# 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 selfassessment 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.









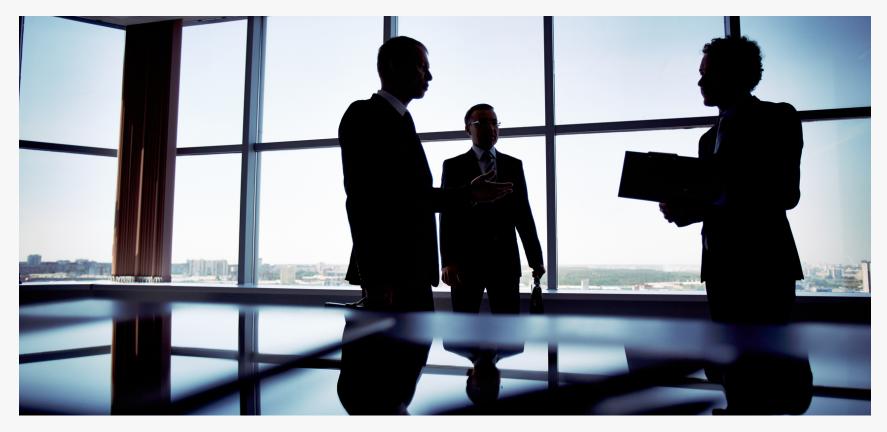
# SKILL ASSESSMENT

**Technical Skills:** 

## 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:		



# Strengths:

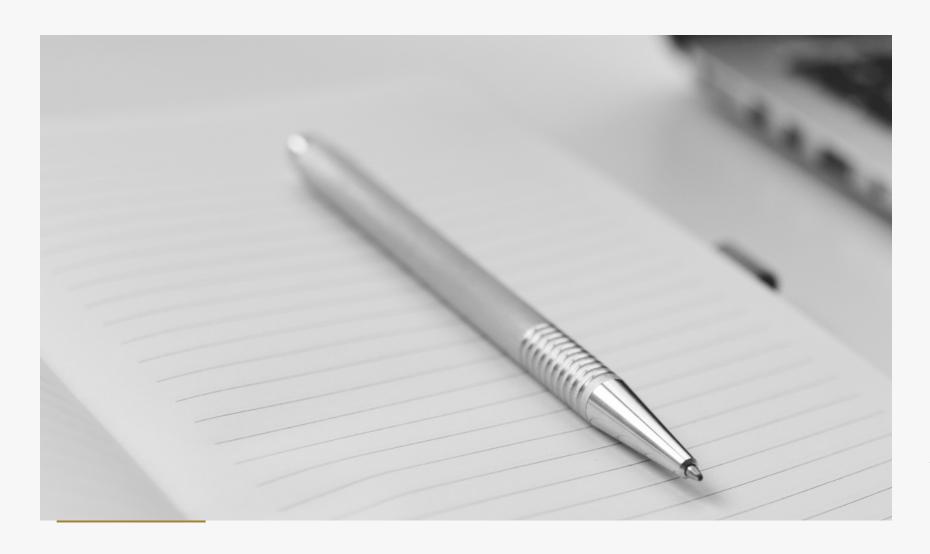
SKILL ASSESSMENT

**Soft Skills:** 

# Soft Skills:

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

Weaknesses:		



# **SKILL ASSESSMENT**

**Industry-Specific Skills:** 

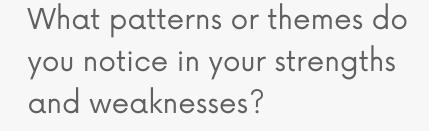
# Industry-Specific Skills:

- 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







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.



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

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

