Please complete this handout prior to our meeting.

Begin by identifying your professional goals; then complete the skills assessment chart.

Next, move on to the 5-page career mapping tool. Some of the issues will have been addressed in earlier charts, but on the whole, this is a useful instrument that pushes you to look at next steps in a sequence of moves toward your career goals.

Finally, list some of your major values on the “Values, Stories, and Questions” chart; I will explain how to complete the stories and questions in the meeting.

This exercise will take considerable time and thought to be effective and accurate!

*Developed by the American Council on Education (ACE) Office of Women in Higher Education with input from Nancy Archer Martin, Jennifer L. Bloom, and Patricia van der Vorm. Permission granted by ACE to use the exercise.
Skills Assessment

Here is the tough part! Please go through the following checklist and rate each skill as a strength or weakness. If you’ve rated it as a weakness, develop a proactive plan for addressing this weakness. Be honest with yourself.

<table>
<thead>
<tr>
<th>Skill/Experience</th>
<th>Strength</th>
<th>Weakness &amp; How I will address this weakness</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Skills/Experience</strong></td>
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<tr>
<td>Teaching Small Classes</td>
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<td>Teaching Large Classes</td>
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<td>Quantitative Research</td>
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<td>Statistics</td>
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<td>Policy Analysis</td>
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<td>Program Development</td>
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<td>Professional Service</td>
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<td>Department Service</td>
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<td>Campus Service</td>
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<tr>
<td><strong>Personal Skills/Assets</strong></td>
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<tr>
<td>Building Relationships</td>
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<td></td>
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<tr>
<td>Ability to work with diverse groups</td>
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<td></td>
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<td>Ability to deal with conflict</td>
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<td>Ability to handle failure</td>
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<tr>
<td>Ability to work alone or with a team</td>
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<tr>
<td>Openness to change</td>
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<td>Humility</td>
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<td>Balance</td>
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<td>Health</td>
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</table>
Career Mapping Exercise

The job title, responsibilities, and salary I desire:

One year from now: ____________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Two to three years from now: ____________________________________________________
_____________________________________________________________________________

Five years from now: __________________________________________________________
_____________________________________________________________________________

I want to do the job to which I aspire because (list three reasons):

1. _________________________________________________________________________
2. _________________________________________________________________________
3. _________________________________________________________________________

I currently lack the following skills to do the job to which I aspire (you may refer to page 3):
____________________________________________________________________________
____________________________________________________________________________

Strategies I will use to gain those skills are:

1. _________________________________________________________________________
2. _________________________________________________________________________
3. _________________________________________________________________________

If this position doesn’t materialize, what is my back-up plan?
____________________________________________________________________________
____________________________________________________________________________

Concrete steps I can take to get to my next positions are:
____________________________________________________________________________
____________________________________________________________________________

What is my history at this institution (especially during the past three years)? What do others say about my contributions here?
____________________________________________________________________________
____________________________________________________________________________

I would characterize the current state of my professional self-esteem as:
____________________________________________________________________________
Professional limitations – If so, what, how much, and why:

Geographic location: ________________________________

Family responsibilities: ________________________________

I desire from my work and workplace the following (describe):

Culture: ________________________________

______________________________

Work styles: ________________________________

______________________________

Teamwork – or independence: ________________________________

______________________________

Reward system: ________________________________

______________________________

I describe my current professional “package/image” as:

______________________________

______________________________

The following people are currently in my active network for future positions (list six):
1. ________________________________
2. ________________________________
3. ________________________________
4. ________________________________
5. ________________________________
6. ________________________________

Specific help I can receive from these individuals includes: ________________________________

______________________________

______________________________

Ways in which I can use them if I desire to stay where I am: ________________________________

______________________________

______________________________

Ways in which I can use them if I desire to advance elsewhere: ________________________________

______________________________

______________________________
I think the following will be the most important issues for me during the next five years:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I plan to deal with these issues by: ____________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Alternative career/life scenarios for me are: _________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I would characterize the current state of my personal self-esteem as:

________________________________________________________________________

My state of health is *(this may include fatigue or burnout factors)*: 

________________________________________________________________________

My self-care plan for the following is *(six-month projection)*:

Sleep: ______________________________

Nutrition: __________________________

Exercise/Recreation: __________________________

Family support: __________________________

Support networks outside my family: __________________________

Time for reflection/Journal keeping: __________________________

Vacation: __________________________

Time management: __________________________

Reading: __________________________

Other: __________________________

Summary comments/observations evoked by these questions are: ________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Values, Stories, and Question Chart
(We will address this in the meeting, but you can begin to think about your values.)

Please fill in the following chart. In the values section, you will write down those things that you are most passionate about in your life. In the stories column, you will share how you live out your values and philosophies. The questions column will allow you to write questions that you would ask a future employer to determine whether the institution holds the same values as you do.

<table>
<thead>
<tr>
<th>Values</th>
<th>Stories</th>
<th>Questions</th>
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