

SELF-ASSESSMENT TEMPLATE FOR CAREER DEVELOPMENT

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INTRODUCTION

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**Good Design
is Good
Business**

Before you begin, take a moment to reflect on your career goals and aspirations.

The purpose of this self-assessment is to help you gain insight into your skills, strengths, and areas for improvement to support your career growth.



INSTRUCTIONS

- Rate each skill or competency based on your proficiency level
 - Novice
 - Beginner
 - Intermediate
 - Advanced
 - Expert
- Reflect on your strengths and weaknesses for each skill.
- Consider how these skills align with your career goals.
- Identify opportunities for improvement and development.
- Set actionable goals based on your assessment.





Technical Skills:

- Programming Languages (e.g., Python, Java, C++)
- Data Analysis (e.g., Excel, SQL, data visualization tools)
- Web Development (e.g., HTML/CSS, JavaScript, frameworks)
- Graphic Design (e.g., Adobe Creative Suite)
- Project Management Tools (e.g., Jira, Asana, Trello)

Strengths:

Weaknesses:

SKILL ASSESSMENT

Technical Skills:



Soft Skills:

- Communication (verbal, written)
- Leadership
- Teamwork
- Problem-solving
- Time Management

Strengths:

Weaknesses:

SKILL ASSESSMENT

Soft Skills:



SKILL ASSESSMENT

Industry-Specific Skills:

Industry-Specific Skills:

- Marketing (e.g., SEO, content marketing)
- Finance (e.g., financial analysis, budgeting)
- Healthcare (e.g., medical terminology, patient care)
- Education (e.g., curriculum development, teaching methods)
- Engineering (e.g., CAD software, technical drawings)

Strengths:

Weaknesses:

REFLECTION



What patterns or themes do you notice in your strengths and weaknesses?



How do your current skills align with your career goals?



Are there any skills or competencies you need to prioritize for development?



What steps can you take to enhance your strengths and address your weaknesses?

ACTION PLAN

Based on your assessment and reflections, outline specific actions you will take to develop your skills and advance your career.



Consider resources such as courses, workshops, mentorship, or on-the-job experiences to support your development.



Set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals for skill improvement.