



## Career Development Self-Assessment

Prior to having a Career Development conversation with your manager it is important for you to reflect on some key items ahead of time. You want to be in full control of your career path and the best way to do that is to approach your manager with confidence and conviction around your Career Development.

**To help prepare and establish a Career Development mindset, start by answering some basic questions about yourself and your career:**

- **What is your personal mission statement with regard to your career? What are your long term career goals and preferences?**  
 This response should focus on what you hope to achieve through your career. You can utilize myPerformance to define your Career Statement and select Career Preferences (such as willingness to relocate or travel).
- **What are your values?**  
 This response should include your top five values in your life. The importance of answering this question is to be sure your Career Development Goals match your current values. For example, if you value innovation, that influences your career choice and objectives.
- **What are your motivators?**  
 This response includes examples of what motivates you. Is it fast-paced work with short deadlines? Is it structured work or flexible work? As with your values, you want to be sure your Career Development Goals align with your motivators.
- **What is your short-term career objective?**  
 This response should be about where you see yourself in the next 12 months. If you want to be in a new role, then you should state that, as well as what that role could be. If you want to remain in your current role but perhaps take on additional duties, then include that information in this question response.
- **What is your long-term career objective?**  
 This response highlights your ultimate career objective. Some people do not know what this is, but if you do, it is important to share it with your manager. This helps your Career Development Plan to be tailored towards reaching your ultimate career objective.
- **What are your strengths?**  
 This response focuses on your current strengths that you can leverage as you grow in your career.
- **What are your developmental areas?**  
 This is about the areas where you need to grow so you can reach your career objective.
- **What are you willing to do in the next 12 months to reach your career objective(s)?**  
 This response should focus on some specific, tactical items that you can work on over the next 12 months. Consider this your action plan to reach your objective.