



RESUME
& CAREER
SERVICES



Self-Assessment Guide to *Career Change*

Gain insight before making your decision

Is it time for a change?

“Explore yourself first - then change careers”

People change. Your personal and professional goals have likely changed over time. Evaluating when to explore or elevate your career options is a complex endeavor. There are so many factors to consider like your professional reputation, family situation, financial security, location, interests, positioning transferable skills, updating resumes, and a host of other issues. If you are uncomfortable, overburdened, or unfulfilled, before you make a hasty decision spend time in reflection on you.



Key decision points to consider:

01

Self Reflection

Dive deep into your personal attributes and preferences. Ask yourself what you need to thrive and how do you wish to be known.

02

Skill Assessment

Identify your core competencies and how they can be transferred into another situation, industry, or environment. Will you have to update your skills to remain viable?

03

Passion and Purpose Alignment

Confirm what motivates you to strive toward your goals. Are your goals congruent so you attain fulfillment personally and professionally?

04

Gap Identification

How will you position your expertise and value to fit into a new destination? Do you have relationships or hobbies to leverage for connections?

WORKSHEET: CAREER CHANGE SELF-ASSESSMENT

Rate each of these internal and external factors on a scale of 1 to 5, with 1 being “does not apply to me or doesn’t affect me” to 5 being “affects me greatly.” Circle your answer for each line and then add up your score at the bottom.

	1	2	3	4	5
I dread going to work most days.	1	2	3	4	5
I fear for my physical safety in my current job.	1	2	3	4	5
My current job is a threat to my emotional wellbeing.	1	2	3	4	5
My skills are becoming increasingly irrelevant to my job.	1	2	3	4	5
Most days, I am overwhelmed at work.	1	2	3	4	5
My job is boring.	1	2	3	4	5
I can't move up in my current job/current company.	1	2	3	4	5
I don't feel appreciated by my co-workers.	1	2	3	4	5
I am not valued as an employee by my supervisor/boss.	1	2	3	4	5
My work environment is dysfunctional.	1	2	3	4	5
Part (or all) of my job requires me to do something I don't enjoy.	1	2	3	4	5
I make less (on average) than other people who do my job.	1	2	3	4	5
I can't make much more for the work I do if I keep working here.	1	2	3	4	5
I can't stand the thought of working here much longer.	1	2	3	4	5
I'm not doing the kind of work I'm passionate about.	1	2	3	4	5
I didn't see myself working here for this long.	1	2	3	4	5
This job doesn't fit into the long-range plans I had for myself.	1	2	3	4	5
My company was just bought out (or bought another company).	1	2	3	4	5
I've recently gotten a new boss.	1	2	3	4	5
I was asked to take a voluntary pay cut OR my pay was cut.	1	2	3	4	5
Part of my job responsibilities were given to someone else.	1	2	3	4	5
I'm in a dead-end job.	1	2	3	4	5
My industry is going through significant changes and/or is dying.	1	2	3	4	5
TOTALS					

23-46 points: You're starting to see reasons to make a change, but there's no urgency.

47-69 points: Look for opportunities to make little adjustments and see if that helps.

70-92 points: You probably need a change. Start thinking about what you want to do.

93-115 points: This ship is going down! It's time to take action.



If your past is clearly defined, but your current state might be a bit muddled without clear strategies for moving forward, we should talk.

Brenda Goburn Smith
Certified Career Transition Coach for
Career Changers

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