Career Transition Self-Assessment Worksheet

Use this worksheet to reflect on your strengths, interests, values, and current situation before planning your career transition. Take your time answering each section thoughtfully.

# 1. Skills Inventory

List your top professional skills. Think about technical skills, soft skills, and transferable skills.

• Skill 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
• Skill 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
• Skill 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 2. Interests and Passions

What tasks or topics energize you? What would you do even if you weren't paid for it?

• Interest 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
• Interest 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
• Interest 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 3. Core Values

Identify 3–5 values that are most important to you in your work life (e.g., flexibility, purpose, recognition).

• Value 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
• Value 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
• Value 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 4. Strengths and Accomplishments

List 2–3 achievements you're proud of. What strengths did you use to accomplish them?

• Achievement 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Strengths used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
• Achievement 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Strengths used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 5. Current Job Satisfaction

On a scale of 1 to 10, how satisfied are you with your current role? Why?

Satisfaction Score: \_\_\_\_\_\_\_\_
Reasons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 6. Ideal Role and Environment

Describe the kind of role and work environment you’d thrive in. Include team size, culture, flexibility, etc.

Ideal Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Ideal Environment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 7. Priorities and Challenges

What are your top priorities for your next career move? What challenges might get in your way?

Top Priorities:
1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Challenges:
1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_