



## 10 STEP CAREER CHECK-UP

**Step 1 Reflect** on present or past careers/jobs, and consider the following:

- specific work-related tasks that you did
- how your skill abilities matched or did not match the task(s)
- how your skill interests matched or did not match the task(s)
- the work environment and culture (working conditions, corporate culture)
- the types of people you worked with (peers, customers, staff, management)
- the compensation you received

**Step 2 List** all the things that you *like* about your present or last career/job.

**Step 3 List** all the things that you *do not like* in your present or last career/job.

**Step 4** From the list of what you do not like, list what *you want instead*.

**Step 5 Complete** the *Workplace Values* checklist on this website.

**Step 6 Review** all of the lists you have created and highlight the “**must haves**”, those elements that are non-negotiable.

**Step 7** Based on your Workplace Values and “must haves”, **choose** to:

- stay as is (much of what I want is being met in my current career/job)
- stay where I am and look to change roles or conditions in the environment
- change jobs (look for a similar job with a new employer)
- change careers (look for a new career that better fits my skills, values and interests)

**Step 8 List** all the steps you will need to take in order to have your Choice. For example, if career change is your choice, list such things as: researching new career options; returning to school; gaining experience or credentials; etc. Staying in the same career but changing roles may require that you develop additional skills like assertiveness and problem solving; find a mentor or coach; and actively promoting yourself to gain more visibility.

**Step 9 Update your resume**. Have a professional resume ready.

**Step 10 Set goals** around your choice. Make a 3 to 5 year plan for how you want your career to unfold for you and list the sequential steps you will need to take to assure that you get what you want.

Contact PeopleWorks for a free 15 minute career consultation to explore our Career Success Strategy process, 1-847-432-1449 or email us at [info@pwks.com](mailto:info@pwks.com).