Skills Assessment

Review the checklist and rate each skill as a strength or weakness. If you’ve rated it as a weakness, develop a proactive plan for addressing this weakness. Be honest with yourself.

<table>
<thead>
<tr>
<th>Skill/Experience</th>
<th>Strength</th>
<th>Weakness &amp; How I will address this weakness</th>
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</thead>
<tbody>
<tr>
<td><strong>Professional Skills/Experience</strong></td>
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<tr>
<td>Healthcare financial management</td>
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<td>Operations</td>
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<td>Marketing</td>
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<td>ROI</td>
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<td>Patient relations</td>
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<td>Contract negotiations</td>
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<td>Community relations</td>
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<td>Healthcare policy</td>
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| **Personal Skills/Assets** | | |
| Building Relationships | | |
| Ability to work with diverse groups | | |
| Ability to deal with conflict | | |
| Ability to handle failure | | |
| Ability to work alone or with a team | | |
Career Mapping Exercise

The position/responsibilities, and salary I desire:

One year from now: ________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Two to three years from now: _________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Five years from now: _________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

I want this position because *(list three reasons)*:

1. __________________________________________________________________________________
2. __________________________________________________________________________________
3. __________________________________________________________________________________

I currently lack the following skills to do the job to which I aspire *(refer to page 2)*:
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

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<th>Openness to change</th>
<th>Humility</th>
<th>Balance</th>
<th>Health</th>
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</table>

Strategies to gain those skills are:

1. __________________________________________________________________________________
____________________________________________________________________________________

2. __________________________________________________________________________________
____________________________________________________________________________________

3. __________________________________________________________________________________
____________________________________________________________________________________

If this position doesn’t materialize, what is my back-up plan? ______________________________
____________________________________________________________________________________
____________________________________________________________________________________

Concrete steps I can take to get to my next positions are: _________________________________
____________________________________________________________________________________
____________________________________________________________________________________

I would characterize the current state of my professional self-esteem as: ______________________
____________________________________________________________________________________

Professional limitations – If so, what, how much, and why:

Geographic location: _____________________________________________________________

Family responsibilities: ___________________________________________________________

Other: ________________________________________________________________________

I desire from my work and workplace the following (describe):

Culture: _______________________________________________________________________
______________________________________________________________________________

Work styles: ___________________________________________________________________
______________________________________________________________________________

Teamwork – or independence: ______________________________________________________________________
______________________________________________________________________________

Reward system: ___________________________________________________________________
______________________________________________________________________________
I describe my current professional “package/image” as: ______________________________________
____________________________________________________________________________________
____________________________________________________________________________________
The following people are currently in my active network for future positions:
1. ______________________________________
2. ______________________________________
3. ______________________________________
4. ______________________________________
5. ______________________________________
6. ______________________________________
Specific help I can receive from these individuals includes: ______________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Ways in which I can use them if I desire to stay where I am: ______________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Ways in which I can use them if I desire to advance elsewhere: _______________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
I think the following will be the most important issues for me during the next five years:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

I plan to deal with these issues by: ______________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Alternative career/life scenarios for me are: _______________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

I would characterize the current state of my personal self-esteem as: __________________________
____________________________________________________________________________________

My state of health is (this may include fatigue or burnout factors): __________________________
____________________________________________________________________________________

My self-care plan for the following is (six-month projection):

Sleep: ____________________________________________________________________________
Nutrition: _________________________________________________________________________
Weight loss: ______________________________________________________________________
Exercise: _________________________________________________________________________
Recreation: ______________________________________________________________________
Travel: __________________________________________________________________________
Family support: ___________________________________________________________________
Support networks outside my family: _________________________________________________
Time for reflection/Journal keeping: _________________________________________________
Vacation: _________________________________________________________________

Time management: _________________________________________________________

Reading: _________________________________________________________________

Other:  ____________________________________________________________________

**Summary comments/observations evoked by these questions are:**__________________
                                                                                   
                                                                                   
                                                                                   

**Values, Stories, and Question Chart**

Please fill in the following chart. In the values section, you will write down those things that you are most passionate about in your life. In the stories column, you will share how you live out your values and philosophies. The questions column will allow you to write questions that you would ask a future employer to determine whether the institution holds the same values as you do.

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<tr>
<th>Values</th>
<th>Stories</th>
<th>Questions</th>
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