**Are you Career Fit?**

“Career Fitness” means taking steps toward a healthy career throughout your worklife.

Your answers to the following questions may provide you with some important information about your personal career fitness level.

1. I know my strengths in the workplace and what gives me career satisfaction. □ □
2. For each of my job-related experiences, I can list several contributions I made or things I accomplished. □ □
3. I know my weaknesses and/or blind spots and have developed methods for improvement. □ □
4. I have identified some of my most important work-related values (e.g., prestige, security, variety). □ □
5. I have discovered what kinds of rewards are important to me in a job (e.g., social, monetary, professional development). □ □
6. I can describe the characteristics of the work environment in which I would feel happiest and most productive. □ □
7. I have benchmarked my skills against market trends. □ □
8. I have developed a list of career possibilities to explore and research for future career options. □ □
9. I read current literature for trends in my field. □ □
10. I stay current with administrative changes in my organization. □ □
11. I have attended an event in the past year to learn more about my current field or fields I might explore. □ □
12. I pursue a variety of opportunities to upgrade my skills and keep pace with my field. □ □
13. I have identified additional skills I would like to develop and where I can receive that training. □ □
14. I have volunteered for a new team or project in the past year. □ □
15. I have joined and become active in a professional association to enhance my job awareness and management skills. □ □
16. I have participated in an interest group, advisory committee or other group at work. □ □
17. I maintain a written Individual Development Plan (IDP) that addresses my short- and mid-term goals. □ □
18. I have identified career action steps to take in the next six to twelve months. □ □
19. I can clearly state my career goals. □ □
20. I have an up-to-date resume.  
21. I have considered ways to develop job leads and explore other job opportunities.  
22. I have conducted an informational interview in the past year.  
23. I have developed a list of professional resources.  
24. I have practiced my interviewing techniques and am prepared to answer the most commonly asked interview questions.  
25. I know what a behavioral interview is and how to answer behavioral questions.  
27. I actively seek feedback and mentoring from others.  
28. I establish new work contacts both within and outside of my organization.  
29. I anticipate change in my work environment and can adapt quickly to change in my organization.

Count the number of “yes” answers:

22-29  Congratulations! Your career fitness shows! You’ve been working 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 taking a career management workshop to increase your career fitness level. Explore the UC Davis Career Management Toolkit (http://www.hr.ucdavis.edu/sdps/career-management-toolkit)

Less than 13  Now is a good time to start or update an Individual Development Plan (IDP). Begin by using the exercises in this toolkit to get started. You might want to consider talking with a career counselor. Explore the UC Davis Career Management Toolkit (http://www.hr.ucdavis.edu/sdps/career-management-toolkit)

(Adapted from the former Career Action Center)