



YOUR CAREER DEVELOPMENT CHECKLIST

When was the last time you sat down and reviewed to what extent you are meeting your career objectives?

And I don't mean your annual review with your line manager; I'm talking about your deeply personal career goals and intentions.

Wherever you are in your career journey, it is a good idea to periodically analyse your current position depending on where you want to be. When you dig a little deeper, is everything on track and working out as you expected? Or do you need to make some changes in order to meet your goals?

To help you measure if your career is progressing as you envisaged when you started out, we have created the following checklist to provide you with a snapshot of whether you're on the right track.

When you work through this checklist, it is essential to remember the reasons you got into your current role in the first place.

What did you set out to achieve in your career – did you plan on making a certain amount of money in a specific timeframe?

Was your move into your current role related to what was going on in your personal life? For example, were you about to leave home, get married or were you saving for a deposit for a house?

And also, what is important to you about the company you work for? Do you fit in with your company's culture? Do you have a good working relationship with your colleagues and managers?

If your current role or company is not fulfilling you in the way you had hoped, or if the pace has slowed down recently, it could be a sign that you need to start making some big career decisions – is it time to move organisations?

Read each statement below and decide on how much you agree, using the following scale -

- 1 - Strongly disagree
- 2 - Disagree
- 3 - Neutral
- 4 - Agree
- 5 - Strongly agree

So, let's get started!

Career Checklist

1. I am progressing the way I want in my career.
 2. I have achieved some of my career goals, and others are within reach.
 3. I enjoy my work and look forward to going in each day.
 4. The people I work with are very supportive and friendly.
 5. I feel like a valued member of the team I work within.
 6. My manager gives me the right balance between support/guidance and working under my initiative.
 7. I feel I make a difference within the company I work for, rather than just being a number.
 8. The company I work for really invests in supporting me to achieve my goals.
 9. I can see a clear progression path within my current company.
 10. I am happy with the level of training and personal development offered by my current employer.
 11. The company I work for believes in me and trusts me to do my job well.
 12. I feel that my company enables and supports my focus.
 13. I am recognised and rewarded for my work.
 14. The sector I work in really interests me.
 15. I am happy with the location of and commute to my place of work.
 16. I feel my company offer a fair and competitive commission structure (if applicable).
 17. The monetary remuneration I receive has enabled me to achieve goals in my personal life (i.e. buy a house, go on my dream holiday, etc.)
 18. I feel I have the right work/life balance working for my current company.
 19. I am happy with the way my working day is structured.
 20. I can see myself staying with this company for a long time.
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What Did You Score?

Tally up what you scored and take a look below at some of the points you may want to consider when thinking about how you want your career to progress in the future:

20-40

Alarm Bells! This score says your career isn't going to plan, and you are probably not enjoying your current role. We suggest thinking about why you aren't enjoying your position or not achieving what you want. It might be time for you to move on or think about whether your current company or role is for you. Do you need a more supportive environment, better career progression, or even a change of sector?

41-60

Room for More A better score, which suggests you enjoy aspects of your job, but there's lots of room for improvement. For example, you might like the people you work with, but you feel you aren't personally getting the support you need to achieve your career and personal goals. You need to consider if you can see changes happening in your current company by speaking to your manager, or if you feel working here has run its course and to progress, you need to move on.

61-80

Meeting Some Goals You're neither very happy nor unhappy, though you wouldn't describe yourself as completely engaged. Which means that if the right opportunity came your way, you would consider it. When you feel this way, sometimes the grass isn't always greener on the other side. You need to decide if you want to move, why is this? Understand if it's just a case of you only feel like this when you have a bad day or if it's more often.

81+

Loving Life and Your Job You are achieving your goals, meeting targets and enjoy the place you work. There may be small elements that you feel could be better, but they aren't big enough to make you think about working somewhere else. However, we suggest you don't become complacent. Sometimes, being in a company for too long can demotivate you in the long run. If you've been working with the same company for a while, is it time for a fresh challenge with new people?

If this checklist has prompted you to think harder about what your current role and company are providing you with, and it has made you realise that now is time for a change, then get in touch with [Clayton Recruitment](#) today. We can help you in deciding what step to take next to further your career.

CLAYTON RECRUITMENT

We understand that while talent is your greatest asset – it can also be your scarcest resource - which is why you need a recruitment partner with the market expertise, insight and network to deliver the right people at the right time.

Clayton Recruitment has been partnering with organisations across the local, regional and national market for over three decades and during that time has built up an enviable reputation for trust and reliability. We provide an experienced and credible voice in the market by being able to demonstrate a detailed knowledge of the talent agenda.

Talent is all about people, and just like you, our consultants are true experts in their field with a real drive for excellence which informs everything they do.

With specialist divisions covering Commercial, Financial, Industrial and Engineering appointments, on both a permanent and temporary basis, Clayton Recruitment is the only name you'll ever need, and what's more – we are nice people to do business with!

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