

# CHECKLIST FOR PLANNING A CAREER CHANGE

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Career  
Coaching • Training

Individuals change their career five to seven times in their lifetime, change jobs and transition from one life stage to another. During the career process, we undergo personal reflection to consider our strengths, weaknesses, values, and goals. When considering a career change, your career decision will need to be for the 'right' reasons so it is honest and authentic for your life.

To confirm that the reasons for your career change are well-considered, please refer to the checklist to review each element, and respond with a yes or no. Please include comments next to each point and note your reflective comments at the end of the checklist.



ELEMENT	YES / NO	COMMENTS
Prior to making a career change, I have:		

<b>STEP 1 — SELF-EVALUATION</b>		
<p>I have reflected on what I want out of my career and my job. I have considered the following questions:</p> <ul style="list-style-type: none"> <li>• Who am I?</li> <li>• What are my strengths?</li> <li>• What are my weaknesses?</li> <li>• How can these be overcome?</li> <li>• Where am I now?</li> <li>• Where would I like to be?</li> <li>• What opportunities exist?</li> <li>• What are my interests?</li> <li>• What are my skills?</li> <li>• What do I do well?</li> <li>• What is important to me?</li> <li>• How does work fit into my life?</li> <li>• Why am I seeking a new — career/job?</li> </ul>		

ELEMENT	YES / NO	COMMENTS
<b>STEP 2 — CAREER EXPLORATION</b>		
<p>I have researched careers and different jobs that are of interest to me. For each job, I have noted:</p> <ul style="list-style-type: none"> <li>• <b>qualifications</b></li> <li>• <b>specific skills</b></li> <li>• <b>assessed my skills to see how I measure up</b></li> </ul> <p>Where a skills gap exists — the gap between the job that I am seeking and my current skill level — I have planned how to attain the required skills. It may be by:</p> <ul style="list-style-type: none"> <li>• <b>studying an academic or vocational course</b></li> <li>• <b>to attain qualifications</b></li> <li>• <b>studying a short course for specific content</b></li> <li>• <b>obtaining work experience</b></li> <li>• <b>work shadowing</b></li> <li>• <b>undertaking voluntary work working at a lower level to gain experience</b></li> </ul>		

ELEMENT	YES / NO	COMMENTS
<b>STEP 3 — DECISION MAKING</b>		
<p>I have shortlisted my preferred career and job list based on the following considerations:</p> <ul style="list-style-type: none"> <li>• interests</li> <li>• skills</li> <li>• size of the skills gap</li> <li>• job availability</li> <li>• salary</li> <li>• personal family</li> <li>• responsibilities</li> <li>• work/life balance</li> </ul> <p>I have:</p> <ul style="list-style-type: none"> <li>• weighed the advantages and disadvantages of each option for both the short and long term</li> <li>• shared my ideas with family and friends to receive input to broaden my thinking</li> </ul>		

ELEMENT	YES / NO	COMMENTS
<b>STEP 4 — ACTION</b>		
<ul style="list-style-type: none"> <li>• I have devised an action plan to achieve my work and career goals.</li> <li>• I have met my manager to discuss my work situation and career goals.</li> <li>• I have considered my               <ul style="list-style-type: none"> <li>○ internal resources: personality attributes such as resilience, persistence, hard work, and goal orientation</li> <li>○ external resources: network of people who can assist me and my financial resources</li> </ul> </li> </ul>		

*Good luck with the  
journey ahead!*

**LEAH SHMERLING**

Career Coaching and Training can assist you to design a career plan that is customised to meet your personal and professional needs. Our Future to Future Success® model will support your career goal and career progression.

For more information, visit <https://careercoachingandtraining.com.au/>