

PERSONAL & CAREER ASSESSMENT



You can make a difference.

Your kick-start to personal growth and career development

This questionnaire is a useful tool to understand where you are at in terms of personal growth and development in your career. It will give you insights into aspects that are going very well for you and the parts where you can continue to grow. It will help you to take the right steps in your (working) life.

What are your ambitions?

Some people don't really like terms such as career and ambition. They associate it with moving straight up and caring only about your own interests. However, it does not have to be like that.

Shaping your career your own way

Careers come in many shapes and sizes. The traditional image is that of a vertical career where you gradually move up into a higher position. But it can also be different. For example by making a career horizontally. You can shape your career horizontally by building your expertise and doing more interesting roles/projects within your field, or by taking on a (very) different role at the same level. The most important thing is that you can shape your career in a way that suits you.

You can make a difference

Ambition is about the way you would like to contribute to the world. With your knowledge and skills you can mean a lot for others. If you combine that with the topics (in your work) that you are passionate about, you can really make a difference in your environment. By growing as a person and in your career, you can expand your influence sphere, so you can be of more and more significance. Ambitions (or desires for the future) give you direction in your work and in your life, so that you can make the difference.

Everyone can grow

Perhaps you are already in the position, you would like to be. You might be a professor or you might be very happy as a researcher. However, there are still opportunities to grow and lift yourself and your work to a new level. By continuously developing yourself you can contribute even more and realize your dreams.





Let's get started

This "personal and career assessment" covers six themes, each with 5 statements. With each statement you can write down a score of 1 to 10, in other words you are giving yourself a score.

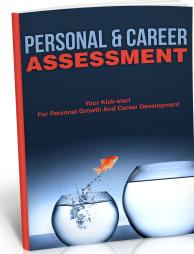
10 means "I have this completely under control", or "excellent".

1 means "this does not at all apply to me".

Do not be too critical when completing the test, but see it as a useful tool for an interesting conversation with yourself.

I wish you a lot of fun!

Sincerely,
Linda van der Wal



Tip: focus on your next step

While filling in the questionnaire it can be helpful to keep specific (work)situation(s) in mind. Do you want to grow to a next level? Then it is worthwhile to fill in the assessment with your next step in mind. You can think of different growth opportunities, for example.

- When you start working in a new or higher function.
- When you start working on more challenging projects or
- When you start leading PHD-students or a (research)team.

This way you will get insights on how you can grow in such a way that you can handle new challenges easily. Of course you can also use the assessment to create clarity on the way you function in your current job.



Personal & career assessment

Theme: inner strength	Score
<i>To have and maintain the sparkle in your eyes is essential in this rapidly changing world.</i>	
1. I know what I'm good at.	
2. I can deal well with setbacks.	
3. I am aware of my own (impeding) beliefs.	
4. When I'm out of touch with my inner strengths (for example because of doubts or difficult situations), I have tools ready to recoup myself quickly.	
5. I thrive at work and at home.	
Total:	





Theme: visibility	Score
<i>Being visible with your qualities and expertise ensures that the right people will be able to find you, so that you can do interesting work that you're excited about.</i>	
1. I have a clear niche (path) in my work and I know with what skills and expertise I want to be visible with.	
2. When people see a problem or opportunity in my field, they immediately know where to find me.	
3. I enjoy working on increasing my visibility.	
4. My network includes people who are actively helping me further my career.	
5. I seek and find smart locations to show my expertise and to increase my visibility.	
Total:	

Theme: career	Score
<i>By growing in your career, you can further your beliefs and make a bigger contribution.</i>	
1. I enjoy growing further in my work.	
2. I know where I want to go with my career.	
3. My manager knows what my ambitions are.	
4. Important people around me (such as the head of your department/faculty, leaders in your field) know what my achievements and ambitions are.	
5. I structurally spend time taking steps in my career.	
Total:	

Skills for the 21^e century: not a luxury, but a necessity

Growing your skills and insights in for instance time management and leadership are no longer a luxury. These skills are needed to keep functioning well in a fast paced and rapidly changing work environment. They help you find a clear path and get results in a world full of choices and information overload.





Theme: time management	Score
<i>Managing your time wisely is essential in a world with an abundance of information, opportunities and challenges.</i>	
1. At the end of the day my mailbox is empty.	
2. I work with a smart to-do list.	
3. I focus on my own priorities, rather than constantly being distracted by ad-hoc things.	
4. I keep track of my calendar for the next month.	
5. I know what goals/dreams I want to achieve this year and how I can get there.	
Total:	

Theme: leadership	Score
<i>Anyone can be a leader, regardless of their function at work.</i>	
1. I can easily convince colleagues and managers regarding my plans.	
2. I have a clear vision of the work (and of my field/team/department).	
3. Others see in me an example (this may also apply to certain aspects).	
4. My team solves problems independently.	
5. I have the opportunity to look at the future of my field/organisation.	
Total:	

Theme: work-life balance	Score
<i>A good balance between all aspects that are important in your life is more satisfying.</i>	
1. I know what really matters to me in life.	
2. I pay sufficient attention to all areas of my life that are important to me (for example hobbies, family, and friends).	
3. I have a network of people/tools that can help me when needed (for example With groceries, housekeeping, looking after the children).	
4. I create plenty of relaxation for myself, so that I can completely recharge.	
5. When the balance is broken, I know how I can quickly recover it.	
Total:	





★ **Calculating the result**

The table below will give you a quick overview of where your strengths lie and what your opportunities are for further growth.

1. Add up all the scores you have given yourself in the various themes and put those in the score column.
2. Divide the total score per theme by 5, giving you a score for each theme. You can enter this in the "Final score" column.
3. Calculate the total points for all themes and divide by 30. This will give you the total final score as one score.

Theme	Score (total points per theme)	Final score (total divided by 5)
Power		
Visibility		
Career		
Time management		
Leadership		
Work-life balance		
Total:	(sum of above scores)	(total divided by 30)

★ **Your next step**

With the results at hand you can see what items you would like to work on. The five points below help you to gain clarity on your next steps.

- 1. Strong points:** what areas go well for you? What do you do to make it go well?





2. Areas to develop: What would you like to change? What items could you improve on? What strong points could you use more?

3. Action: What can you do this week to take a next step?

4. Resources: what help could you use to grow faster? What would you not be able to do alone? You can think about coaching, a mentor, a writing course or information about grants, for example.

5. Review: write down in your agenda that you will look back at the results from this assessment in 2 weeks. This way you can see what actions work for you, so that you can make alterations on your path in a timely fashion.





Trainer and Coach Linda van der Wal

Skills for the 21st century, so that you can make the difference.



I help smart professionals (in and around science) grow faster in their work using scientifically proven techniques. As a result, they not only work with more pleasure, but they also get more done.

Can you use a sparring partner?

Are you curious about what I can do for you? Contact me for a free consultation via linda@trainingenadvies.com. You can also call 0624884485.

Tips and inspiration

As a subscriber to my e-zine, you will receive monthly inspirational tips. If you have not yet subscribed, you can easily do so via www.LindavanderWal.com.

I have also written two books:

- ◆ *Old habits, good intentions* ("Oude gewoonten, goede voornemens") gives you practical tips to achieve your goals and to change your behaviour.
- ◆ *Office secrets* ("Kantoorgeheimen") gives you plenty of tools to increase your power, visibility and influence.

Herman Wijffels, about *Kantoorgeheimen*:

"Making full use of all the potential in the workplace is crucial for organisations. This book provides employees and managers an excellent guide to get the best out of themselves and to be able to make a difference, which is so necessary in this day and age."

- Herman Wijffels - Professor of Sustainability and Social Change at University of Utrecht, formerly CEO at Rabobank and Chairman of the SER.

