

What questions can I ask to manage my career?

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Have you just moved from one job to another without specific planning?

Have you ever ended up in a situation where your skills did not match what was needed for you to move into a new position within your company?

That is true for most people. Sometimes a particular event will push us into getting more training or education, but many of us do not take an active role in planning our careers.

The idea of “career management” is helpful whether you are currently employed or if you are actively looking for new work. There are questions that can be asked on a regular basis to monitor what is happening in your career. There is always something that can be improved!

What if you scheduled yourself to answer these questions every 3 to 6 months?

Titles:

Does my current title reflect my current duties?
If not, what can I do to change it?

Resume:

Is my resume current?
When was the last time it was updated?
Is it still focused for the type of work I want to do in the future?

Compensation:

Do I know what my entire compensation package is?
Is that written down?
What do I want it to be?

What are you learning?

What new skills or knowledge do I need and want to learn?
Why?
How can I learn them?
When?

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Achievements:

What are my primary achievements in my current and/or past jobs?
How are they measurable?
Do I have any documentation?

References:

Who would I use for references if I'm looking for a new job?
When was the last time I talked with them?
If I don't know where they are – how can I find them?

Networking:

Who are my professional peers?
Where can I meet them?
Who should I be talking to within my company?

Career Mentor

Do I have a mentor?
If not, how can I get one?
Can I be a mentor for someone else?

Regular career review:

What do I want to review quarterly?
Yearly?
Am I clear on your current goals?
Are they written down?

If you monitor where you are now in your career and where you want to go, you are more likely to continue to move into positions that are satisfying. All of these questions lead to practical steps you can take to consciously control the direction of your career.

Now, where are you going to start?

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