

RobinToft

WE CAN EXECUTIVE SELF ASSESSMENT

	CONFIDENT YES	UNCERTAIN	CLEAR GAP
CAREER HISTORY			
Do you feel you're working in your ideal career, and that work is your passion?	1	2	3
Can you clearly state your ideal career aspiration 5 years from now (both role and type of company), and why do you choose it?	1	2	3
Can you easily detail the characteristics of your ideal job and company?	1	2	3
Does your career progression to date align with your ideal career, and have consistent level progression without gaps?	1	2	3
Are both your resume and social media sites up to date at all times?	1	2	3
Can you clearly explain the "story of you" in 5 minutes and with (1) what you learned in each role (2) your reason for leaving (3) why you chose the next role?	1	2	3
Are you prepared to explain gaps and detours so that they are non-issues with hiring managers upon interview?	1	2	3
Are the companies you have worked for considered impressive to executives within your ideal industry?	1	2	3
Have you been employed by each company at least 2 years, and no more than 10 years?	1	2	3
Have you been both strategic and tactical in how you've approached your career development and past achievements?	1	2	3
CONFIDENCE			
Will you apply for a new job if you meet only 50% of the requirements?	1	2	3
Do you research companies that you have applied to, and are you always prepared to answer why you're interested to work there?	1	2	3
Have you left all of your former employers on good terms, and your former bosses would endorse you?	1	2	3
Can you confidently provide an employer at least 6 professional references from the past 2 roles, including 2 managers, 2 peers, and 2 direct reports?	1	2	3
Do you show up at each interview as if you really want the job, even when you're uncertain?	1	2	3
If applicable, is your family supportive of your career aspirations, and willing to support your journey?	1	2	3
COMPETENCE			
Do you have impressive credentials from impressive universities?	1	2	3
Have you earned an advanced degree(s)?	1	2	3
Have you created high value for your current employer?	1	2	3

Have you asked your manager for more responsibility with each value creation event of the past, and were you granted it?	1	2	3
Do you have a history of earning more career scope and compensation?	1	2	3
Can you list the top 3 accomplishments you are most proud of throughout your career, and why?	1	2	3
Does your resume and social media page include specific and clear description of accomplishments that only you can claim?	1	2	3
Do you know how to discuss your past accomplishments and make them relevant to securing your ideal next role?	1	2	3
Are you aware of typical interview questions at the executive level, and have you prepared in advance to address them?	1	2	3
EXECUTIVE PRESENCE			
Do you take pride and feel confident in your professional appearance, including your clothing, hair/make-up, fitness and weight, executive accessories, etc.?	1	2	3
Does your social media presence depict your ideal professional image?	1	2	3
Do you exercise daily, even when traveling?	1	2	3
Are you often told by others that you present yourself with high energy?	1	2	3
Do you have experience serving on an executive team?	1	2	3
Do you have experience presenting your findings to CEO and/or executive team?	1	2	3
Do you have Board of Director experience (even in a non-profit)?	1	2	3
Have you had public speaking and/or media training?	1	2	3
In a team setting, do you listen more than you talk?	1	2	3
LEADERSHIP			
Do you have the ability to command a room by listening and synthesizing a problem the team is struggling with?	1	2	3
Are you a solutions finder vs. one who simply reports the problem to your manager?	1	2	3
Do you have team leadership experience?	1	2	3
Have you built, engaged, and inspired a team?	1	2	3
Do people enjoy working for you and have they given you positive 360 feedback?	1	2	3
Have your employees followed you from one role and company to the next?	1	2	3
Can you list specific examples when you have engaged and empowered individuals?	1	2	3
Can you list specific example(s) when a team you led out-performed expectations?	1	2	3
Have you attended leadership training programs in past 2 years?	1	2	3
Have you served in the military and/or participated in competitive sports?	1	2	3

GROWTH POTENTIAL			
Are you a growth minded (vs. fixed minded) person, and do you know how to spot the difference?	1	2	3
Do you have a history of consistent, strong academic achievements (high scores)?	1	2	3
Have you earned awards and accolades for your achievements, and have you listed them on your resume/social media page?	1	2	3
Have you been identified by your current employer as high potential talent?	1	2	3
Have you pursued continuing education in your field of choice in past 2 years?	1	2	3
Do you consider yourself balanced?	1	2	3
Have you consistently participated in outside activities that broaden your experience and focus? For instance art, music, competitive sports, raising a family, etc.?	1	2	3
Do you participate in cross-industry peer groups to broaden your circle of influence?	1	2	3
PERSONAL COMMITMENT TO CAREER DEVELOPMENT			
Have you written a detailed career map, including your past roles and future aspirations?	1	2	3
On your map, do you understand what steps are required to move you from point A to Z?	1	2	3
Do you have an annual career plan that you review at least quarterly to track progress?	1	2	3
Have you reviewed your career plan with your current employer?	1	2	3
Does your current employer have a career progression opportunity in place for you, and are you clear on how to earn the next advance?	1	2	3
Have you formally scheduled 6-10 hours per week for planning for career advancement and professional success?	1	2	3
Do you attend at least one networking event each week?	1	2	3
Have you attended continuing education in your area of interest in past year?	1	2	3
Do you have a list of at least 5 companies for which you would add value, and would aspire to work in the future?	1	2	3
Do you know at least 3 executive recruiters in your industry by name, and will they take your call?	1	2	3
Do you have at least 3 mentors in your ideal career's industry, who are more senior than you?	1	2	3

SCORING

For each: 1 = 1 point, 2 = 2 points, 3 = 3 points

Total Score:

60-90 = Career focused and likely to succeed

91-120 = Growth-minded learner, on a path to success

121-150 = Progressing in the right direction

150- 190 = Lots to learn, but with commitment will succeed