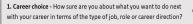
### A simple matrix to self-assess career planning preparedness

**RATIONALE:** When delivering career planning workshops, the learning will be differentially relevant to each of the participants, depending on their current own individual current career planning preparedness.

**THEORY:** The questionnaire focuses on career planning activities primarily based on the DOTS Model (Law & Watts 1977) and links them to a simple Matrix of 4 quadrants: Unprepared - Self-Limiting - Unclear Direction - Strong Candidate **PRACTICE:** The exercise helps participants to self-assess their individual preparedness so that they, and the tutor, can identify key areas on which to focus their career development. It also serves to highlight from the start, that areas of the learning, although delivered collectively, will be personal to each individual.



2. Know yourself - How well do you know yourself in terms of your career motivations, interests, skills, capabilities and values?

3. Current career planning stage - To what extent are you prepared for your next career transition (e.g. do you know what is required for this role, is your CV targeted)?

4. Knowledge of the job market - How well do you know the job market (academic and non-academic) and how to identify or create job opportunities?

### 5. Networking activity

How well networked are you – are you building relationships that can provide support, advice and opportunities?

#### 6. Career planning

How much time and attention do you give to your own career development, managing and planning for your next career transition?Adapted from CareerPulse<sup>IW</sup>

# 5

Sarah Blackford, SFHEA <u>s.blackford@lancaster.ac.uk</u> linkedin.com/sarahblackford @BiosciCareer

## How prepared are you in terms of your career planning ?



Mainly ORANGE (semi-prepared) Mainly GREEN (very prepared)

### YOUR NEXT CAREER MOVE - How well prepared are you ?

UNCERTAIN & INACTIVE > Not aware of career options > No plansor ideas > No plansor ideas > No that working > Not networking > Old CV > New CV but not targeted	CERTAIN & INACTIVE > Clear about career goals BUT > Not aware of options > Not well networked > CV not targeted Self-limiting	CERTAIN & ACTIVE > Well-informed about career options and suitable careers > Well-networked > Targeted CV Strong candidate
Unprepared Unclear direction	<ul> <li>Not aware of career options</li> <li>No plans or ideas</li> <li>Not networking</li> <li>Old CV</li> </ul>	<ul> <li>Low awareness of career potential</li> <li>Applying for jobs and networking but no strategy</li> <li>New CV but not targeted</li> </ul>

THIS IS A WORK IN PROGRESS - YOUR FEEDBACK, COMMENTS, CRITIQUE & SUGGESTIONS ARE VERY WELCOME !



x ~ 🗸

x ~ 🗸

x ~ 🗸