

## **Career Readiness Quiz/Assessment –**

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**1. Date**

**2. What is your “next”?**

**Timetable?**

--What are you doing to get you here?

--Who is supporting you?

--Who knows this goal?

**3. What are your “alternative paths”?**

**Timetable?**

--What are you doing to get you here?

--Who is supporting you?

--Who knows of this goal?

**4. Is your resume and LinkedIn profile up-to-date? Completion Goal =**

**5. Who are your references?**

--When was the last time you checked-in with them?

- Are any of these peers? Your team? Other members of the leadership team?
- What is your relationship with your current leader? Could they be a reference?
- Other...

**6. Who are your Mentors?**

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**7. Who are your Champions?**

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**8. Who are your Sponsors?**

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**9. What would be your unfinished business in your current job if you left now?**

**10. When was the last time you took a “stretch assignment” in your career?**

- What are the stories you can tell about this experience?

**11. When was the last time you raised your hand for a “stretch assignment” over your career?**

- What are the stories you can share about this experience?

**12. What do you perceive are your career *gaps or shortfalls*?**

- Have you confirmed this with colleagues/leadership?

**13. Have you ever been an internal candidate?**

--What lessons were learned here?

**14. Frame a career disappointment, preparing for an interview question.**

**15. Do you have a career regret to date?**

**16. Proudest career accomplishment?**

**17. Career mis-step?**

--How would you unwind and replay?

**18. Looking forward...**

--Why do you really desire a new role?

Money

*I should want* to move forward

It's my time

Need a new challenge

Time to re-fresh

Other...

**19. What will you give up in taking a new role?**

**20. What are your non-negotiables in the new role?**

**21. What is a story, related to your career, that has defined you?**

**22. Think back to former interviews, what were some *do-overs* you would have liked to have been offered?**

**23. Have you ever endured a Re-structuring at Work that directly impacted your roles/responsibilities?**

**Resource:**

[https://hbr.org/2024/08/when-your-boss-suddenly-reduces-your-scope?utm\\_source=dlvr.it&utm\\_medium=linkedin](https://hbr.org/2024/08/when-your-boss-suddenly-reduces-your-scope?utm_source=dlvr.it&utm_medium=linkedin)

All careers have highs and lows, and scope reductions can be particularly challenging. You may feel like immediately handing in your resignation or retreating and disengaging. It's natural, but neither response is helpful. Your manager and coworkers are watching how you respond, making it even more critical to approach this difficult situation with composure and pragmatism. In this article, the author offers six strategies to help you bounce back and productively move forward.

- Process your feelings
- Surface underlying reasons
- Look for lessons and opportunities
- Reboot your confidence
- Zoom out and consider how to move forward
- Commit