

CAREER CLARITY CHECKLIST

INITIAL QUESTIONS:

- WHAT DO I WANT TO DO?

- WHAT ARE MY SKILLS? (WRITE DOWN ALL YOUR SKILLS
AND THE JOBS YOU THINK YOU'RE GOOD AT?)

- WHO'S MY IDEAL EMPLOYER?

THINK ABOUT THE KINDS OF INDUSTRIES

DOMAINS AND EMPLOYERS YOU LIKE

- DO I HAVE A DREAM COMPANY,

I'VE ALWAYS WANTED TO JOIN?

WHERE'S THE PLACE I WANT TO LIVE AND WORK?

● TO START OK DELAY STUCK CANCEL

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UNIQUE SKILLS IDENTIFICATION:

- HAVE I NOTED DOWN MY UNIQUE SKILL SETS?

- HAVE I RECOGNIZED MY CORE
STRENGTHS AND COMPETENCIES?

- DO I KNOW WHICH OF MY SKILLS
ARE MOST RELEVANT TO THE JOB I WANT?

- HAVE I THOUGHT ABOUT HOW
MY SKILLS MATCH WITH MY
INTERESTS AND PASSIONS?

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ASSESSING JOB-READINESS:

- CAN I ARTICULATE MY STRONGEST SKILLS EFFECTIVELY?

- HAVE I EVALUATED MY PAST ACHIEVEMENTS
AND HOW THEY DEMONSTRATE MY COMPETENCIES?

- HAVE I IDENTIFIED ANY AREAS FOR
IMPROVEMENT OR SKILL GAPS I SHOULD ADDRESS?

- DO I HAVE A CLEAR, COMPELLING ELEVATOR
PITCH/ PORTFOLIO READY THAT SUMMARISES
MY STRENGTHS, SKILLS, AND CAREER GOALS?

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