

Career Fitness Test

Are You Ready to Take Charge of Your Career?

“Career Fitness” means taking steps toward a healthy career throughout your worklife. Your answers to the following questions may provide you with information on your career fitness level.

	Yes	No
1. I am clear about what I want in my next job.	<input type="checkbox"/>	<input type="checkbox"/>
2. I know my strengths and what gives me career satisfaction.	<input type="checkbox"/>	<input type="checkbox"/>
3. I can articulate my top 3 skills.	<input type="checkbox"/>	<input type="checkbox"/>
4. I have identified additional skills I would like to develop and where I can receive that training.	<input type="checkbox"/>	<input type="checkbox"/>
5. I can articulate several contributions I made or things I accomplished.	<input type="checkbox"/>	<input type="checkbox"/>
6. I know my weaknesses and have developed methods for improvement.	<input type="checkbox"/>	<input type="checkbox"/>
7. I have identified some of my most important work-related values (prestige, security, variety).	<input type="checkbox"/>	<input type="checkbox"/>
8. I have discovered what kinds of rewards are important to me in a job (social, monetary, professional development, flexibility).	<input type="checkbox"/>	<input type="checkbox"/>
9. I can describe the characteristics of the work environment in which I would feel happiest and most productive.	<input type="checkbox"/>	<input type="checkbox"/>
10. I have developed a list of career possibilities to explore and research for future career options.	<input type="checkbox"/>	<input type="checkbox"/>
11. I stay current with changes in my organization.	<input type="checkbox"/>	<input type="checkbox"/>
12. I pursue a variety of opportunities to enhance my skills and keep current in my field.	<input type="checkbox"/>	<input type="checkbox"/>
13. I have volunteered for a new team or project in the past year.	<input type="checkbox"/>	<input type="checkbox"/>
14. I have joined and become active in a professional association to enhance my job awareness and management skills.	<input type="checkbox"/>	<input type="checkbox"/>
15. I have participated in an interest group, advisory committee or other group at work.	<input type="checkbox"/>	<input type="checkbox"/>

16. I maintain an Individual Development Plan (IDP) that addresses my short- and long-term goals.	<input type="checkbox"/>	<input type="checkbox"/>
17. I have identified career action steps to take in the next 6-12 months.	<input type="checkbox"/>	<input type="checkbox"/>
18. I can clearly articulate my career goals.	<input type="checkbox"/>	<input type="checkbox"/>
19. I have an up-to-date resume.	<input type="checkbox"/>	<input type="checkbox"/>
20. I have considered ways to develop networking opportunities and explore other career opportunities.	<input type="checkbox"/>	<input type="checkbox"/>
21. I have conducted an informational interview in the past year.	<input type="checkbox"/>	<input type="checkbox"/>
22. I have developed a list of professional resources.	<input type="checkbox"/>	<input type="checkbox"/>
23. I have practiced my interviewing skills and am prepared to answer the most commonly asked interview questions.	<input type="checkbox"/>	<input type="checkbox"/>
24. I know what a behavioral interview is and how to answer behavioral questions.	<input type="checkbox"/>	<input type="checkbox"/>
25. I actively seek feedback and mentoring from others.	<input type="checkbox"/>	<input type="checkbox"/>
26. I establish new work contacts both within and outside of my organization.	<input type="checkbox"/>	<input type="checkbox"/>
27. I anticipate change in my work environment and can adapt quickly to change in my organization.	<input type="checkbox"/>	<input type="checkbox"/>
Total	_____	_____

Count the number of “yes” answers:

22-27: Congratulations! Your career fitness shows! You’ve been working your career development. Keep up the good work.

13-21: You are moving in the right direction, but you may need to keep yourself on track. Explore the Career Management Toolkit and Talent Planning website. (links)

Less than 13: Now is a good time to start or update an Individual Development Plan (IDP). Begin by using the exercises in the toolkit to get started. You might want to consider talking with a career development facilitator. Explore the Career Management Toolkit and Talent Planning website. (links)