



ASSESSMENT4POTENTIAL

Positive Results

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T : 0870 4111411

E : info@assessment4potential.com

W : www.assessment4potential.com

Assessment4Potential® – *Helping you make better choices*

*'Supporting and empowering human resources
to maximise business and individual potential'*

Life, My Career And Almost Everything

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RE-EVALUATION

First it's time for a check-up!

Below are some questions. Mark your answers yes or no and then look at the results.

Think positively about the results of this self-evaluation, whatever the outcome, the following Tips and Tools will help you.

You can take the right steps and use this opportunity!

	YES	NO
Is your job providing you with all the benefits you had hoped, e.g., sense of accomplishment, income, and career growth?		
Do you get out of bed in the morning with energy and enthusiasm because you truly like and have pride in what you do, a feeling that your work is useful to someone?		
Is it time for a new vision, a new sense of what you want to do with your life?		
Are the job description and person specification up to date		
Have the job requirements remain unchanged?		
Do you know how you contribute to the overall success of your organisation?		
Has management acknowledged your contributions, especially regarding attitudes, conduct and productivity?		
Do you still expect great things from yourself?		
Are you part of a world-class work group?		
Are you receiving cross-training or rotational assignments to add to your personal and career development?		
Are you contributing to team building, conflict resolution, the training of others, and to the total systems approach to improvement?		
Have you hit a brick wall in your growth and advancement?		
Do you feel you are in the wrong place and need to do something different within that organisation or a different organisation		
Is it time to become self-employed, or to move from self-employment to the payroll of an organisation?		
Are you seeing problems rather than challenges in your everyday work?		
Are you putting forward your share of solutions or creative answers?		
Do you see yourself as an innocent victim in the fast-paced changes happening in the organisation and in the world?		
Are there too many times when it is difficult for you to do what you think is right or to maintain your integrity?		

In this age of always having to be ready for something new, do you receive training, financial reimbursement, etc.?		
Have you established a relationship with a mentor, or mentors, inside or outside of your workplace?		
Are you ready to be a mentor to someone who could learn from your experience and achievements?		
Do you feel that you are earning the money you are being paid, i.e., are you putting forth the effort that equals the compensation?		
Have you undertaken more responsibility or greater amounts of work and feel you are not being adequately remunerated for it?		
Has your work negatively affected your personal health and habits, as well as your relationship with family and friends?		

You may find a pattern emerging in your answers.

Is there need for:

- (1) A drastic change?
- (2) A relatively minor correction?
- (3) A pat on your back because you are moving along well toward your short and long-term goals!

HOW WILL YOU DECIDE?

People will suggest various methods of career choice to you. Some of the most popular are described here. In case it is not immediately obvious, **ASSESSMENT4POTENTIAL** would recommend **number 6** the 'Sane & Adult Method' which is based on structured self-awareness and recognition of skills, personality, values and interests

No.1 The Road to Damascus

Method Wait for enlightenment

Advantages You will not have to spend time attending presentations, going to careers fairs, reading brochures.

Disadvantages You may grow old waiting !

No.2 The Bran Tub

Method Bury a hundred job titles in sawdust, thrust your arm deep into the tub and withdraw one.

Advantages Very quick, no need to research occupation files, work shadow or talk to people doing the same job

Disadvantages You may end up as an embalmer or worse !

No.3 The Supermarket

Method Visit all the careers on the shelf and have a really good look at everything

Advantages You will not miss a thing. You will never say "I didn't know such a job existed".

Disadvantages Exhaustive research into hundreds of jobs and "will a 3rd Class degree matter?"

No.4 Single Track Railway

Method Just do what everyone expects. Follow your mates.

Advantages You will not have to think. Head for any job and worry later.

Disadvantages You might get it and hate it. Using the University Careers Service ten years into a job can be embarrassing.

No.5 Ferment for a Year

Method Too early for me to think, delay decisions for a year, take a year out, a masters course, go abroad, to prison.

Advantages Puts off difficult decisions, and a great year out.

Disadvantages End up in exactly the same position, only a year older. You may miss some opportunities whilst travelling.

No.6 Sane & Adult

Method Find out about yourself, look at a range of careers that suit your interests, skills and values. *

Advantages You might end up in a job that suits you.

Disadvantages None really. Dull but your mother would approve!

* Don't forget the **FREE** consultation

BEGINNING TOP TIPS

- 1. Be self-aware**
- 2. Know what you want to do**
- 3. Research all you can**
- 4. Write an action plan**
- 5. Build a database for network**
- 6. Pull together your career information**
- 7. Produce your CV**
- 8. Prepare a campaign**
- 9. Keep good records**
- 10. Follow up and follow up**

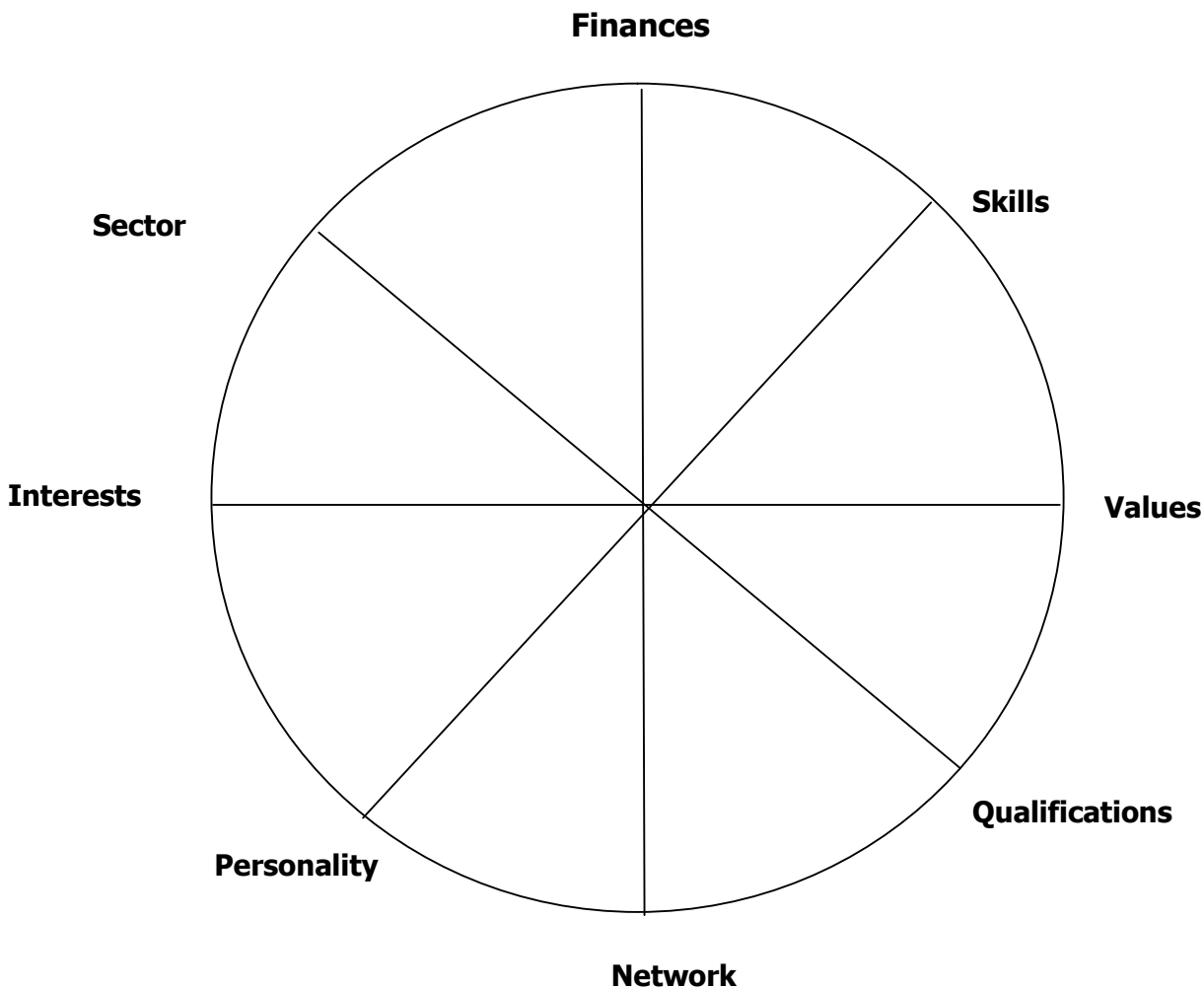
WORK LIFE BALANCE WHEEL

Thinking about changing jobs, looking for a new role or just feeling like you want to know more about yourself? Want to know how to plan and develop a successful career?

This is a quick and fun exercise that lets you to see where you might need to focus your thoughts and energy, in discovering all about where you are now and where you want to be. You will need to print the page to complete the exercise.

The 8 sections of the wheel below represent a balanced wheel. Take the centre or hub of the wheel as '0' (have no or little information about yourself) and the outer edge as '10' (know everything about yourself)

Rank your level of self-knowledge within each area by putting a cross on the relevant spoke. To see how 'complete' you are, draw a line to join the crosses. Marks around the hub are areas for development and work. Marks nearer the edge are what you can use now in your search for work-life balance and the perfect job.



SWOT ANALYSIS

Parallel with the re-structuring of your work life balance, will be a full self-analysis, with the aim of evaluating your skills, knowledge and experience, and setting realistic aims.

One of the positive aspects of appraisal is that it forces you to review your career plans, and may open up new and better perspectives. A good format for this review is the 'SWOT' analysis (strengths, weaknesses, opportunities and threats).

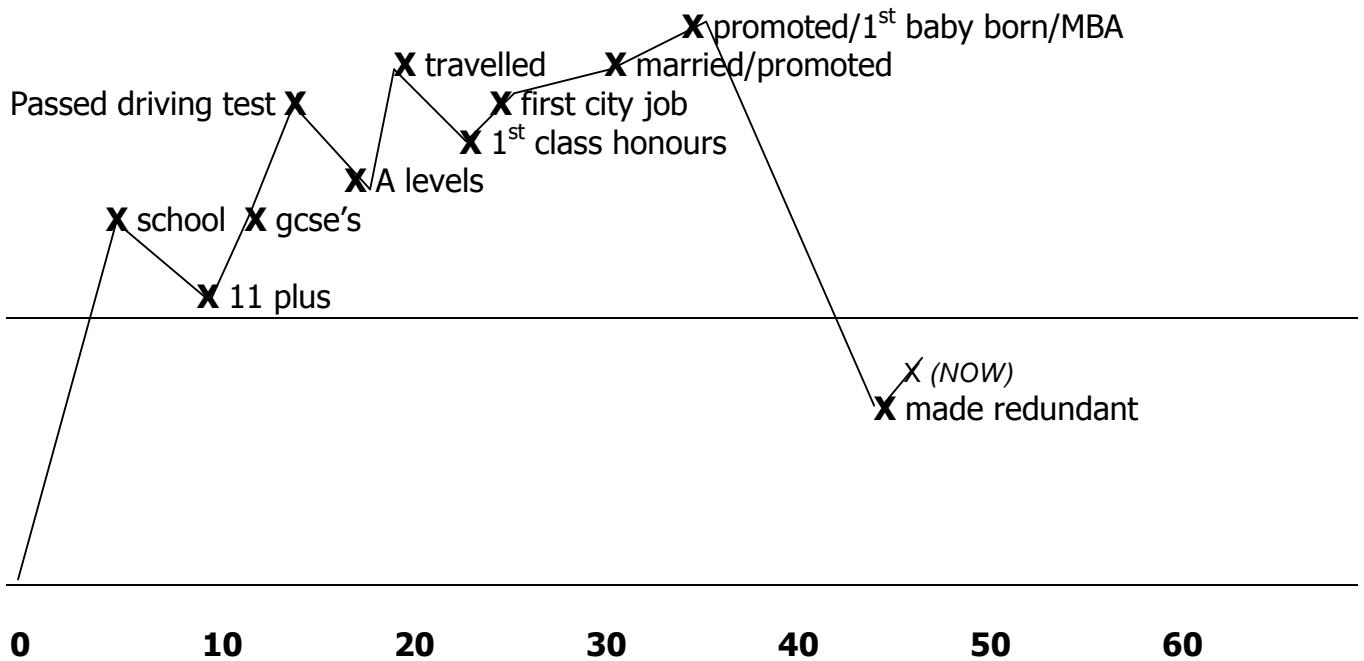
<p style="text-align: center;">Strengths</p> <p style="text-align: center;"><i>Ask: What are the positive aspects of my present situation and myself?</i></p>	<p style="text-align: center;">Opportunities</p> <p style="text-align: center;"><i>Ask: What aspects of the present or the foreseeable future situation could I use to advantage?</i></p>
<p style="text-align: center;">Weaknesses</p> <p style="text-align: center;"><i>Ask: What are the negative aspects of my present situation and myself?</i></p>	<p style="text-align: center;">Threats</p> <p style="text-align: center;"><i>Ask: What aspects of the present or the foreseeable future situation may operate to my disadvantage?</i></p>

<p>Strengths</p> <p>Ask: What are the positive aspects of my present situation and myself?</p> <ul style="list-style-type: none"> • What qualifications have I got? • What kinds of work have I done and for how long? • What special knowledge and experience have I got? • What skills (including manual and artistic) do I possess? • What financial and property resources do I have? • How wide is my reputation, and in what areas? • What support do I have from family and friends? • Do I have good health? • What are the strong points of my character and personality? • Insofar as I have succeeded, what has helped me to do so? • Have I any strong, specific interests, at work or outside? • Do I possess patents or other intellectual property? • What are the sources of my motivation and drive? • Have I any other strengths I have not listed? 	<p>Opportunities</p> <p>Ask: What aspects of the present or the foreseeable future situation could I use to my advantage?</p> <ul style="list-style-type: none"> • Suitable job vacancies available or coming up • Reorganisations or relocations that might offer openings • Difficulties, weaknesses or failures by rivals or opponents • New industries or organisations being set up • Relatives or friends looking for business partners • Consultancy openings • Writing, speaking or media opportunities • Prizes, scholarships, bursaries available • Sponsorships for research etc on offer or which might be made available • Gaps in local services. Consider the effects of changes in local conditions: <ul style="list-style-type: none"> - New building - New industries - New infrastructure - Social mix - Age structure etc. • Assets (e.g. land, buildings etc) ripe for development • Investment opportunities • Inventions or ideas which I could put to use
<p>Weaknesses</p> <p>Ask: What are the negative aspects of my present situation and myself?</p> <ul style="list-style-type: none"> • What limits me? • Are there important gaps in my qualifications, experience and knowledge? • Have I financial difficulties or pressures? • Have I enemies? • Am I held in low esteem, and if so by who? • Do my domestic or family circumstances present problems, and if so, what are they? • Have I or those close to me health problems or disabilities, and if so what, and what are their effects? • What are the weak points of my character and personality? • Insofar as I have done less well than I would have liked, what has held me back? • Under what circumstances have I felt most frustrated and unhappy? • Am I vulnerable in any way; financially, legally, physically or emotionally? • Have I any other limitations I have not listed? 	<p>Threats</p> <p>Ask: What aspects of the present or the foreseeable future situation may operate to my disadvantage?</p> <ul style="list-style-type: none"> • Potential financial problems • Possible family break-up • Illness – self or others • Rivalry or opposition from other individuals or organisations • Changes in demand for what I or my organisation offer • Legal battles over assets • Physical deterioration of property or assets • Tax or benefit changes • Forthcoming legislation or new regulations • Unfavourable changes in national or local economic conditions • Monetary inflation • Loss of personal, family or organisational image or reputation • Climatic or other long-term environmental changes • International tension, wars, embargo's, blockades • Obsolescence of my knowledge, skills or products

CAREER LIFELINE

1. Take a large sheet of paper and draw a straight line across the middle and bottom of the page. Mark years across the bottom.
2. Place a cross at your current age and where you are now
3. Map career high and low points / events of your life along the line. Put them above or below the line depending on whether they were high or low points in your life.
4. Think about the reasons what is important to you and what has made the high points in your life

Example



FINAL CHECK LISTS

1. Finances

- Have you worked out your monthly expenditure, assets, income, benefits and investments?
 - ✓ **Chapter - Can you afford it? in "What's work got to do with it?"**

2. Personality

- Do you recognise your personal qualities and individual style?
 - ✓ **Buy eBook "What's work got to do with it?" and receive FREE guide to preparing a perfect CV**
 - ✓ **Chapter – All about You in "What's work got to do with it?"**
 - ✓ **Download Discover What Makes You Tick**

3. Network

- Can you call upon contacts, colleagues, friends, relations and others to look out for opportunities?
 - ✓ **Chapter – Best Connections in "What's work got to do with it?"**

4. Skills

- Do you know what you are good at?
- Can you identify your most transferable skills?
 - ✓ **Chapter – Competence, ability and know how in "What's work got to do with it?"**
 - ✓ **and receive FREE guide to preparing a perfect CV with Skills Analysis Worksheets**

5. Qualifications & CV

- Are there any gaps in your education and are there areas for development?
- Is your CV up to date and ready to be submitted?
 - ✓ **Buy eBook "What's work got to do with it?" and receive FREE guide to preparing a perfect CV**

- ✓ **Chapter – Reliable Sources in “What’s work got to do with it?”**

6. Interests

- Do you know what is important to you at work?
 - ✓ **Chapter – All about You in “What’s work got to do with it?”**
 - ✓ **Download Discover What Makes You Tick**

7. Sector

- Have you a clear idea about where you want to work and what you want to do?
 - ✓ **Chapter – All about You in “What’s work got to do with it?”**
 - ✓ **Download Discover What Makes You Tick**

8. Values

- Have you a clear idea about what is important to you at work and why you need to work?
 - ✓ **Chapter – All about You in “What’s work got to do with it?”**
 - ✓ **Download Discover What You Want From Work**
 - ✓ **Download Discover What Makes You Tick**

ENDING TOP TIPS

- 1) Be passionate about knowing what you want to do. You are unique with special gifts and talents. This will create opportunities for yourself when you know what excites you. Enthusiasm and adaptability are two of the most widely desired traits that recruiters look for.
- 2) Think of yourself as a unique brand – you are your own business. Your skills, experience, values, education and achievements are all part of the package that you can sell. Ensure you recognise your strengths and how to market them to potential audiences. If you are not sure of your aptitudes, skills and temperament or how to proceed, contact a professional.
- 3) Developing and nurturing professional relationships are key factors in career management. You need to network, network and network some more. Develop and build relationships by getting involved in your community or volunteer for a worthy organisation. Promote and network yourself strategically, both inside and outside of work as often as you can; you never know where it will lead.
- 4) Be prepared to keep learning and developing and being open to new ideas, new methods and learning new skills all through your life. Discover where training is offered for new skills to broaden your knowledge and experience.
- 5) Fostering relationships is of equal importance to being achievement orientated. Being a team player and a people person, getting along with and respecting the people around you are key competency requirements in today's job market.
- 6) Remember to keep a diary or a PC folder that records your professional achievements, projects and awards. This way you will not forget them, and you can prompt people with your successes when necessary.
- 7) During your professional life take the opportunity to work with people who can act as mentors to guide you and be receptive to sharing expertise and knowledge. Generosity and kindness never goes out of style.
- 8) Keep in mind you have inner strengths and many resources. Balance your energy, support system and finances in times of adversity to maintain your resilience. Take the opportunity to learn from setbacks.
- 9) Stay ahead of the knowledge game. Be familiar with key industry issues, read the trades and never think you know all there is to know! Expand your knowledge and skills by taking fast-track seminars and courses. In today's work world more and more knowledge will be expected of you. Always make sure that you're advancing your professional development.
- 10) Make sure your career management plan is always up to date, that means your CV and your record of achievements. You need to be able to re-evaluate your options and 'work plan' at any time

ASSESSMENT4POTENTIAL

121 High Street, Lindfield, West Sussex, RH16 2HR

telephone: 0870 4111411

mobile: 07801 689801



Lynn Tulip Chartered MCIPD

www.assessment4potential.com

[email:lynn@assessment4potential.com](mailto:lynn@assessment4potential.com)