

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.



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1. Career choice - How sure are you about what you want to do next with your career in terms of the type of job, role or career direction?			
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™

YOUR NEXT CAREER MOVE - How well prepared are you ?

CERTAINTY ABOUT CAREER GOALS	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
	UNCERTAIN & INACTIVE ➢ Not aware of career options ➢ No plans or ideas ➢ Not networking ➢ Old CV Unprepared	UNCERTAIN & ACTIVE ➢ Low awareness of career potential ➢ Applying for jobs and networking but no strategy ➢ New CV but not targeted Unclear direction
	ACTIONS TAKEN	

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