

## How did it start? - your early career appraisal

Take this opportunity to appraise realistically your career path so far. Complete all the exercises in this section as they will help you to see positive goals. Let's begin with basics – where did you start and what factors affected those early decisions

Education: Subjects and relevant hobbies	Factors influencing your choice	Interest retained	Why?	Interest not retained	Why?

Early influences – look at what first motivated you and whether these motivators still exist

Earlier Career – Company and Function	Motivators	Motivators retained	Motivators Discarded

# Roles

Likes and dislikes – failure and successes:

Take a close look at two or three (or even more it if helps) jobs or tasks and analyse them.

Most UNENJOYABLE roles	Reasons	Which qualities WASN'T I using?	What could I have done better and why didn't I?
Most ENJOYABLE roles	Reasons	Which qualities WAS I using?	

# Your building blocks

My strengths are: ↓	My weaknesses are: ↓	My transferable skills are: ↓	My less transferable skills are: ↓	I LIKE ↓	I DON'T LIKE ↓

Fill in this chart yourself, then be brave and ask somebody whose opinion you value to fill in their version

# Job Changes

Analysing reasons and motivations for moving

JOB	REASONS FOR TAKING

NEW JOB	
DELIVERED	FAILED TO DELIVER

Compare the reasons for taking a new job with the expectations that the job actually delivered

# Motivation

What do I really want from my new career? Try to rank the following in order of importance (don't worry if some overlap):

- Job satisfaction
- Promotion
- Increased financial rewards
- Security
- More responsibility
- Variety
- A significant change from my most recent role
- Creativity
- Autonomy
- Developing professional or technical expertise
- Working with people

# Your career plan

This is where all the exercises come together to allow you to make a career plan. Answer these questions honestly:

1. Which motivating factors are most important to me?
2. Which ideal jobs and organisations would meet those needs?
3. Which **KSAs** (Knowledge, Skills, Attributes) would those roles demand/
4. Which of those **KSAs** do I have, on the basis on an analysis of my career so far?
5. Which of those that I don't have – if any – could I realistically develop through education, training or short term experience?
6. Taking existing **KSAs** and viable development into account, do I have the potential to perform at least one of my ideal roles in an environment that would suit me?
7. If not, how could I 'adapt'? Which of the dimensions to my ideal roles could I do without or accept in a modified form without seriously compromising my motivation? (Then start the plan again at 2.)
8. How can I obtain these roles? How can I market myself effectively through CV, interview skills and general presentation? Which recruitment media and consultants should I use (i.e. which are prominent in my chosen field)? What networking can I do with people who may be able to help?

# Answer sheet

Career plan	Answer
1	
2	
3	
4	
5	
6	
7	

If the answer to 6 is 'NO' then return to 2 and adapt