

PROFESSIONAL PROFILE

This PDF is designed to help you capture important information about your career. It can be used as a “stand alone” or as the final Appendix to our workbook. (See Amazon Kindle [Emplana Career Workbook & Toolkit](#)). Either way, the idea is to help you review and reflect and move forward, whether to update your resume, identify some new career activities, or act as a foundation for career change plan.

We’ve designed it as a big net to capture as much as possible so please do not be concerned if your entries seem sparse. If this form reminds you about events you organized, software you used, or similar “wins” than the exercise is a success. Please don’t worry about precise definitions or which radio button to tick - just dive in and let the picture take shape.

MARKETPLACE

Add one or more phrases for each applicable dimension

Sector / Domain Specific

(Financial Services, Hospitality, Retail, etc.)

Format

(For profit, Non-Profit, Public Sector)

(Large, small, start-up, sole proprietor, solo practitioner)

How would you describe the marketplace for what you do?

- ☐ a. Cutting edge (Blockchain, AI, Robotics, 3D, drone)
- ☐ b. New (Big Data, Cloud)
- ☐ c. Established
- ☐ d. Mature

What else?



PROFESSIONAL

What is your favorite work mode?

- ☐ a. Leadership: providing direction, guidance, feedback
- ☐ b. Interaction: a great team member
- ☐ c. Solo: "I'll figure it out"
- ☐ d. A mix
- ☐ e. Something else

Ideal job activity mix (pie chart):

What percentage for analysis, process, leadership (team, division, company), communications, meetings, reporting

Reporting to:

Board, Owner, CEO, Chief / Director, Manager, Supervisor?

What else?



GENERAL BUSINESS EXPERIENCE

Communications

Management

Accounting & Finance

Marketing & Sales

Projects

(Requirements, scoping, planning, management, delivery, evaluation)

What else?



BUSINESS PROCESSES EXPERIENCE

Add one or more phrases for each applicable dimension

Governance

Innovation

Compliance / Regulatory Reporting / Audit / QA

Time management / Work Habits

What else?



BUSINESS TECHNOLOGY

Tick which column applies

	NONE	SOME FAMILIARITY				FLUENT		INSTRUCTOR			
Digital Fluency (Select and use digital tools and technologies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analysis and document creation (doc, grid, slide)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email contextual ease (report, persuasion, invitation, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calendar, Invitations, groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Task management (Outlook, ToDoist)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Note, screen / web capture, mix (OneNote, Evernote)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workflows (Document progression, work stages)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multi-device (Storage and access)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaboration (Google Suite, MS Office)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared docs, storage (Google Drive, OneDrive, Dropbox)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Web meeting (Zoom, JoinMe, GoToMeeting, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Survey (Survey Monkey, web meeting polling, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content Management (SharePoint, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordination / reference (Slack, Monday, Teams, Twist)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Analytics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cybersecurity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What Else?



ACTIVITIES: Education

Classes

(University, Community College, Executive Education, Certificates, Professional Association)

Conferences, seminars, briefings

Professional Association(s)

Recent / important business book(s), journal(s), etc.

Informal: work session (lunch and learn, inter-department)

What else?



ACTIVITIES: Networking

Events (Meet ups, professional association)

Outreach (Reconnect, event follow up, etc.)

Volunteer (Board, club, school, etc.)

Social media (LinkedIn, other)

Assignments, projects, committee

What else?



OTHER KEY PIECES FOR THE MIX

Dreams and aspirations

Values

Goals

Interests

Hobbies

What else?