**Career Development Self-Assessment (updated 2021)**

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| **Respond Yes or No to each item. Complete this inventory as part of the annual IDP process.** | **Y** | **N** |
| **I have a clear picture of my top 5 interests and what motivates me in my work.** |  |  |
| **I can name the top 5 skills that I want to use regularly in my work and that I bring to a job/employer.** |  |  |
| **I have clarity about my top 5 values and what is important to me in life and my next job.** |  |  |
| **I have completed self-assessments (ImaginePhD, myIDP) to identify my interests, skills and values.** |  |  |
| **I have identified at least two possible career paths that are aligned with my interests, skills and values.** |  |  |
| **I have thoroughly researched multiple career options (qualifications and skills requirements, industry trends, day-to-day tasks, knowledge of career progression, typical salaries, and key professional groups).** |  |  |
| **I have talked with alumni to learn more about the career path or employers of interest to me.** |  |  |
| **I know and have used the career resources available through national associations and conferences.** |  |  |
| **I have attended regional professional association meetings related to careers of interest to network.** |  |  |
| **I have compared a number of career options to my interests, skills and values and DECIDED on at least two specific target jobs I plan to prepare for and pursue immediately after graduation.** |  |  |
| **I have clarity about my long-term life goals (personal, professional, financial, health, spiritual, etc)** |  |  |
| **I consistently practice techniques for setting and working toward long-term, short-term and daily goals.** |  |  |
| **I have a written Individual Development Plan (IDP) for the remaining years of my doctoral program or Postdoc.** |  |  |
| **I can name the specific job titles I am conducting a search for (internships or post-graduation).** |  |  |
| **I have a list of at least 10 target organizations that have the types of positions I seek in regions of interest.** |  |  |
| **I set up search agents to send me open positions from at least 3 job boards. I read these postings weekly.** |  |  |
| **I have an updated resume that has been reviewed by career services within the past six months.** |  |  |
| **I have an updated CV that has been reviewed by faculty mentors.** |  |  |
| **I have a well-written cover letter that I can adapt for specific job postings.** |  |  |
| **I have practiced effective responses to common interview and behavioral based questions.** |  |  |
| **I have conducted a mock interview and received feedback from career services or employer interviewers.** |  |  |
| **I have developed a set of criteria that are important to me to which I will compare job offers.** |  |  |
| **I know how to determine a target salary range based on my qualifications, market trends, and location.** |  |  |
| **I am prepared to confidently negotiate salary/benefits and respond appropriately to a job offer.** |  |  |
| **(Persons with Disabilities) I am able to effectively discuss necessary accommodations with employers.** |  |  |
| **(International Students) I am able to effectively discuss my work authorization with employers.** |  |  |

Source: PhD Career Development Guide 2020 Draft