

Career Management Questionnaire – Task Sheet

Use this simple questionnaire to help you identify if you have a good approach to management your career.

Task

1. Respond to the following questions
2. Read the 'Interpretation' section at the end of the questionnaire to review your results and plan your actions.

Questions	Yes	No
1. Do you have a quality resume that highlights all your achievements?		
2. Is your resume up to date?		
3. Do you make cover letters individual?		
4. Have you identified your job targets?		
5. Have you practised interviews and pre-prepared answers to standard questions?		
6. Are you prepared to follow up every lead?		
7. Do you have a list of contacts who might be able to help you?		
8. Do you keep in touch with your contacts?		
9. Do you use all resources available to you?		
10. Have you identified and contacted the key people in your target companies?		
11. Do you have a system to keep track of all your contacts?		
12. Have you considered joining professional associations or business forums?		

Interpretation: Questions where you have responded with a 'No' answer are areas in need of development. You should consider actions for improvement for each of these, as they are all equally important. You could consider seeking help from a careers advisor to kick-start this process and get support for your career development.

For the questions where you answered 'Yes', you are on track but it is important not to get complacent and you should ask yourself if there is anything else you could be doing. You could perhaps share hints and tips with colleagues, friends or contacts. This will also help strengthen your network of contacts and will be a mutually beneficial arrangements as you will have some advice to pass on them too.