

Wilkinson College Graduate Studies Career Readiness Assessment Quiz

Ask yourself the following questions and identify which level you feel most comfortable describing your level of career readiness. Use your results and self-reflection at the end to determine what your next steps are in your career readiness journey.

How much thought have you given to the type of job you want to pursue?

Level One: I haven't thought much about the actual type of job I want to pursue.

Level Two: I have thought about the types of jobs I want to go after, but I don't know very much about them.

Level Three: I have given careful thought to the kind of job I want and I know about the career (typical duties of the job, pros and cons of the profession, etc.)

How much do you know about what kind of jobs people from your program pursue?

Level One: There only seem to be a few kinds of jobs that people with my degree pursue. I don't really know what else there is.

Level Two: It's obvious to me what people do with my degree, and I know what I want to do (and it may not relate to my major).

Level Three: I have some ideas of what careers people with my degree pursue and I'm interested in a few of them.

How much do you know about resumes?

Level One: I don't have a resume.

Level Two: I have a resume, but it's outdated or doesn't include my graduate studies in an impactful way.

Level Three: I have a resume that I can confidently talk through that is up to date and reflects my graduate studies.

How much thought have you given to what you want for your future?

Level One: I'm confused about what I want to do in the future. I like everything and I can't decide or I can't seem to find anything that I feel passionate about.

Level Two: I have some ideas about what I want to do. I need to get coaching on how to approach my job search or professional development.

Level Three: I've checked out all the career information. I know what I want and feel comfortable with my search process and career documents.

How much do you know about networking?

Level One: I don't understand how networking is important or relevant to me.

Level Two: I've done a little informal networking. I need to find specific people and organizations of interest to build out a formal network.

Level Three: I've done informal and formal networking, feel comfortable doing so, and understand its importance to my career.

How much thought have you given to your own skill set?

Level One: I can't identify the skills I've developed in graduate school from the ones I've already had or developed.

Level Two: I know what my skills are and which ones I enjoy using, but I have no idea how they relate to certain careers.

Level Three: I've identified my skills and know how to describe them and their relevancy on my resume and during an interview.

How much thought have you given to your values and motivations?

Level One: I'm motivated enough to do this exercise. Beyond that I'm not sure about my specific values as they relate to careers.

Level Two: I have ideas about what motivates me and the values that are important to me in a career. I'd like to compare those to jobs and organizations to see where there's a fit.

Level Three: I know my values and motivations for work. I'd like to have the opportunity to express them in a job.

Reflection, Assessment, and Next Steps

If you answered mostly **Level One** responses...

Everyone has to start somewhere—continue to look through and utilize university and college career resources. The most important elements at this level are understanding and identifying yourself and your skillsets professionally (ideally in a resume/CV) and knowing what resources you have available to you to keep yourself moving forward on the career readiness journey.

Your next steps should be:

- Going through the university/college resources to continue to identify where you feel like you're missing support.
- Scheduling a meeting or attending/watching a career resources event either through the university or the college to get an idea where you are, where you want to be, and how you can get there.
- Developing a solid resume and/or C.V.

If you answered mostly **Level Two** responses...

You're probably farther along than you expect. Individuals at this stage tend to need to focus on refinement rather than robust overhauls. Sometimes, just awareness of what's out there can be the most helpful in taking your career readiness to the next level.

Your next steps should be:

- Making sure you can confidently "speak through" your entire resume and have an idea of general interview questions and how to associate your work experience and graduate studies with your answers.
- Take a look at your professional network, making sure you have an up-to-date LinkedIn profile, and are utilizing other networking platforms that keep you in some kind of connected network to other individuals.
- Learn how to access, and feel comfortable with the job search and networking platform the university provides you access to.

If you answered mostly **Level Three** responses...

When comparing yourself to your peers in career readiness you should feel a sense of pride and confidence about yourself and your professional identity. Feeling confident with your resume, your professional identity, and the tools at your disposal here at the college and university represents the highest level of career preparedness. Your next steps should be to continue maintaining up to date information and materials and fine tuning your approach to different opportunities. Remember Chapman will always be here as your Career Connection for Life.