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# Quick Career Audit:

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| ***Looking Inward*** |  |  |
|  | Yes | No |
| I have recently reviewed and can state my current values, skills, and interests. |  |  |
| I know the competencies (skills, talents, and qualities) required for my job and feel confident that I have them, or am actively working to develop them. |  |  |
| Within the last year I’ve received a positive performance review. |  |  |
| I am aware of how others perceive me on my job. |  |  |
| ***Looking Outward*** |  |  |
|  | Yes | No |
| I work on building positive professional relationships in my department, organization, and beyond. |  |  |
| I keep updated on the *context* of my job (what’s going on in my department and school) and try to stay flexible when the job needs to change. |  |  |
| I benchmark my skills periodically to be sure to stay current in my work. |  |  |
| I participate in professional organizations or committees relevant to my work. |  |  |
| If I am thinking of applying for other jobs, I research the needed requirements and my competition, and am ready to show how my skills will fit well. |  |  |
| ***Looking Forward*** |  |  |
|  | Yes | No |
| I regularly try to think strategically about my career; I think ahead. |  |  |
| I know about and take advantage of University resources for career development when I need them. |  |  |
| I have an annual development discussion with my manager or with HR. |  |  |
| I can state my short- and long-term career goals, and am involved in acting on the “next steps” associated with these goals. |  |  |
| I have an up-to-date resume, even if I’m not job hunting. |  |  |
| I have an current LinkedIn profile for networking and researching |  |  |