**Career Questionnaire**

**Reviewing my aspirations and readiness**

**Name**

**Date**

**Role**

**Organisation**

**Reviewing your career** – guidelines on completing this questionnaire

**Completing this questionnaire**

This short questionnaire is designed to help you reflect on your past, present and future career. Your answers to these questions will form a core part of your upcoming career conversation so please take the time you need to respond to each of the 3 sections. The instructions for completing the questionnaire are summarised below.

Once completed please submit the completed questionnaire in advance of your career conversation.

**My career history**

This section is designed to help you reflect back over each stage of your career. Use the scale at the top of this page to plot each of the job roles you have experienced from the start of your career to today. The horizontal line is time with the vertical line representing how rewarding you found the role. Start at the beginning of your career plotting each role as a dot, write the name of the role next to each dot. Finally, join the dots to create your career life line.

Now answer the questions in the boxes below the career life line. You are looking for themes that the high and low points have in common. These can often help to guide future decision making about your career.

**My current role**

This section asks you to reflect in greater detail on your current role. Start by reflecting upon what aspects of your role you like most and least. You might also want to reflect on why.

Next, consider how fulfilled you are within your current role and what 2 – 3 things would make the greatest difference to this. Finally, reflect on the level of opportunity that exists to grow further in your current role and what opportunities could be taken to achieve this.

**My future career**

This section gives you two options. If for the time being you are content to stay within your current role then complete the boxes on the left hand side of the page. If you are considering moving to another role now or at some point in the future then complete the boxes on the right hand side of the page.

The aim here is to bring into sharper contrast exactly what you want to achieve within your career and over what timescale.

**1. My career history**

**Beginning of my career**

**Today**

**☺**

**☹**

What do the high points in my career have in common?

What do the low points in my career have in common?

What are the implications of the above for choices I might make in the future?

**Highly rewarding**

**Unrewarding**

**2. My current role**

What I like about my current role

What I don’t like

What 3 things would increase my fulfilment

Identify at least 3 opportunities to develop further within my role

**low**

**moderate**

**high**

**low**

**moderate**

**high**

My level of fulfilment within my current role -

The opportunity that exists for me to grow further within my role:

**3. My future career**

**OR**

**I am considering moving to another role now or at some point in the future**

**At this point in my life or career I am content to stay in my current role**

What I would you like to achieve within my role?

What roles am I considering?

What support or development do I need to achieve these goals?

What time frames am I considering? And why?

|  |  |  |
| --- | --- | --- |
| * Ready now x |  |  |
| * Ready 6 – 12 months |  |  |
| * Ready 12 – 24 months |  |  |
| * Ready 2+ years |  |  |
| * Not ready (the time isn’t right for me) |  |  |

What other considerations in my life do I need to balance with this?

What support or development will I need to make the transition? Or what might I need to do differently?