

## Career Reflection Questions for Staff

It makes a lot of sense to take some time periodically to think about your job, what you enjoy about it, what you would like to improve, and how you would like to be working in the years to come. This worksheet is designed to help you think through these questions and to give you a foundation for discussing your hopes and plans with others. You may or may not want to share this sheet with anyone else, but completing this exercise will help you think more clearly about what you want and can help you ask others for the help you need to get it.

### What do I want most in a job....

In opportunities to grow on the job? \_\_\_\_\_

In recognition and rewards? \_\_\_\_\_

In the challenges and opportunities it presents? \_\_\_\_\_

From my supervisor? \_\_\_\_\_

From my coworkers? \_\_\_\_\_

In my day-to-day work? \_\_\_\_\_

In supporting my ability to balance my work with my life? \_\_\_\_\_

Are there other things I'd like to do as part of my job? \_\_\_\_\_

### What do I like best about my present job?

**What do I like least about my present job?**

**What would have to change to keep me excited about my position and make me want to stay here?**

**How could my present position change so it had more of the qualities I really want in a job?**

**What barriers to changes in my job situation have I encountered in the past?  
How can I make sure those barriers don't get in my way now?**

**What more will I want in a job five years from now?**

**What will I have to do now to prepare myself for that job in the future?**

**Who can help me find ways to get more from my present job and/or prepare myself for what I want to be doing in the future?**