

"MY CAREER PLANNING AUDIT"

INSTRUCTIONS

As a doctor, you will no doubt be familiar with the concept of audit. This 'Career Planning Audit' gets you to think a bit more about your *own* perspective with regard to your career situation at the moment.

The benefits of this particular questionnaire is that it can help you to look at your initial career starting point, where you are already doing well and which areas need further development. It can also prompt you to think about your wider career situation, whether you are already clear about the specialty you want to apply to, if you are wondering about which specialty to follow or if you are reconsidering your career options (in or outside of medicine).

We recommend that you use this as an active tool to aid your career research and development and review it regularly to assess your progress.

The questionnaire is broken down into five key areas that are important to your career development: **Where am I now? Where do I want to be? How do I get there? What support do I need? How can I keep improving?**

There are no right or wrong answers with this task, so don't worry about your scores. This is an opportunity for you to be honest with yourself about what career issues you have considered so far and to identify areas for development. Once you have completed the questionnaire, consider the following questions:

- **Which areas are you PLEASED with?** You've probably done more than you initially give yourself credit for...
- **Which areas still require some attention/improvement?** Mark or highlight in some way on the questionnaire, which areas you feel you need to work most on. If you have identified a lot of things, focus on 2-3 priority areas you can aim to progress in some way **in the next month**. If there are areas which you are unhappy with, don't worry as it may be the first time you have ever looked at your career in this way.
- **What do you need to do next, by when and what benefit will this have?**

My Career Planning Audit

Assess how well you feel you have addressed each main aspect of managing your own career so far. This is an editable PDF – just click in the appropriate 1, 2, 3 or 4 circle for each row. Saving the PDF will save your responses.

Where am I now?

1 - Not at all 2 - A bit 3 - Somewhat 4 - A lot

I know what MATTERS to me most about work and life

I've thought about what REALLY INTERESTS me

I know what I'm GOOD at (clinical skills)

I know what I'm GOOD at (non-clinical skills)

I know what I ENJOY doing

I know which ENVIRONMENTS I learn and work best in

I know what things STRESS me about work

I know what things ENERGISE me about work

I've got the MOTIVATION to succeed in my chosen career

Where do I want to be

1 - Not at all 2 - A bit 3 - Somewhat 4 - A lot

I've RESEARCHED jobs that interest me

I've given SERIOUS CONSIDERATION to available options

I've examined PERSON SPECIFICATIONS in detail

I've thought about future WORKFORCE SUPPLY in jobs

I've considered the PROS and CONS of options

I've thought about what SETTINGS I can work in

I've thought about possible LOCATIONS I can work in

I've looked at the COMPETITION for jobs that interest me

I've made a REASONED JUDGEMENT about the competition

I've used TOOLS such as 'Sci59' to help with my career choices

I've used other SELF ASSESSMENT tools to help with choices

I've attended CAREER WORKSHOPS to help with my career choices

I've used KEY RESOURCES to aid my career research

I've attended relevant EVENTS to aid my career thinking

I've assessed the BALANCE I need between work and life

I know what I want to achieve in my PERSONAL LIFE

I've considered the WORK/LIFE balance impact of jobs that interest me

I've considered (or done) a TASTER session/s (if relevant)

I've TALKED TO OTHERS about the jobs that interest me

I've ASSESSED my skills/interests/values against jobs that interest me

How do I get there?

1 - Not at all 2 - A bit 3 - Somewhat 4 - A lot

- I've identified what I need to do to help with career DECISION MAKING
- I've made some INFORMED DECISIONS about what to apply for
- I'm feeling CONFIDENT about what to apply for
- I've know how to demonstrate 'COMMITMENT TO SPECIALTY'
- I've got an up to date CV
- I've got a fully up to date PORTFOLIO
- I've got examples of REFLECTIVE PRACTICE I can use at selection
- I've researched all the DOCUMENTATION needed for selection
- I've done some preparation for APPLICATIONS
- I'm aware of the TIMETABLE for specialty recruitment
- I've created a TIMELINE to help prepare for the recruitment process
- I've done some SELECTION CENTRE/INTERVIEW preparation

What support do I need?

1 - Not at all 2 - A bit 3 - Somewhat 4 - A lot

- I've started building APPROPRIATE networks
- I've developed my networking SKILLS
- I make the most of my available NETWORKS
- I've identified PEOPLE who can help me with my career planning
- I've had OBJECTIVE FEEDBACK on my skills and strengths from others
- I've learned from FEEDBACK I have received
- I've talked with my EDUCATION SUPERVISOR about my career plans
- I've talked to people whose opinions I VALUE about my career plans
- I've got some positive ROLE MODELS who I can learn from
- I've got some help from others for doing MOCK INTERVIEWS

How can I keep improving?

1 - Not at all 2 - A bit 3 - Somewhat 4 - A lot

- I take time out to REFLECT on my career progress regularly
- I've reviewed whether my choices are INFORMED and REALISTIC
- I think my choices will develop my POTENTIAL
- I've got a POSITIVE VISION of where my career is going
- I've got a 5/10 year plan for my CAREER and LIFE
- I regularly set myself short and medium term CAREER OBJECTIVES
- I've got an ACTION PLAN to keep me on track
- I've got a CONTINGENCY plan if I don't get my first choice
- I have STRATEGIES for coping with any setbacks

How can I keep improving? (continued...)

1 - Not at all 2 - A bit 3 - Somewhat 4 - A lot

I'm prepared to be FLEXIBLE and ADAPTABLE to progress my career

I know what I need to DO NEXT to progress my career

Once you have completed the questionnaire, consider the following questions:

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Which areas still require some attention/improvement? Focus on 2-3 priority areas you can aim to progress in some way **in the next month**. If there are areas which you are unhappy with, don't worry as it may be the first time you have ever looked at your career in this way.

What do you need to do next, by when and what benefit will this have?