

Identify Your Professional Needs



Take a few minutes to fill out this short questionnaire. It will allow us to assess which aspects of your professional path need to be clarified.

Check the boxes below that apply to your situation.

- 1. I question myself about my professional career.
- 2. I wonder if I made the right career choice.
- 3. I would like more information on the training programs that are offered and their admission requirements.
- 4. I do not really know what kind of jobs I can get with the training I have.
- 5. I would like to improve my situation because I am not satisfied with my job.
- 6. I want to better plan my career and to create an action plan.
- 7. I would like to explore all the employment possibilities that are available to me.
- 8. I would like to better understand my areas of interest and my professional skills.
- 9. I would like more information on the job market, the types of jobs available and those that offer good employment perspectives.
- 10. I am looking for a job, but so far, I have not had much success.
- 11. I would like to master effective job search techniques and have my résumé reviewed.
- 12. I would like to know how to progress in my career so as to vary my duties and hold a position with more responsibilities.
- 13. I enjoy my job but I would like to remain proactive and create an action plan for the coming years.
- 14. I would like to plan how I will spend my time during retirement.
- 15. For my last years in the workforce, I would like to work part time or move to another region and I would like to create an action plan in this respect.

IF YOU CHECKED ONE OR MORE OF THE FOLLOWING STATEMENTS: 1-2-5-6-7-8

You seem to be questioning your professional direction and your future career path. You are looking to clarify your situation, make some changes or establish some career options. You may need to find out more about your personal profile, determine the possibilities that are available to you and make choices that correspond to what's right for you.

An orientation process would allow you to:

- ◆ Identify the source of your dissatisfactions;
- ◆ Define your interests and abilities;
- ◆ Make a professional assessment;
- ◆ Explore different professions;
- ◆ Find out more about the job market in the industries that interest you;
- ◆ Find out more about training centres or educational institutions related to your career choice;
- ◆ Make professional choices;
- ◆ Find out how you can achieve your goals;
- ◆ Establish a concrete action plan.

IF YOU CHECKED ONE OR MORE OF THE FOLLOWING STATEMENTS: 3-4-9

You seem to be looking mostly for educational and professional information rather than rethinking your career. You seem to be looking for precise information. You may want to find out about the current and future job market trends, or need information on the types of jobs available, current employment trends and training programs.

An orientation process would allow you to:

- ◆ Discover professions that correspond to your current training;
- ◆ Find out more about the job market in the fields that interest you;
- ◆ Find out more about training programs and their requirements;
- ◆ Learn about the training centres or educational institutions that offer the programs that interest you;
- ◆ Find out more about the different information sources available.

IF YOU CHECKED ONE OR MORE OF THE FOLLOWING STATEMENTS: 10-11

You seem to want to carve out a niche for yourself on the job market. You probably want to find a job and the job market and its many changes may puzzle you. You seem to need more information on using efficient job search strategies.

An orientation process would allow you to:

- ◆ Master the job search techniques;
- ◆ Write or improve your résumé;
- ◆ Discover the different occupational settings in which you can evolve;
- ◆ Prepare a list of potential employers;
- ◆ Acquaint you with job interviews;
- ◆ Learn how to develop your contact network.



IF YOU CHECKED ONE OR MORE OF THE FOLLOWING STATEMENTS: 12-13

You seem to want to manage your career effectively. You have questions on how to ensure success in your career and how to increase your wellbeing and your satisfaction at work. You could largely profit from the services of a career coach.

An orientation process would allow you to:

- ◆ Better define the duties and skills that are important to your current position;
- ◆ Discover your skills and what motivates you the most in your work;
- ◆ Specify the actions, attitudes or ways that you must change to increase your wellbeing or satisfaction at work;
- ◆ Learn how to manage your career to stay focused on what you enjoy doing the most.

IF YOU CHECKED ONE OR MORE OF THE FOLLOWING STATEMENTS: 14-15

You probably have several years of experience and you are preparing to slowly exit the professional world. Planning out the next few years could make this step easier.

An orientation process would allow you to:

- ◆ Decide how much time you would like to spend working in the next few years;
- ◆ Map out what you would like to do in the years to come;
- ◆ Create an action plan that includes professional activities or not (paid or unpaid);
- ◆ Anticipate this new upcoming reality.

IF YOU DID NOT CHECK ANY STATEMENT

You don't seem to be questioning your career path: possibly because you were well oriented and well informed on the employment world and all that surrounds it. If this is the case, then congratulations! You know how to respond to your needs and find the information to meet those needs.

It is also possible that this questionnaire is not adapted to your situation. To find out if we can help you, please contact us. A counsellor will be pleased to discuss this with you.

