(adapted from 'art of Building Windmills' - Peter Hawkins)

Student Notes & Exercise

The following audit is comprised of five inter-related sections:

1. Where am I now?
2. Where do I want to be?
3. How do I get there?
4. Getting there.
5. Review and improvement.

Each section has 10 statements. Carefully read through each statement and score yourself on the following basis:

- 0 = I feel that I'm under-developed in this area and need to do a lot of work.
1 = I'm OK at this but still need to work on it.
2 = I'm good or above average at this.
3 = I'm excellent in this area, and can back up my confidence with clear and current evidence of my achievements.

Instructions

Work through the following five sheets, recording your scores at the foot of the page. After completing the final sheet, add up your totals for all five. Then turn to the final page to find out what your scores indicate about your self-reliance skills. Remember, don't worry about low scores - this isn't a test. The Career Audit is designed to help you assess which areas and skills you intend to develop during your time at University of Liverpool.

1: WHERE AM I NOW?

0 POOR EXCELLENT	1 FAIR	2 GOOD	3
-----------------------------	---------------	---------------	----------

I am aware of my strengths and attributes - e.g. my skills, experience and knowledge and how they can make me valuable in the employment market

0	1	2	3
----------	----------	----------	----------

I have an up-to-date, well organised, concise CV which clearly sells these skills

0	1	2	3
----------	----------	----------	----------

I have comprehensive evidence which provides greater detail of my personal development - e.g. LUSID, a Learning Log or Portfolio

0	1	2	3
----------	----------	----------	----------

I regularly seek feedback from people about my performance

0	1	2	3
----------	----------	----------	----------

I have contacts with people in different specialities and with different skills

0	1	2	3
----------	----------	----------	----------

I am clear about my learning and development needs and have written them down

0	1	2	3
----------	----------	----------	----------

I am clear about my values in life and these are closely matched to my career plans

0	1	2	3
----------	----------	----------	----------

I understand how I learn most effectively and know how to make full use of the learning opportunities available to me

0	1	2	3
----------	----------	----------	----------

I deal with change and uncertainty in a positive, flexible and open-minded manner

0	1	2	3
----------	----------	----------	----------

I feel good about myself and have underlying self-confidence in my capabilities

0	1	2	3
----------	----------	----------	----------

TOTAL (max 30)

2: WHERE DO I WANT TO BE?

0 POOR EXCELLENT	1 FAIR	2 GOOD	3
I have a clear vision of my career and have long-term goals			
0	1	2	3
I have a clear vision and long-term goals for my personal life			
0	1	2	3
I allow myself enough time to plan my future			
0	1	2	3
I talk to people who are working in my targeted specialty			
0	1	2	3
I am targeting a specialty that is growing rather than declining			
0	1	2	3
I know the sort of speciality I want to work in - e.g., patient contact, clinical skills, hospital , community			
0	1	2	3
I have examined how my current set of skills and experience could be applied to different specialities			
0	1	2	3
Key individuals (e.g. my mentor or someone doing a job that I would like to do) are aware of my career aspirations			
0	1	2	3
I have made an informed decision on my future career, based on an assessment of my strengths, values, experiences and opportunities			
0	1	2	3
I continually review the opportunities available to me			
0	1	2	3

TOTAL (max 30)

3: HOW DO I GET THERE?

0 POOR EXCELLENT	1 FAIR	2 GOOD	3
-----------------------------	---------------	---------------	----------

I am skilled at managing myself

0	1	2	3
----------	----------	----------	----------

I continually set myself learning objectives with measurable results and well-defined time scales. These are flexible, and are reviewed regularly

0	1	2	3
----------	----------	----------	----------

When planning things, I break objectives down into practical, manageable steps

0	1	2	3
----------	----------	----------	----------

I have pinpointed the people who can help me achieve my objectives

0	1	2	3
----------	----------	----------	----------

I am fully aware of the range of learning opportunities available to me

0	1	2	3
----------	----------	----------	----------

I maintain and make effective use of up-to-date work force statistics in Specialities that interest me

0	1	2	3
----------	----------	----------	----------

I am able to uncover new learning opportunities or create new ones

0	1	2	3
----------	----------	----------	----------

I have the ability to learn from the successes and mistakes of others

0	1	2	3
----------	----------	----------	----------

I understand and have the capability to deal with hidden tensions and power struggles between people

0	1	2	3
----------	----------	----------	----------

I am aware of the internal and external factors that can help or hinder me -

e.g. my own limitations and decisions that are out of my control

0	1	2	3
----------	----------	----------	----------

TOTAL (max 30)

4.: GETTING THERE

0 POOR EXCELLENT	1 FAIR	2 GOOD	3
-----------------------------	---------------	---------------	----------

I am confident at verbally promoting the benefits I can bring to a situation -
e.g. good communication skills, sense of humour

0	1	2	3
----------	----------	----------	----------

I am able to clearly articulate my strengths through written or visual
communication

0	1	2	3
----------	----------	----------	----------

I have high-level research skills with a proven record of investigating and
creating new opportunities

0	1	2	3
----------	----------	----------	----------

I try to take lots of small risks in order to increase my skills and confidence

0	1	2	3
----------	----------	----------	----------

I have a range of people that I can call on for advice, encouragement,
information and help with problems

0	1	2	3
----------	----------	----------	----------

I have one or more role models, friends and acquaintances from whom I
can learn and who can support me in my learning and development

0	1	2	3
----------	----------	----------	----------

I regularly read newspapers and books to keep me up to date with new
developments within my subject and future career area

0	1	2	3
----------	----------	----------	----------

I manage my time effectively and efficiently, spending as much of it as
possible doing the things I enjoy and am good at

0	1	2	3
----------	----------	----------	----------

I have proven success in applying my skills within new contexts and

situations

0	1	2	3
---	---	---	---

I know what I want to get out of relationships with employers and what they expect in return

0	1	2	3
---	---	---	---

TOTAL (max 30)

5: REVIEW

0 POOR EXCELLENT	1 FAIR	2 GOOD	3
-----------------------------	---------------	---------------	----------

I regularly review my progress against objectives I set myself and am able to adjust my goals in light of changing circumstances

0	1	2	3
---	---	---	---

I regularly take time out to reflect on my learning

0	1	2	3
---	---	---	---

I am aware of when I reach a plateau in my learning and then actively seek new opportunities

0	1	2	3
---	---	---	---

I continually assess the balance between my work and personal life

0	1	2	3
---	---	---	---

I continue to develop my skills and knowledge in order to be employable

0	1	2	3
---	---	---	---

I am able to accept and learn from failure in a positive manner

0	1	2	3
---	---	---	---

I like to experiment with new ways of learning, e.g., group work, selfdirected learning, computers etc.

0	1	2	3
---	---	---	---

I continually seek out feedback on my work and learn from both successes and failures

0	1	2	3
---	---	---	---

I continually develop my support network to provide me with added security, self-confidence, information, guidance and learning

0	1	2	3
---	---	---	---

I am able to maintain a feeling of self-worth even in the face of rejection

0	1	2	3
---	---	---	---

TOTAL (max 30)

GRAND TOTAL 1 + 2 + 3 + 4 + 5 (max 150) =

What NEXT?

The score chart below gives you an overall indication of your current situation, your strengths, weaknesses and what to do next. Don't worry about your score; look at the areas in your audit where you scored lowest and take steps to address them. Keep coming back to this audit as you plan your future.

SCORE, COMMENT AND POSSIBLE ACTION

125 - 150 You are very focused, aware of strengths and opportunities, flexible in a changing world, and a self-starter with all the hallmarks of a true lifelong learning super person!

Keep going - because what you're doing is not a static process. Make sure you have realistically scored yourself - and beware of making general assumptions that can't be backed up with evidence.

100 - 124 You are well on your way to effectively managing your career and learning. Take another look at the low scores within your audit. Ensure that you understand where the gaps are and develop an Action Plan to address the areas for development. Make sure you are using all the resources available to you.

70 -99 You are an average performer. You may tend to be more reactive than proactive. See B above. You probably know what you should do, but don't actually do it. You may also wish to consider: • What are my weaknesses? Do they revolve around time, ability, resources or motivation? • Who can help me?

Below 70 You are not fully managing your learning or your future career, nor are you making the most of the opportunities available. See B and C above. You have the capability but may lack some consistency in your approach. Perhaps you tend to react only in times of trouble - and then find you're ill equipped to deal with the situation. Take time out for reflection, finding a mentor, building your network and researching future opportunities available to you