Career Advancement

Readiness Guide

CAA | Career Advancement Academy

Welcome to the "Career Advancement" Readiness Guide

INTRODUCTION

Welcome to our Career Advancement Readiness Guide, designed to evaluate your preparedness for taking the next steps in your professional journey. This comprehensive assessment ensures that you have completed all the necessary groundwork for career advancement, including setting clear and achievable career goals, honing your networking skills, mastering effective job search techniques, cultivating relationships with mentors, and bolstering your self-confidence. By completing this assessment, you will gain valuable insights into your strengths and areas for growth, empowering you to navigate your career path with confidence and clarity.

CAREER COMPETENCIES

- CAREER PLANNING
- JOB SEARCH
- NETWORKING
- INITIATIVE
- VALUES

HOW TO USE THIS REPORT

The Career Advancement Readiness Guide report is designed to provide you with an overview of the competencies needed for finding your next-level job. The detailed insights are given below to help you understand your inherent strengths, as well as areas you might consider expanding and sharpening. Be sure to read the report with an open mind focused on continuous improvement. Additionally, you'll find specific course suggestions for continued learning and development. Use the thoughts and insights given to consider how you might continue your personal development journey. As a final recommendation, it is always helpful to review your report with someone whom you trust and who can provide you with honest feedback and support. Outside opinions are very helpful in letting you know how the world sees you.

COMPETENCY LIST

The Career Advancement Readiness assessment is divided into five skill areas. Each skill area has three associated competencies, as shown below.

| Career Planning	Goal Setting	Job Skills	Seeking Feedback
Job Search	Resume Writing	Interview Skills	Negotiation Skills
Networking	Professional Network	Mentors	Communication Skills
Initiative	Self-Confidence	Decision Making	Leadership
Values	Vision of the Future	Trustworthiness	Accountability

SCORES AND RANKINGS

Based on your responses to the questionnaire, your report indicates your level of overall development along with competency scores in each of the five skill areas. The report also provides a ranking of the competencies found within each skill area.

Scores for Overall Rating, each Section, and individual Competencies are categorized into three levels:

1. **Well Developed** – Denoted in **green**, indicates an above-average score or top percentile of benchmarked scores.

2. **Moderately Developed** – Denoted in **yellow**, indicates a score in the middle percentile of benchmarked scores.

3. **Needs Development** – Denoted in **red**, indicates a competency or skill that you might consider for further improvement. This score falls in the bottom range of benchmarked scores.

OVERALL SCORE

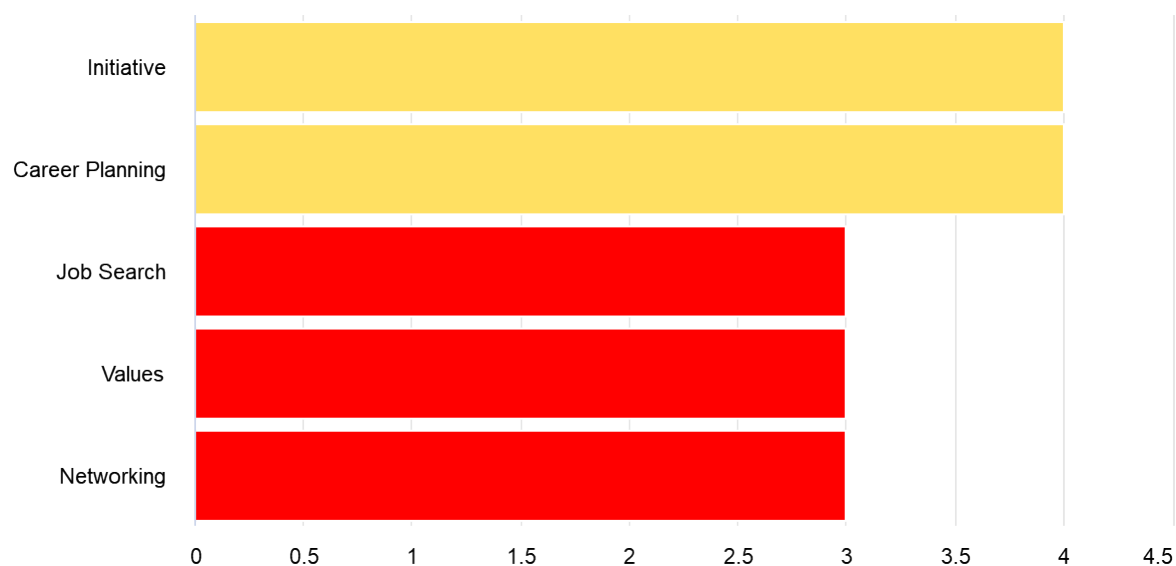A composite score for each of the five sections assessed and expressed as a percentage of the total possible points is given in the graph below.

65%
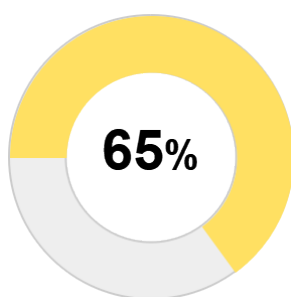
Assessment

CAREER ADVANCEMENT READINESS SECTION SCORES

Looking in more detail, the report that follows depicts a summary of scores generated from the answers provided in each of the sections and specific competencies that make up the assessment.

RANK OF COMPETENCIES

Below is a ranked summary of each of the competencies evaluated in the five sections of the assessment. Percentile scores for each rating indicate your current level of development for that competency. Competencies highlighted in green show a highly developed ability, while those highlighted in yellow or red indicate the possible need for further improvement.
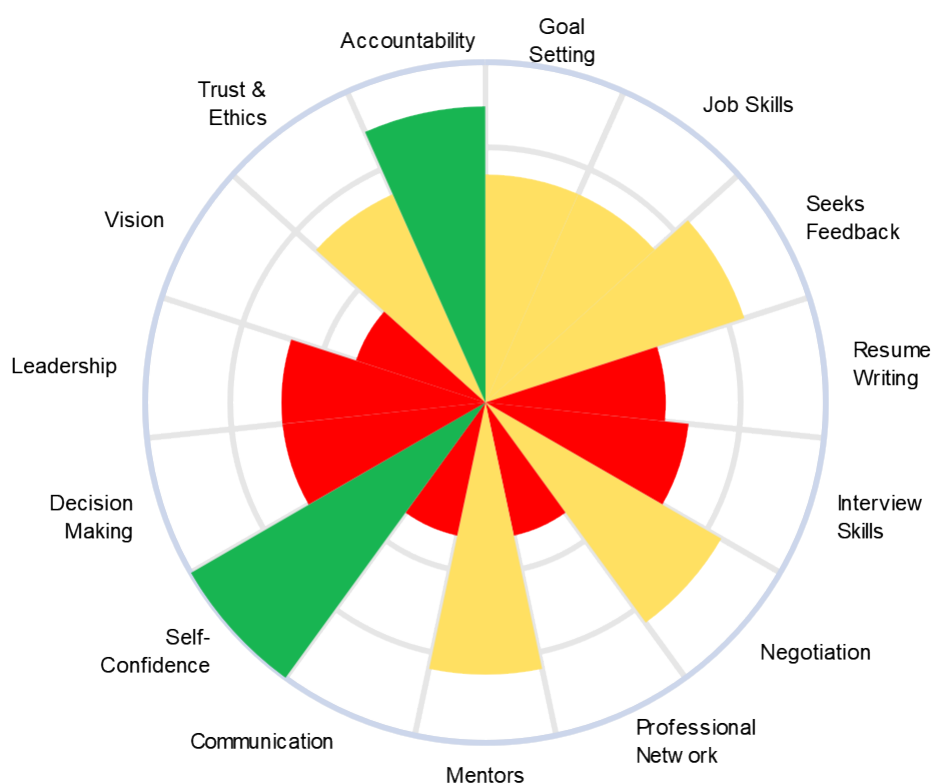
CAREER PLANNING

This section of the report shows the development level of skills related to planning your career. The breakout of responses is categorized into three groups as follows:
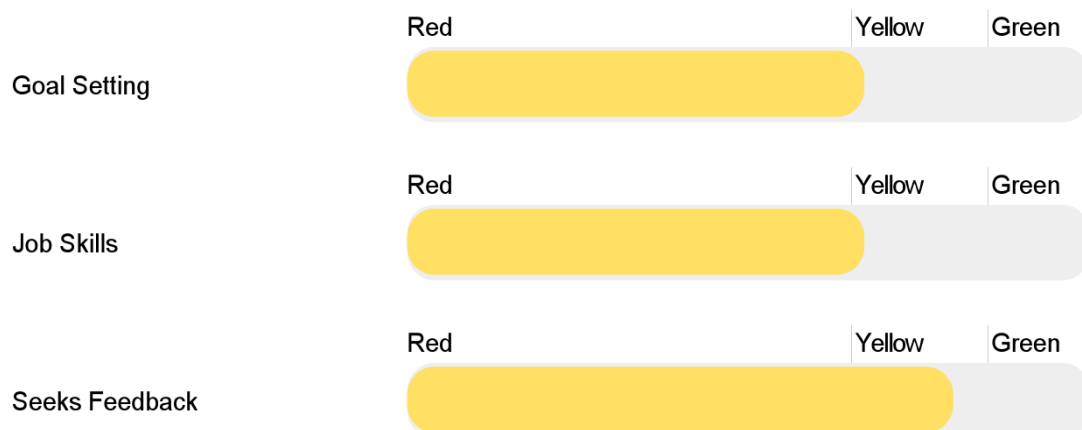
Goal Setting: Goal setting is a foundational step in effective career planning, serving as the roadmap that guides your professional journey. By setting clear, well-defined goals, individuals can focus their efforts on achieving specific outcomes that advance their careers. Goals should be SMART—Specific, Measurable, Achievable, Relevant, and Time-bound—to ensure they are actionable and realistic. This approach not only helps in maintaining motivation but also enables individuals to measure progress and make adjustments as necessary.

Job Skills: Possessing the right skills is crucial for career advancement and success. This involves both hard skills, such as technical proficiency in job-specific tools and technologies, and soft skills, like communication, leadership, and problem-solving. Continuously updating and expanding one's skill set in response to evolving industry trends is essential to remain competitive in the job market. This can be achieved through formal education, professional development courses, and practical experience. Additionally, understanding the skills most valued in your chosen field can help tailor personal development efforts to close any skill gaps, thereby enhancing employability and candidacy for promotions or new roles.

Seeking Feedback: Receiving feedback and guidance from others is invaluable in career planning. Constructive feedback provides insights into areas of strength and opportunities for improvement, facilitating personal and professional growth. Engaging with mentors, coaches, or even peers can offer new perspectives and advice on navigating career challenges and making strategic decisions.

CAREER PLANNING

This section of your report shows the development level of competencies associated with the section of Career Planning.

	Red		Yellow	Green
Goal Setting				

	Red		Yellow	Green
Job Skills				

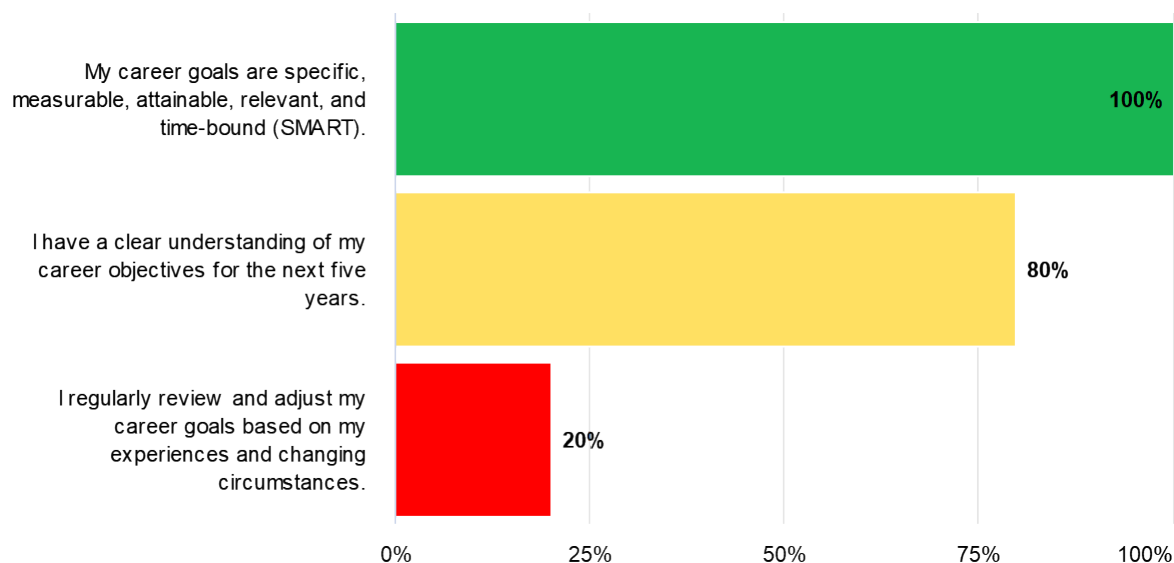|	Red		Yellow	Green
Seeks Feedback				

GOAL SETTING

The Goal-Setting Questions module measures the degree to which an individual is able to establish clear, achievable objectives and assess their alignment with personal and professional aspirations.

OVERALL SCORE

	Red	Yellow	Green
Goal Setting	67%		

QUESTION SCORE RANK

| Question	Score
My career goals are specific, measurable, attainable, relevant, and time-bound (SMART).	100%
I have a clear understanding of my career objectives for the next five years.	80%
I regularly review and adjust my career goals based on my experiences and changing circumstances.	20%

GOAL SETTING RATING

This individual's competency score falls within the **Moderate Range** of the sample population. While some individuals who score in this range have an acceptable level of competency, others (particularly those who score at the low end of the range), at times, may not demonstrate these abilities. More in-depth understanding and continued training and development may be a good idea for this individual.

67%
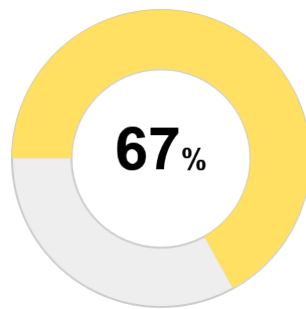
Goal Setting

COURSE RECOMMENDATIONS - If you are looking to improve your proficiency in this competency, below are some suggested online courses to consider.

- **Goal Setting** – This course equips participants with the skills to establish and achieve business-oriented goals, focusing on creating actionable objectives and measurable results.

- **Setting SMART Goals** - This course teaches how to define and set specific, measurable, achievable, relevant, and time-bound (SMART) goals to enhance productivity at both personal and professional levels.
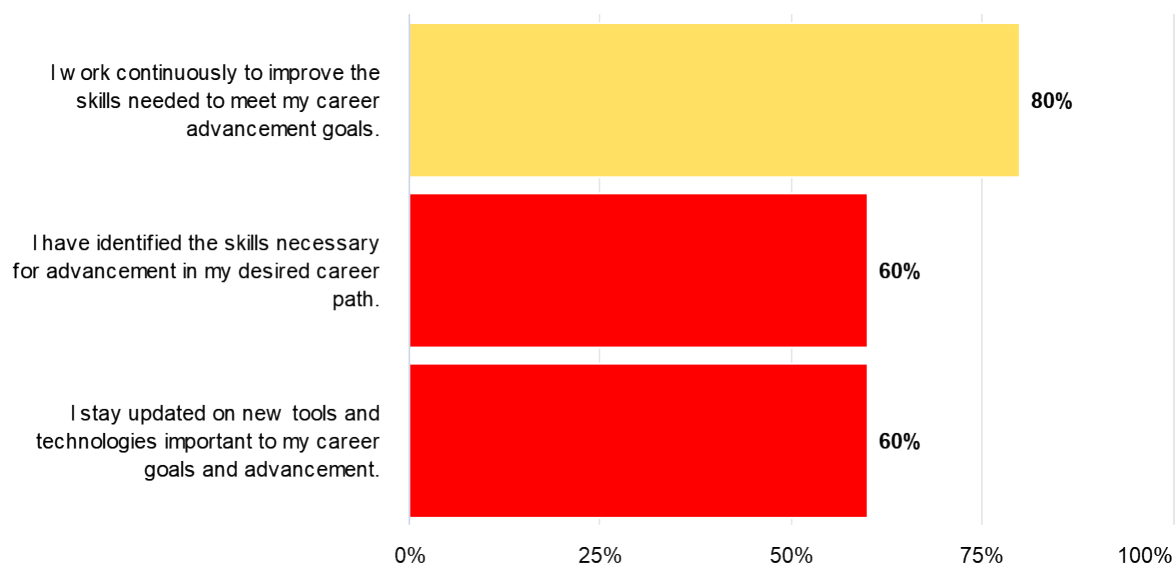
JOB SKILLS

The Job Skills questions module measures the degree to which you have the necessary skills needed for advancement in your desired career.

OVERALL SCORE

	Red	Yellow	Green
Job Skills	67%		

QUESTION SCORE RANK

| Question	Score
I work continuously to improve the skills needed to meet my career advancement goals.	80%
I have identified the skills necessary for advancement in my desired career path.	60%
I stay updated on new tools and technologies important to my career goals and advancement.	60%

JOB SKILLS RATING

This individual's competency score falls within the **Moderate Range** of the sample population. While some individuals who score in this range have an acceptable level of competency, others (particularly those who score at the low end of the range), at times, may not demonstrate these abilities. More in-depth understanding and continued training and development may be a good idea for this individual.

67%
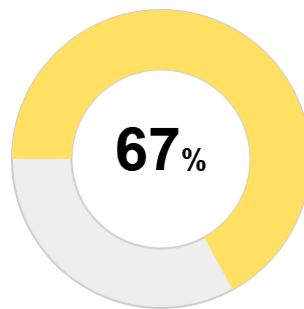
Job Skills

COURSE RECOMMENDATIONS - If you are looking to improve your proficiency in this competency, below are some suggested online courses to consider.

- **Measuring Performance** - This course focuses on the techniques and metrics used to evaluate an employee's performance effectively, which is essential for determining readiness for job advancement.

- **Competency Assessments -** This course provides tools and methods for assessing employee competencies that are crucial for identifying skills gaps and planning for career advancement within an organization.
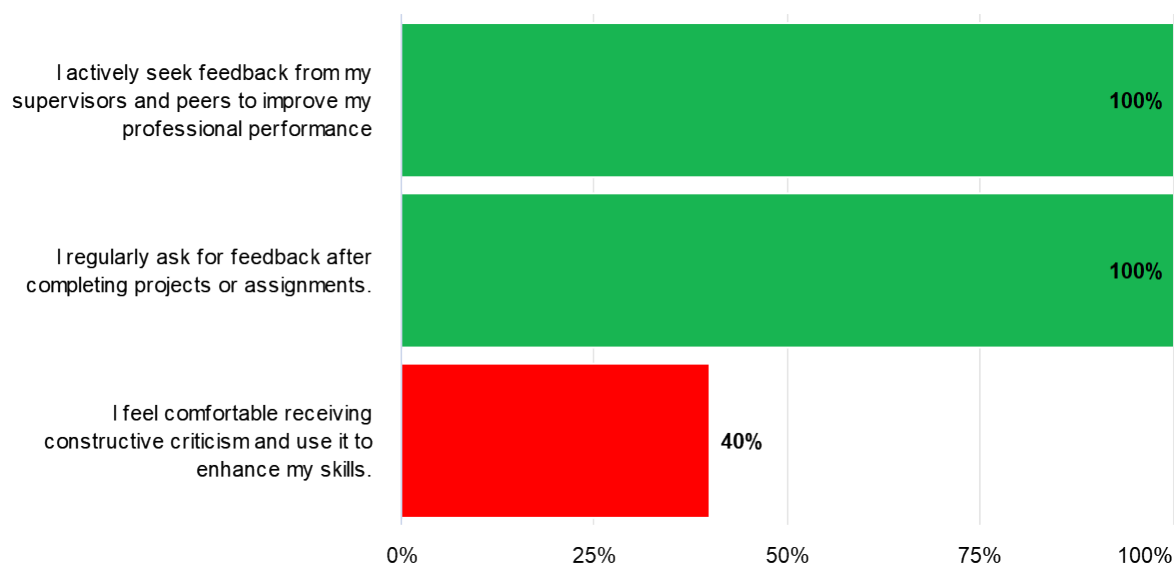
SEEKS FEEDBACK

The Seeks Feedback questions module measures your interest and ability to determine why an issue is happening and how to resolve it.

OVERALL SCORE

	Red	Yellow	Green
Seeks Feedback		80%	

QUESTION SCORE RANK

I actively seek feedback from my supervisors and peers to improve my professional performance	100%
I regularly ask for feedback after completing projects or assignments.	100%
I feel comfortable receiving constructive criticism and use it to enhance my skills.	40%

0%   25%   50%   75%   100%

SEEKS FEEDBACK SKILLS RATING

This individual's competency score falls within the **Moderate Range** of the sample population. While some individuals who score in this range have an acceptable level of competency, others (particularly those who score at the low end of the range), at times, may not demonstrate these abilities. More in-depth understanding and continued training and development may be a good idea for this individual.

80%
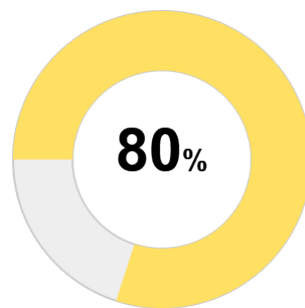
Seeks Feedback

COURSE RECOMMENDATIONS - If you are looking to improve your proficiency in this competency, below is a suggested online course to consider.

- **How to Find a Mentor -** This course outlines the steps to finding a mentor, including identifying potential mentors through community programs, professional networks, or online platforms dedicated to increasing diversity in various fields. It also guides you on how to establish contact, nurture the relationship, and respect your mentor's boundaries, aiming to build a productive mentorship dynamic.

JOB SEARCH

This section of the report shows your development level of skills related to initiating and conducting an effective job search. Skills covered include.

Resume Writing: Crafting a strong resume is crucial in a job search as it serves as the first point of contact between a candidate and a potential employer. A well-written resume succinctly outlines one's professional experience, skills, and accomplishments in a manner that aligns with the specific job requirements. It should be clearly organized, free of errors, and tailored to highlight the most relevant experiences that match the job description. Effective resume writing not only showcases a candidate's qualifications but also sets the tone for their professional demeanor, making it a pivotal tool in securing job interviews.

Interview Skills: Strong interview skills are essential to effectively convey competence and fit for the role during the job search process. Preparing for interviews involves researching the company and role, understanding the industry, and being able to articulate how one's background and experiences make one a suitable candidate. Practicing responses to common interview questions can help maintain poise and confidence. Non-verbal communication, such as maintaining eye contact, offering a firm handshake, and demonstrating positive body language, also plays a critical role in making a good impression. Ultimately, good interview skills allow candidates to present themselves in a thoughtful, prepared manner while engaging with potential employers.

Negotiation Skills: Effective negotiation skills are vital when finalizing a job offer, allowing candidates to secure better terms of employment. This includes salary, benefits, work flexibility, and other job perks. Successful negotiators do their homework and understand their market value and the industry standards for similar roles. They approach negotiations with a clear sense of what is negotiable and what is essential for their professional and personal needs. It's important to communicate clearly, confidently, and professionally, showing readiness to find a mutually beneficial agreement without seeming overly demanding.

JOB SEARCH

This section of your report shows development levels of competencies associated with the ability to successfully search for a job..
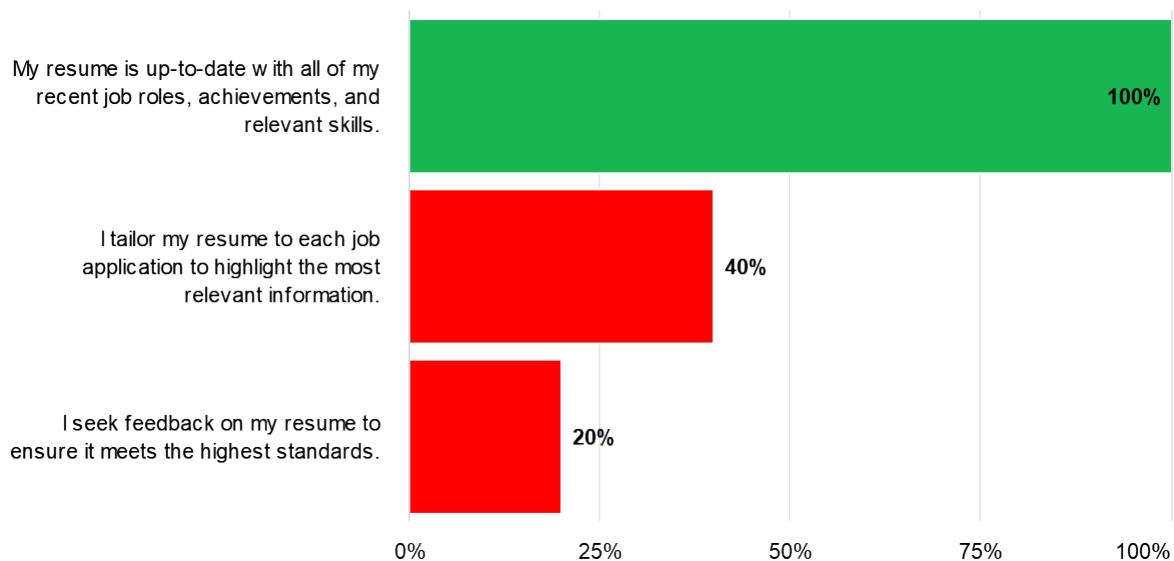
Resume Writing

Red | Yellow | Green

Interview Skills

Red | Yellow | Green

Negotiation

Red | Yellow | Green

RESUME WRITING

The Resume Writing questions module measures your ability to tailor your resume to provide the most relevant information.

OVERALL SCORE

	Red	Yellow	Green
Resume Writing	53%		

QUESTION SCORE RANK

My resume is up-to-date with all of my recent job roles, achievements, and relevant skills.	100%
I tailor my resume to each job application to highlight the most relevant information.	40%
I seek feedback on my resume to ensure it meets the highest standards.	20%

0% 25% 50% 75% 100%

RESUME WRITING SKILLS RATING

This individual's competency score is in the **Low Range** of the sample population. There is a higher probability that the individuals who score in this range may be less capable or skilled compared to those who score higher. This may be a concern for some job positions. More in-depth understanding and continued training and development are highly recommended.

53%
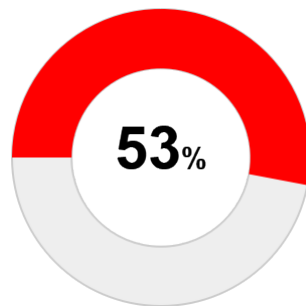
Resume Writing

COURSE RECOMMENDATIONS - If you are looking to improve your proficiency in this competency, below are some suggested online courses to consider.

Building Your Resume: This course teaches the essentials of crafting a professional resume that stands out in today's job market. Participants learn how to strategically format and word their experiences and skills to catch the attention of hiring managers. The course also covers the importance of tailoring a resume to specific job listings to improve the chances of getting an interview.

Advanced Resume Writing Techniques: Aimed at individuals looking to refine their existing resumes, this course delves into advanced strategies for highlighting achievements and skills effectively. It provides insights on optimizing resumes for applicant tracking systems and includes tips on using action verbs and quantifiable achievements to demonstrate professional impact. The course is ideal for those seeking to update their resumes for mid-level to senior positions or specialized fields.
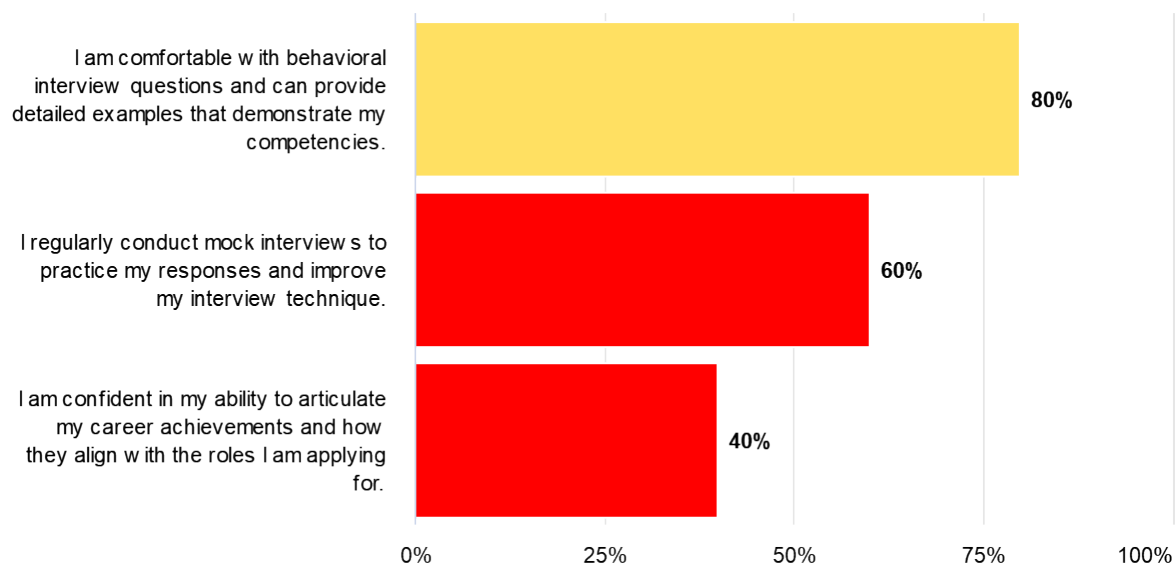
INTERVIEW SKILLS

The Interview Skills questions module measures the degree to which you are comfortable aligning your experience to the job needs and providing detailed examples to demonstrate your competencies.

OVERALL SCORE

	Red		Yellow	Green
Interview Skills	60%			

QUESTION SCORE RANK

Question	Score
I am comfortable with behavioral interview questions and can provide detailed examples that demonstrate my competencies.	80%
I regularly conduct mock interviews to practice my responses and improve my interview technique.	60%
I am confident in my ability to articulate my career achievements and how they align with the roles I am applying for.	40%

INTERVIEW SKILLS RATING

This individual's competency score is in the **Low Range** of the sample population. There is a higher probability that the individuals who score in this range may be less capable or skilled compared to those who score higher. This may be a concern for some job positions. More in-depth understanding and continued training and development are highly recommended.

60%
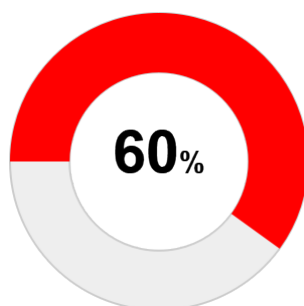
Interview Skills

COURSE RECOMMENDATIONS - If you are looking to improve your proficiency in this competency, below are some suggested online courses to consider.

Mastering the Art of Interviewing: This course offers comprehensive training on how to excel in job interviews, focusing on both behavior-based and case interview techniques. It teaches participants how to effectively communicate their skills and experiences, handle difficult questions, and make a memorable impression. Additionally, the course includes practice interviews with feedback to help learners improve their performance.

Interview Skills for Success: Aimed at job seekers at all levels, this course provides essential strategies to prepare for and succeed in various types of interviews. Learners will gain insights into understanding what interviewers look for, how to respond to common interview questions, and techniques for reducing pre-interview anxiety. The course also covers the importance of post-interview etiquette, including how to follow up effectively.
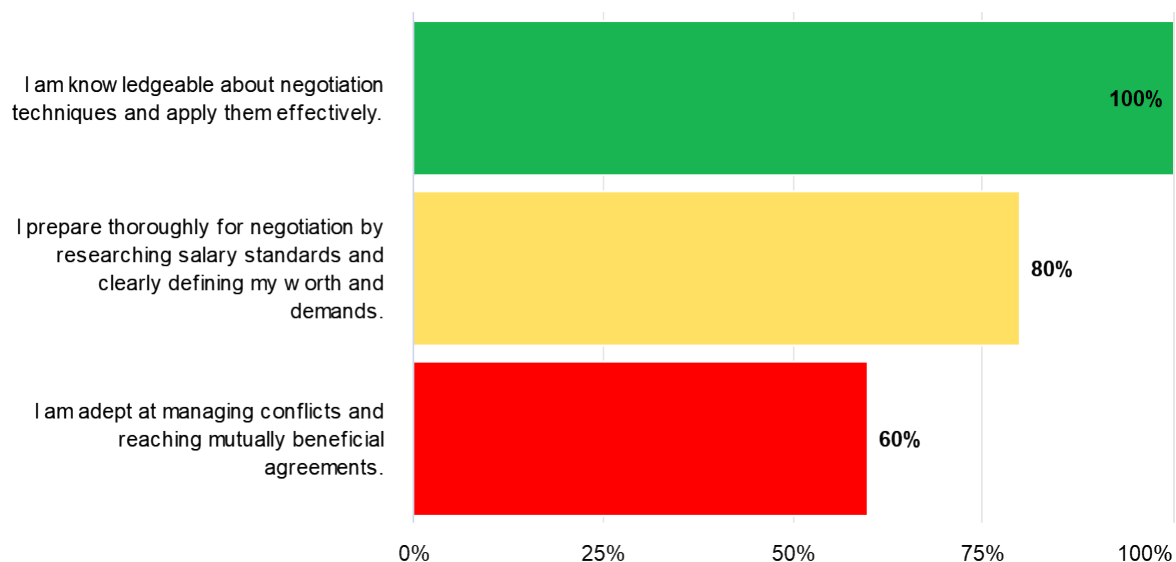
NEGOTIATION

The Helping Disposition questions module measures the degree to which you can set aside your own interests to help others meet their needs.

OVERALL SCORE

	Red	Yellow	Green
Negotiation		80%	

QUESTION SCORE RANK

Question	Score
I am knowledgeable about negotiation techniques and apply them effectively.	100%
I prepare thoroughly for negotiation by researching salary standards and clearly defining my worth and demands.	80%
I am adept at managing conflicts and reaching mutually beneficial agreements.	60%

NEGOTIATION SKILLS RATING

This individual's competency score falls within the **Moderate Range** of the sample population. While some individuals who score in this range have an acceptable level of competency, others (particularly those who score at the low end of the range), at times, may not demonstrate these abilities. More in-depth understanding and continued training and development may be a good idea for this individual.

80%
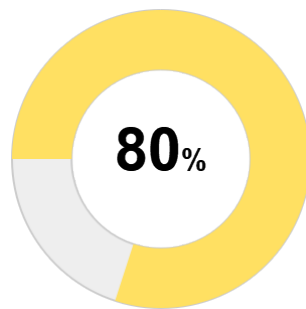
Negotiation

COURSE RECOMMENDATIONS - If you are looking to improve your proficiency in this competency, below are some suggested online courses to consider.

Negotiation Basics: Designed for both beginners and those looking to sharpen their existing negotiation skills, this course offers fundamental strategies to enhance bargaining power and achieve desired results. Participants learn how to prepare for negotiations, understand the dynamics of negotiation interactions, and develop tactics to overcome common negotiation challenges. The course also provides practical exercises to apply learned skills in real-world scenarios.

Winning Negotiations for Conflict Resolution: This course equips participants with the tools to conduct successful negotiations in high-stakes environments, particularly in resolving conflicts. It covers techniques to establish common ground, express perspectives constructively, and work toward mutual agreements. The course also emphasizes the importance of focusing on issues rather than personalities, ensuring negotiations lead to productive outcomes.

NETWORKING

This section of the report shows the development level of skills related to your ability to communicate and build relationships that support your career advancement.
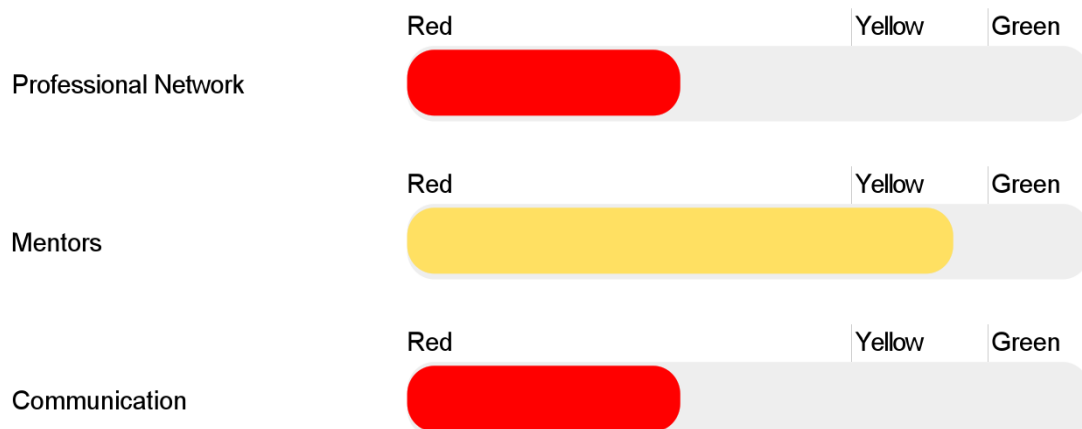
Professional Network: Building a professional network is essential for career growth and job search success, as it connects individuals with potential opportunities, resources, and advice that are not accessible through traditional channels. A robust network can be built through attending industry conferences, participating in professional associations, and engaging on platforms like LinkedIn. It's important to maintain and nurture these relationships over time by offering help, sharing valuable information, and staying in touch regularly, which can lead to mutual benefits and potential job referrals.

Mentors: Having mentors is crucial in navigating the complexities of career development and job searches, as they provide guidance, support, and insight based on their own experiences. Mentors can help with setting realistic career goals, offering feedback on job applications or interviews, and introducing mentees to their network, thus expanding the mentee's visibility in the industry. A good mentor not only advises on professional matters but also helps in building confidence and learning how to tackle challenges effectively.

Communication Skills: Effective communication skills are indispensable in every stage of a job search, from crafting compelling resumes and cover letters to performing well in interviews and networking events. These skills encompass not only speaking clearly and concisely but also active listening, understanding non-verbal cues, and adapting messages to different audiences. Improving communication can lead to stronger interviews, more impactful personal branding, and better professional relationships, which are all critical for a successful job search. Continuous practice, feedback from peers or mentors, and participation in communication workshops or courses can greatly enhance one's communication abilities.

NETWORKING

This section of your report shows development levels of competencies associated with someone who can influence and guide others for the accomplishment of specified goals.

Professional Network

Red	Yellow	Green

Mentors

Red	Yellow	Green

Communication

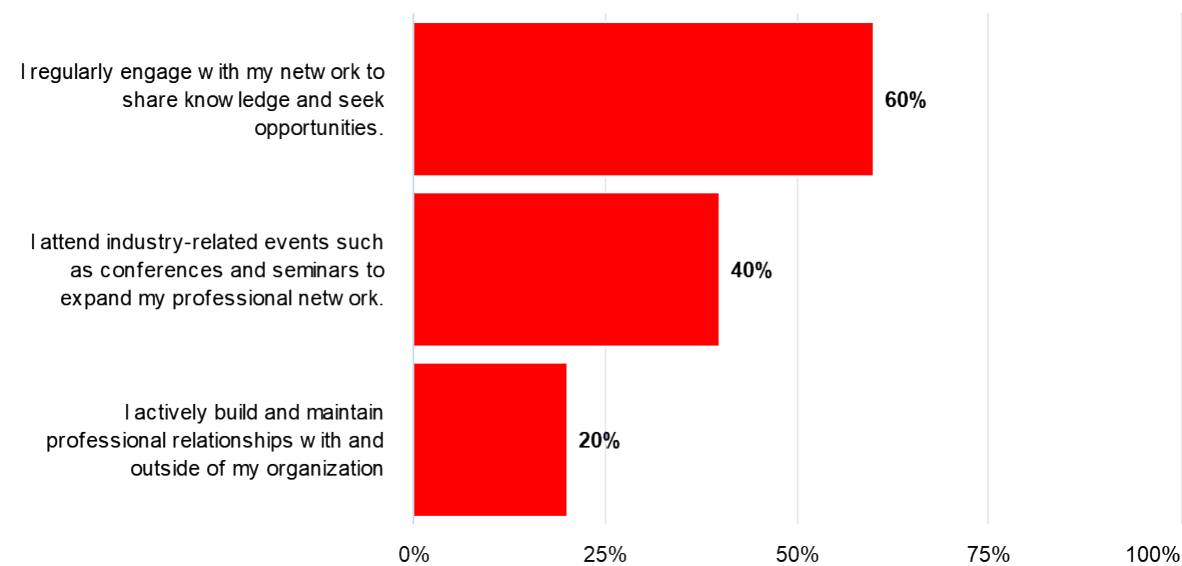| Red	Yellow	Green

PROFESSIONAL NETWORK

The Professional Network questions module measures to what degree you possess the relationships, mentors, and communication skills needed for implementing your career advancement plans.

OVERALL SCORE

	Red	Yellow	Green
Professional Network	40%		

QUESTION SCORE RANK

I regularly engage with my network to share knowledge and seek opportunities.	60%
I attend industry-related events such as conferences and seminars to expand my professional network.	40%
I actively build and maintain professional relationships with and outside of my organization	20%

PROFESSIONAL NETWORK SKILLS RATING

This individual's competency score is in the **Low Range** of the sample population. There is a higher probability that the individuals who score in this range may be less capable or skilled compared to those who score higher. This may be a concern for some job positions. More in-depth understanding and continued training and development are highly recommended.

40%
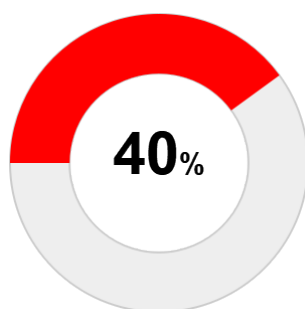
Professional Network

COURSE RECOMMENDATIONS - If you are looking to improve your proficiency in this competency, below are some suggested online courses to consider.

Networking for Success: This course teaches the fundamentals of building and maintaining a professional network that can support career development and job search efforts. It covers strategies for effective communication within networks, how to leverage social media platforms for professional networking, and tips for nurturing relationships over time. The course also emphasizes the importance of reciprocity in networking, ensuring that professional relationships are mutually beneficial.

Effective Networking Strategies: This course offers advanced techniques for professionals looking to enhance their networking skills. Participants learn how to identify key influencers within their industry, engage in meaningful interactions at networking events, and develop a personal brand that resonates within professional circles. The course includes practical exercises to apply networking strategies in real-world scenarios, making it ideal for individuals aiming to expand their professional reach.
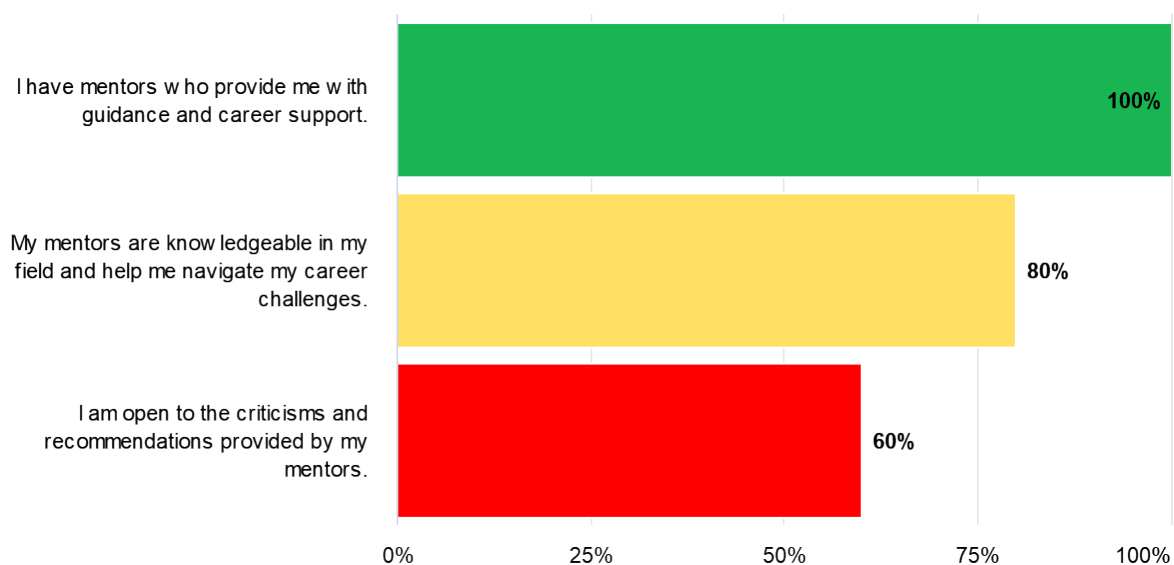
MENTORS

The Mentor questions module measures your ability to find and use advisors who can provide suggestions, criticisms, and guidance.

OVERALL SCORE

	Red		Yellow	Green
Mentors			80%	

QUESTION SCORE RANK

Question	Score
I have mentors who provide me with guidance and career support.	100%
My mentors are knowledgeable in my field and help me navigate my career challenges.	80%
I am open to the criticisms and recommendations provided by my mentors.	60%

MENTORS SKILLS RATING

This individual's competency score falls within the **Moderate Range** of the sample population. While some individuals who score in this range have an acceptable level of competency, others (particularly those who score at the low end of the range), at times, may not demonstrate these abilities. More in-depth understanding and continued training and development may be a good idea for this individual.

80%
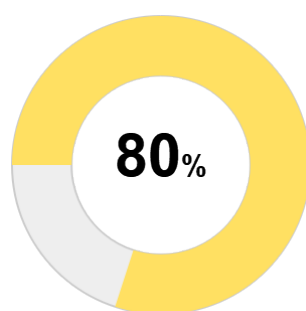
Mentors

COURSE RECOMMENDATIONS - If you are looking to improve your proficiency in this competency, below are some suggested online courses to consider.

Mentorship Essentials: This course outlines how to find and engage with mentors who can guide career development and provide professional advice. It covers how to identify potential mentors within or outside one's current network, the best practices for initiating mentorship relationships, and how to maintain these relationships effectively over time. The course also emphasizes the importance of clear communication and setting specific goals for what to achieve through mentorship.

Strategic Mentoring: This course provides strategies for both finding mentors and leveraging those relationships to achieve specific career objectives. It teaches participants how to choose the right mentor for different stages of their career, how to approach potential mentors, and how to structure a mentoring relationship that benefits both parties. Insights into the reciprocal nature of mentoring are also discussed, helping mentees understand how to give back to their mentors.
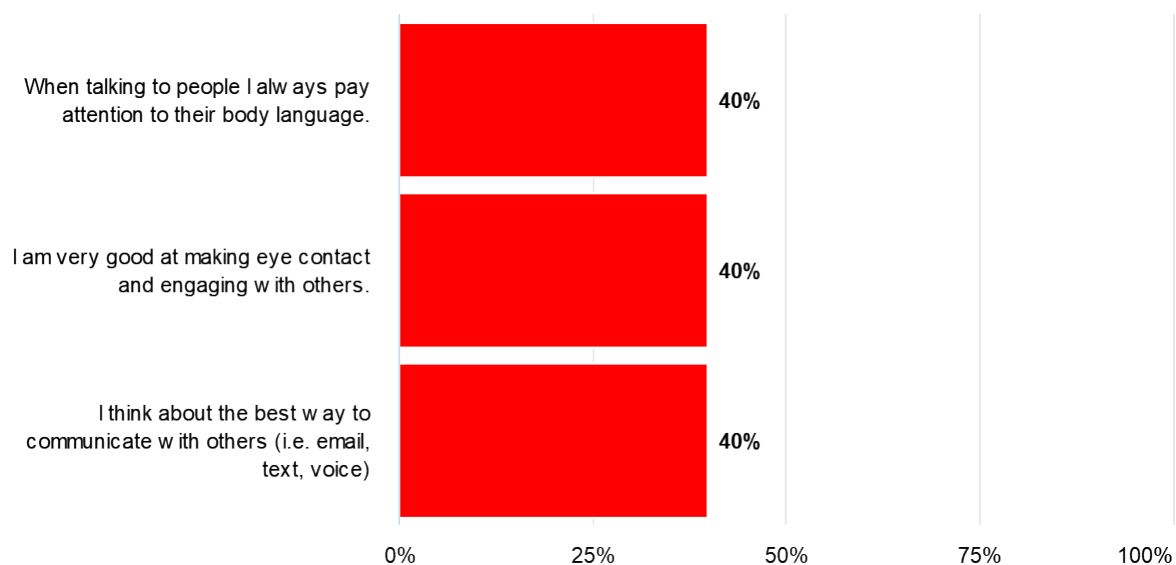
Communication

The Communication questions module measures the degree to which you are able to recognize and appreciate different forms of communication.

OVERALL SCORE

	Red		Yellow	Green
Communication	40%			

QUESTION SCORE RANK

When talking to people I always pay attention to their body language.	40%
I am very good at making eye contact and engaging with others.	40%
I think about the best way to communicate with others (i.e. email, text, voice)	40%

0%   25%   50%   75%   100%

COMMUNICATION SKILLS RATING

This individual's competency score is in the **Low Range** of the sample population. There is a higher probability that the individuals who score in this range may be less capable or skilled compared to those who score higher. This may be a concern for some job positions. More in-depth understanding and continued training and development are highly recommended.

53%
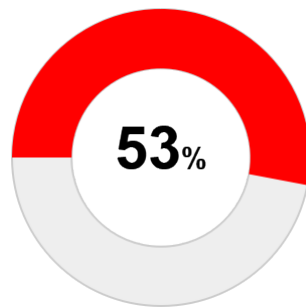
Networking

COURSE RECOMMENDATIONS - If you are looking to improve your proficiency in this competency, below are some suggested online courses to consider.

Advanced Communication Skills: This course is designed to help professionals master the art of communication in a variety of business settings. It focuses on teaching advanced techniques for effective verbal and nonverbal communication, which is critical for leading meetings, negotiations, and public speaking engagements. Additionally, the course offers strategies for overcoming common communication barriers and enhancing interpersonal interactions to facilitate career growth.

Effective Business Communication: Aimed at improving workplace communication, this course covers essential skills needed to communicate more effectively with colleagues, managers, and clients. It includes training on crafting clear and concise emails, reports, and presentations, as well as improving listening skills for better teamwork and leadership. The course also discusses the importance of adapting communication styles to different audiences to achieve professional and organizational objectives.

INITIATIVE

This section of the report shows your ability to be proactive, have confidence in your abilities, and make the decisions needed to achieve results.

Self-confidence: Self-confidence is a critical attribute in any job search, as it directly influences how potential employers perceive a candidate's competence and suitability for a role. A confident applicant is more likely to present their skills and experiences effectively, engage assertively in interviews, and handle rejection or feedback positively. Building self-confidence can involve preparing thoroughly for interviews, seeking constructive feedback to improve, and practicing self-affirmation techniques to maintain a positive mindset throughout the job search process. Enhancing self-confidence not only helps in projecting a capable image but also in navigating the ups and downs of job searching with resilience and determination.

Decision Making: Decision-making is essential during a job search as it involves choosing which job offers to pursue, determining which companies align best with one's career goals, and deciding how to negotiate job offers. Effective decision-making requires thorough research, weighing the pros and cons of each opportunity, and considering long-term career impacts. Additionally, it's important to stay true to one's values and priorities during this process. Strengthening decision-making skills can lead to more strategic career moves and ensure that the job accepted is a good fit.

Leadership: Leadership skills are highly valued in almost every field, and demonstrating these skills during a job search can greatly enhance a candidate's appeal. Even for non-leadership roles, showing potential for leading projects, teams, or initiatives can set a candidate apart. This involves articulating previous leadership experiences, understanding team dynamics, and exhibiting traits like initiative, vision, and the ability to motivate others. In a job search, effectively communicating one's leadership experience and potential can significantly influence hiring decisions.

INITIATIVE

This section of your report shows development levels of competencies associated with the ability to act and take charge of your career and associated efforts.

	Red	Yellow	Green
Self-Confidence			

	Red	Yellow	Green
Decision Making			

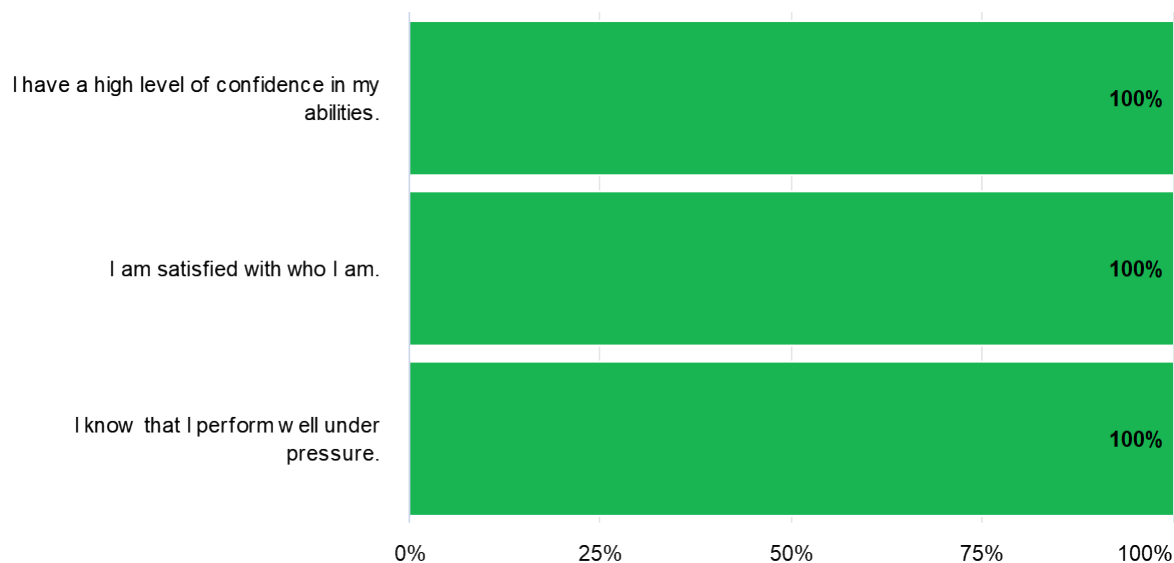|	Red	Yellow	Green
Leadership			

SELF-CONFIDENCE

The Self-Confidence questions module measures the degree to which you believe in your abilities, skills, and judgment while accepting your limitations.

OVERALL SCORE

	Red	Yellow	Green
Self-Confidence			100%

QUESTION SCORE RANK

I have a high level of confidence in my abilities.	100%
I am satisfied with who I am.	100%
I know that I perform well under pressure.	100%

0%   25%   50%   75%   100%

SELF-CONFIDENCE RATING

This individual's competency score falls within the **High Range** of the sample population. As a result, there is a higher probability that this individual is more skilled or developed in this area than those scoring lower. This is an area of strength for this individual. Continued learning and development is always recommended especially if there is a strong interest in the topic.

100%
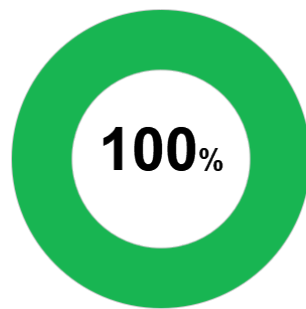
Self-Confidence

COURSE RECOMMENDATIONS - If you are looking to improve your proficiency in this competency, below are some suggested online courses to consider.

Boosting Self-Confidence for Career Success: This course focuses on strategies to enhance self-confidence in professional settings, which are crucial for career development. It teaches techniques such as positive thinking, self-affirmation, and public speaking to help individuals present themselves confidently during interviews and workplace interactions. The course also addresses overcoming common fears and anxieties associated with career advancement, providing practical exercises to build confidence effectively.

Self-Confidence Fundamentals for Professionals: Aimed at professionals at all levels, this course provides foundational tools to build and maintain self-confidence in a competitive job market. It covers understanding self-worth, improving body language, and mastering the art of assertive communication. Participants will learn how to set realistic goals and develop a personal action plan that promotes self-confidence in achieving career objectives and navigating professional challenges.
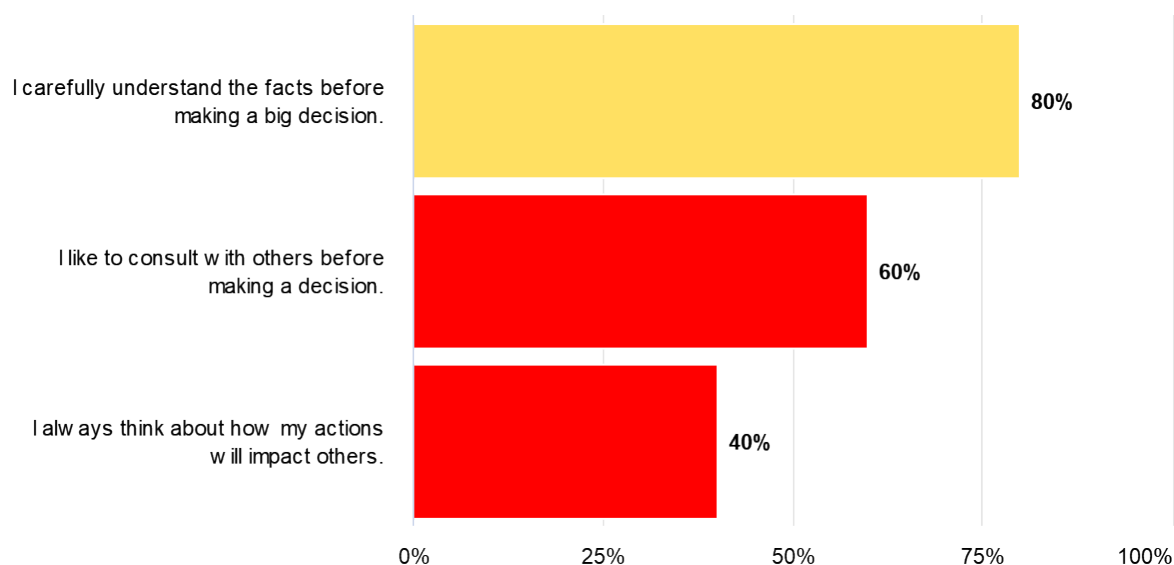
DECISION-MAKING

The Decision-Making questions module measures the degree to which you can select the best option from available alternatives based on information, experience, and advice.

OVERALL SCORE

	Red	Yellow	Green
Decision Making	60%		

QUESTION SCORE RANK

I carefully understand the facts before making a big decision.	80%
I like to consult with others before making a decision.	60%
I always think about how my actions will impact others.	40%

DECISION-MAKING SKILLS RATING

This individual's competency score is in the **Low Range** of the sample population. There is a higher probability that the individuals who score in this range may be less capable or skilled compared to those who score higher. This may be a concern for some job positions. More in-depth understanding and continued training and development are highly recommended.

60%
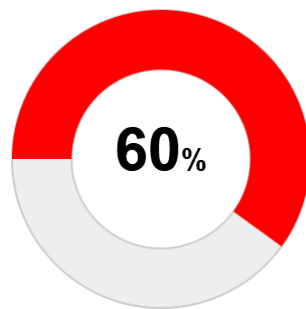
Decision Making

COURSE RECOMMENDATIONS - If you are looking to improve your proficiency in this competency, below are some suggested online courses to consider.

Strategic Decision-Making for Career Growth: This course equips professionals with the skills to make strategic decisions that can significantly impact their career trajectory. It covers various decision-making models, techniques for analyzing complex career-related situations, and methods for evaluating potential outcomes. Additionally, the course includes case studies and practical exercises designed to enhance decision-making confidence and competency in professional settings.

Effective Decision-Making Skills in the Workplace: This course enhances decision-making capabilities within a professional context by teaching how to approach decisions logically and systematically. Participants learn to identify decision-making traps and biases that can affect outcomes and how to apply critical thinking to improve decision quality. The course also focuses on collaborative decision-making techniques, preparing professionals to lead team-based decision processes effectively.
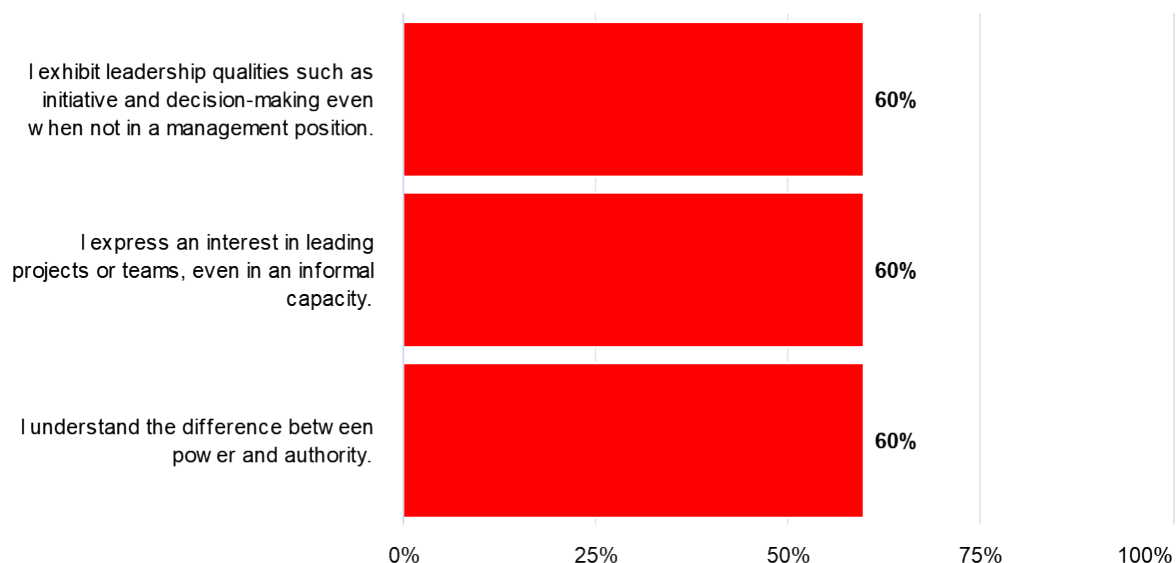
LEADERSHIP

The Leadership questions module measures the degree to which you can take the initiative to overcome challenges and influence others for mutual success.

OVERALL SCORE

	Red	Yellow	Green
Leadership	60%		

QUESTION SCORE RANK

Question	Score
I exhibit leadership qualities such as initiative and decision-making even when not in a management position.	60%
I express an interest in leading projects or teams, even in an informal capacity.	60%
I understand the difference between power and authority.	60%

LEADERSHIP SKILLS RATING

This individual's competency score is in the **Low Range** of the sample population. There is a higher probability that the individuals who score in this range may be less capable or skilled compared to those who score higher. This may be a concern for some job positions. More in-depth understanding and continued training and development are highly recommended.

60%
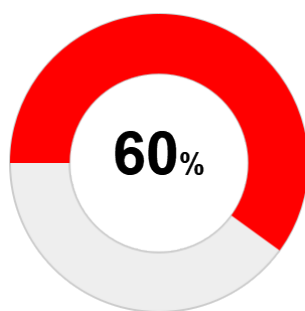
Leadership

COURSE RECOMMENDATIONS - If you are looking to improve your proficiency in this competency, below are some suggested online courses to consider.

Leadership and Influence: This course covers the evolution and practice of leadership, exploring concepts such as situational leadership, inspiring a shared vision, and enabling others to act. It emphasizes the development of basic influencing skills and the importance of setting goals as a leader to guide and motivate others effectively. The course is designed to help participants understand their personal leadership style and how to apply it in various situations to be more effective in leading teams and organizations.

Servant Leadership: This course delves into the principles of servant leadership, which prioritizes the growth and well-being of people and the communities to which they belong. Participants will learn about sharing power, building a team community, and motivating and mentoring others. The course also discusses barriers to servant leadership and methods for overcoming them, training future leaders, and encouraging self-reflection to improve leadership effectiveness.

VALUES

This section of the report measures how others will perceive your commitment to career goals, trustworthiness, and sense of accountability.

Vision of the Future: A clear and positive view of the future is essential in a job search as it helps candidates set realistic career goals and align their job search strategies accordingly. Having a vision for one's career can guide the types of roles and companies one applies to, ensuring they fit with long-term professional aspirations. This perspective also allows candidates to communicate their future ambitions effectively during interviews, demonstrating to potential employers how they plan to grow and contribute to their organization. Employers value candidates who have a strong sense of direction and an understanding of how they can evolve within a company.

Trustworthiness: Trustworthiness is a key trait that employers look for in potential candidates, as it is indicative of reliability and integrity. Demonstrating trustworthiness during a job search can be achieved through consistent actions, such as meeting deadlines for submissions, responding promptly to communications, and being honest about skills and experiences. References and past job performance can also vouch for a candidate's trustworthiness. This quality reassures employers that the candidate can be depended on to handle responsibilities effectively and ethically.

Accountability: Accountability in a job search is crucial for establishing a reputation as a dependable and responsible candidate. It involves taking ownership of one's job search process, from the thorough preparation for interviews to the follow-up with potential employers after meetings. Demonstrating accountability can also mean openly discussing past work experiences, including both successes and areas of improvement, and showing a willingness to learn and grow from previous challenges. Employers value candidates who can own their actions and decisions because it suggests a level of maturity and self-awareness that is vital for effective team collaboration and individual performance in the workplace.

VALUES

This section of your report shows your set of beliefs. These are the personal beliefs that motivate our life and guide the actions that you take.
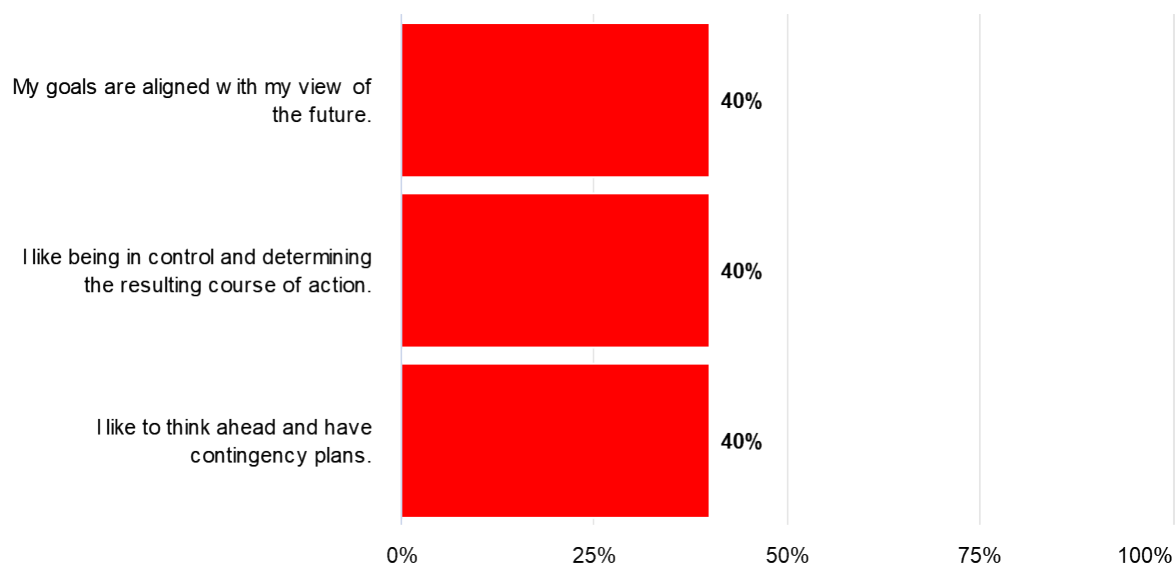
	Red	Yellow	Green
Vision			
Trust & Ethics			
Accountability			
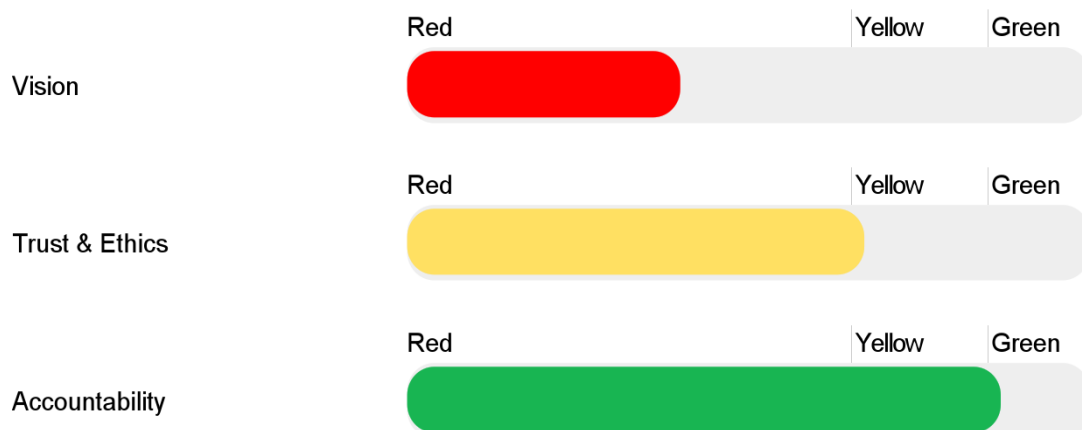
VISION

The Vision questions module measures the degree of clarity that you have regarding your career goals.

OVERALL SCORE

	Red		Yellow	Green
Vision		**40%**		

QUESTION SCORE RANK

My goals are aligned with my view of the future. — 40%

I like being in control and determining the resulting course of action. — 40%

I like to think ahead and have contingency plans. — 40%

0%   25%   50%   75%   100%

VISION SKILLS RATING

This individual's competency score is in the **Low Range** of the sample population. There is a higher probability that the individuals who score in this range may be less capable or skilled compared to those who score higher. This may be a concern for some job positions. More in-depth understanding and continued training and development are highly recommended.

40%
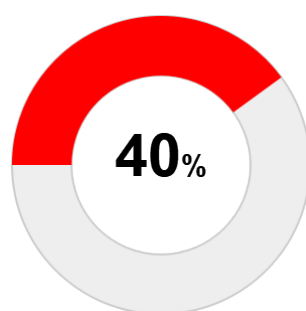
Vision

COURSE RECOMMENDATIONS - If you are looking to improve your proficiency in this competency, below are some suggested online courses to consider.

Creating Your Career Vision: This course helps individuals define a clear and compelling career vision that aligns with their personal values and professional aspirations. It includes exercises to help participants explore their passions, strengths, and long-term goals and teaches how to create a strategic plan to achieve these objectives. The course also discusses the importance of adaptability in adjusting one's career vision in response to changing circumstances and opportunities.

Goal Setting for Career Success: Aimed at professionals looking to strategically plan their career trajectory, this course offers tools and frameworks for setting effective long-term goals. Participants learn how to conduct a self-assessment to understand their current position and desired future state and how to bridge this gap through actionable steps. The course emphasizes the role of continuous learning and self-reflection in staying relevant and achieving career milestones.
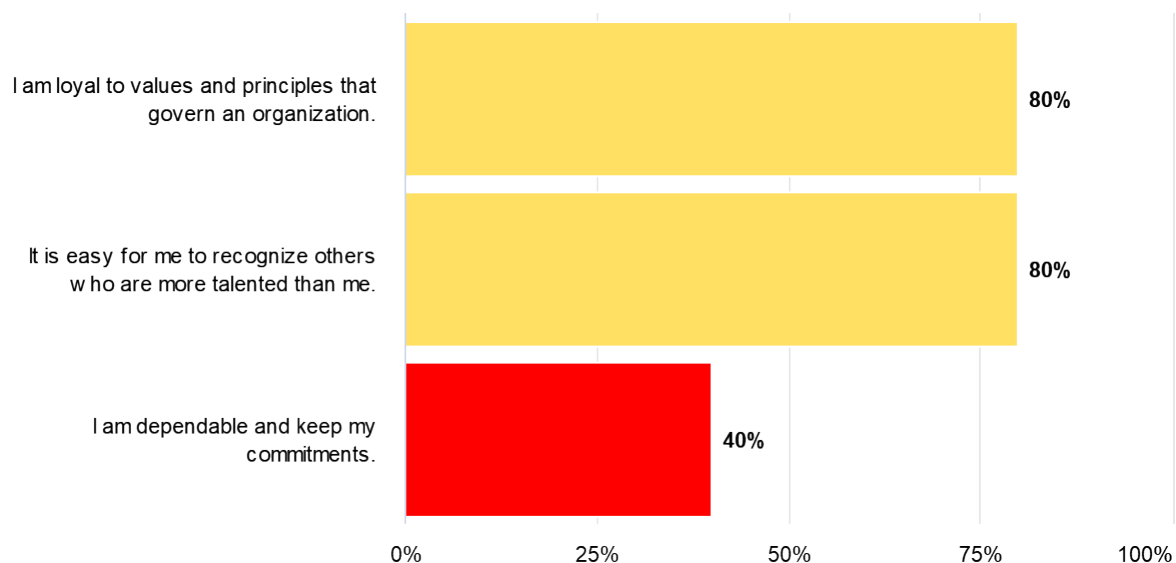
TRUST & ETHICS

The Trust and Ethics questions module measures the degree to which you are likely to follow established company policies and principles, regardless of their imposed difficulty or inconvenience.

OVERALL SCORE

	Red	Yellow	Green
Trust & Ethics	67%		

QUESTION SCORE RANK

Question	Score
I am loyal to values and principles that govern an organization.	80%
It is easy for me to recognize others who are more talented than me.	80%
I am dependable and keep my commitments.	40%

TRUST & ETHICS SKILLS RATING

This individual's competency score falls within the **Moderate Range** of the sample population. While some individuals who score in this range have an acceptable level of competency, others (particularly those who score at the low end of the range), at times, may not demonstrate these abilities. More in-depth understanding and continued training and development may be a good idea for this individual.

67%
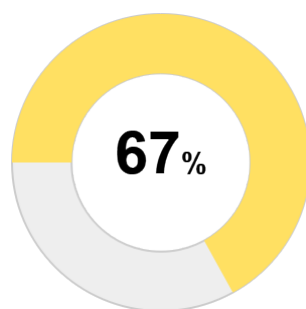
Trust & Ethics

COURSE RECOMMENDATIONS - If you are looking to improve your proficiency in this competency, below are some suggested online courses to consider.

Building Trust: This course explores the concept of trust in professional environments, emphasizing how to build and maintain trust through consistency, reliability, and integrity in actions and decisions. It provides strategies for communicating transparently and effectively, ensuring that commitments are met and expectations are clear. The course also discusses the role of trust in teamwork and leadership, showing how trust can enhance cooperation and improve workplace culture.

Ethics and Trust in the Workplace: This course addresses the intersection of ethical behavior and trustworthiness in advancing one's career. Participants learn about ethical dilemmas and decision-making processes that reinforce trust among colleagues and superiors. The course offers practical tips for adhering to ethical standards while navigating complex professional scenarios, thereby fostering a trustworthy reputation that supports long-term career growth.
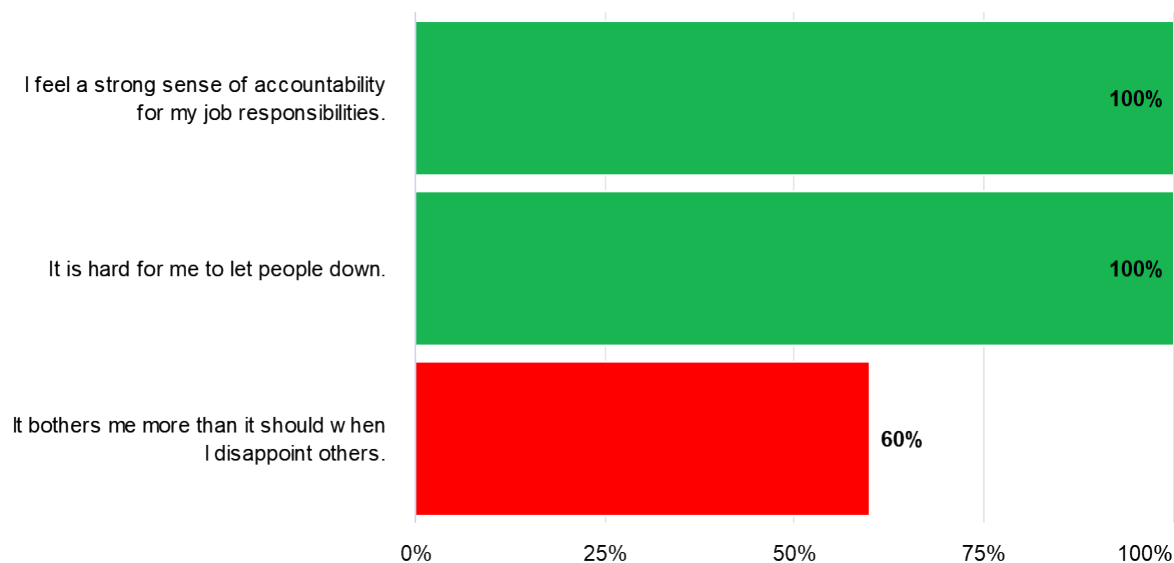
ACCOUNTABILITY

The Worth Eth questions module measures the degree to which you accept responsibility for the promises that you make.

OVERALL SCORE

	Red	Yellow	Green
Accountability		87%	

QUESTION SCORE RANK

I feel a strong sense of accountability for my job responsibilities.	100%
It is hard for me to let people down.	100%
It bothers me more than it should w hen I disappoint others.	60%

ACCOUNTABILITY SKILLS RATING

This individual's competency score falls within the **High Range** of the sample population. As a result, there is a higher probability that this individual is more skilled or developed in this area than those scoring lower. This is an area of strength for this individual. Continued learning and development is always recommended especially if there is a strong interest in the topic.

87%
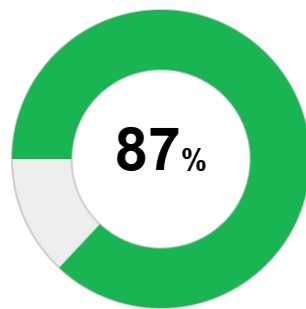
Accountability

COURSE RECOMMENDATIONS - If you are looking to improve your proficiency in this competency, below are some suggested online courses to consider.

Accountability in the Workplace: This course focuses on understanding what accountability in the workplace means and how to foster an accountable environment. It covers key concepts such as the Five C's of Accountability, the power of goal setting, and effective delegation techniques. The course also explores the benefits of accountability and how to overcome barriers to its implementation, making it essential for anyone looking to advance their career through responsible and accountable work practices.

Responsibility in the Workplace: This course outlines the importance and benefits of responsibility in the workplace. It explores the characteristics of responsible people, provides examples of responsibility at work, and discusses the barriers and methods to overcome them. The course aims to help participants increase their responsibility through practical tools and accountability software essential for career advancement.

Important Note About Exploring This Report.

- Results are a snapshot in time and represent the beginning of your career growth and development journey.

- There are no good or bad scores, just a framework to establish goals to meet your career objectives.

The key is to identify where you are now, where you want to be, and what training and tools it will take to get there

What Works?

- Define your career objectives and summarize where you are now and what skills need to be developed.

- Create a roadmap for what skills you want to develop, including the courses needed and a schedule for completing them.

- Commit to your personal development and act on your plan.

What Doesn't Work?

- Not starting or giving up.

- Getting more information. Information may help to change your attitude and intention, but more information without training does not change behaviors.

- Putting off the more challenging training or real areas for growth and development opportunities.

Ready to Take Action? Turn the Page.

Small Steps Lead to Big Results

You are only a few small steps away from making progress.

What skills do I currently excel in at work?

_____

_____

_____

What skills do I need to develop?

_____

_____

_____

What training should I take to develop these skills?

_____

_____

_____

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REGISTER HERE

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