

Career Competency Assessment

Instructions: Respond to each statement by checking the circle under the number that best represents your situation.

Scale: 1 = strongly agree, 2 = agree, 3 = not certain, 4 = disagree, 5 = strongly disagree

	Step #	1	2	3	4	5
1. I know what motivates me to excel at work.	3					
2. I can identify my strongest abilities and skills.	3					
3. I have seven major achievements that clarify a pattern of interests and abilities that are relevant to my job and career	3					
4. I know what I both like and dislike in work.	3					
5. I know what I want to do during the next 10 years.	3					
6. I have a well-defined career objective that focuses my job search on particular organizations and employers.	5					
7. I know what skills I can offer employers in different occupations.	3					
8. I know what skills employers most seek in candidates.	3					
9. I can clearly explain to employers what I do well and enjoy doing.	3					
10. I can specify why employers should hire me.	3					
11. I can gain the support of family and friends for making a job or career change.	1					
12. I can find 10 to 20 hours a week to conduct a part-time job search.	1					
13. I have the financial ability to sustain a three-month job search.	1					
14. I can conduct library and Internet research on different occupations, employers, organizations, and communities.	4					
15. I can write different types of effective resumes and job search/thank you letters.	5					
16. I can produce and distribute resumes and job search/thank you letters.	5					
17. I have a clear pattern of accomplishments that I can explain to employers, citing examples.	3					
18. I can identify and target employers I want to interview.	4					
19. I can develop a job referral network.	6					
20. I can persuade others to join in forming a job search support group.	6					



21.	I know which websites are best for posting my resume and browsing job postings.	4						
22.	I can use the telephone to develop prospects and get referrals and interviews.	6						
23.	I know how much time I should spend conducting an online job search.	4						
24.	I can generate one job interview for every 10 job search contacts I make.	6						
25.	I have a list of at least 10 employer-centered questions I need to ask during interviews.	7						
26.	I can follow up on job interviews.	7						
27.	I can negotiate a salary 10-15% above what an employer initially offers.	9						
28.	I can persuade an employer to renegotiate my salary after six months on the job.	9						
29.	I can create a position for myself in an organization.	7						

TOTAL: _____

Scoring: Your total composite score will be calculated at the bottom of the Career Competency Assessment. If your total is more than 75 points, you need to work on developing your career skills. How you scored each item will indicate to what degree you need to work on improving specific job search skills. If your score is less than 50 points, you are well on your way toward job search success. In either case, the job search steps in this guide will help you focus your job search and strengthen your job search skills.