

Making My Next Career Move

My career transition roadmap: A 60-minute stock-take

Worksheet Instruction: I. Review the questions on the left. For each one, select your **assessment level** and **priority**, and note down any **specific actions** you plan to take. II. If your **assessment level is 3 or below** and your **priority is Medium or High**, please explore the recommended **Career Tips Thursday (CTT) session links** provided in the question box.

Career Transition Essentials	Assessment How to assess my progress? Rate your response on a scale from 1 to 5	Need to do? 1. Priority: High, medium, low 2. Action required? Yes/No 3. If yes, write a specific action
1: Connecting to yourself: Who and where are you?		
Self-Awareness - Am I self-aware, present and intentional about what I am doing? - Not at all – “I operate on autopilot, low self-awareness” - Slightly – “I notice but rarely act intentionally” - Moderately – “I am present and aware in most situations” - Very – “I lead with intention and emotional insight” - Extremely – “I embody full presence and intentional leadership” Links to the relevant CTT session: - Your Personal Journey: video / presentation	Assessment	Priority
		Specific Action
Journey Reflection - Where am I on my personal and career journey? What has brought me here? - Reassessing – “I’m figuring out what I want and need” - Preparing – “I’m getting ready to re-enter the market” - Engaging – “I’m actively applying and networking” - Advancing – “I’m getting traction and opportunities” - Transitioning – “I’m stepping into my next role” Links to the relevant CTT sessions: - A Holistic Approach to Career Development Session with Michael Emery, HR Director at IOM - UN Migration: video - Exploring your personal journey: Setting intentions and actions to help achieve your aspirations: video / worksheet - How to have a career development conversation with your boss: video / worksheet - Writing your next career chapter: video / worksheet / presentation	Assessment	Priority
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Purpose Identification - What is my Ikigai? (my reason for being) The intersection of my purpose, passion, strengths, what is needed in the world & my unique value proposition or competitive advantage. - Exploring – “I’m discovering what drives me” - Clarifying – “I’m identifying my strengths and interests” - Aligning – “I’m connecting my value to market needs” - Positioning – “I’m communicating my unique value” - Living It – “I’m pursuing work that reflects my purpose” Links to the relevant CTT session: - Finding your Ikigai for career satisfaction: video / worksheet / presentation	Assessment	Priority
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Values Clarification - What are my values (personal, work, family, income, location, cultural and other) that help guide my career and life decisions? - Unaware- “I haven’t given much thought as to what is important to me in making career decisions” - Clarifying – “I am identifying my values to help make career decisions” - Prioritizing – “I know which factors are important to me in making career decisions” - Evaluating – “I’m assessing career options based on my values” - Aligning – “I am intentionally pursuing opportunities based on my core values” Links to the relevant CTT session: - Clarifying my work values: video / worksheet	Assessment	Priority	
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Job Satisfiers - What gives me satisfaction in my work? Factors: the work itself - management / team environment - Job contract - work-life balance - organisational purpose & culture - future growth opportunities - Unaware – “I haven’t thought much about what satisfies me at work” - Noticing – “I’m starting to recognize what I enjoy and what I avoid” - Prioritizing – “I know which factors matter most to me” - Evaluating – “I’m assessing roles based on my satisfiers” - Aligned – “I’m pursuing work that meets my key satisfaction drivers” Links to the relevant CTT session: - Understanding what motivates and drives me at work: video / worksheet - Deciding your future: Strategies for navigating career moves: video / worksheet / Presentation	Assessment	Priority	
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2: What helps you navigate change and transition with resilience and confidence?			
Emotional Awareness - Am I aware of my emotions during change and transition and how they influence the decisions I make? - Unaware – “I rarely notice how I feel during change or transition” - Recognizing – “I’m starting to notice my emotional responses” - Understanding – “I see how my emotions influence my decisions” - Managing – “I’m learning to regulate emotions during uncertainty” - Integrating – “I use emotional insight to guide my choices with clarity” Links to the relevant CTT session: - Developing EQ in managing your career: video / worksheet / presentation - Dealing with your saboteurs to manage your career: video / worksheet / presentation	Assessment	Priority	
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Resilience Strategies - What are the strategies that have helped me in the past? - Who and what can help me navigate the changes I am experiencing now? - Unprepared – “I haven’t yet identified what helps me cope with change” - Reflecting – “I’m starting to recognize past strategies that supported me” - Gathering – “I’m identifying people, tools, and habits that can help now” - Applying – “I’m actively using strategies to stay grounded and focused” - Strengthening – “I’m building resilience and adapting confidently to change” Links to the relevant CTT session: - Resilience from a career perspective (Session I): video / worksheet / presentation - Resilience from a career perspective (Session II): video / worksheet / presentation - Thinking Ahead: video / worksheet / presentation	Assessment	Priority	
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Adopt a "GROWTH MINDSET" - be open and curious • How can I see & reframe these challenges as opportunities? • What beliefs hold me back and what might be more empowering? 1. Fixed – “I feel stuck and see challenges as threats” 2. Questioning – “I’m starting to notice limiting beliefs and patterns” 3. Reframing – “I’m learning to see challenges as opportunities to grow” 4. Practicing – “I’m applying curiosity and openness in my job search” 5. Embodying – “I approach change with confidence, curiosity, and resilience” Links to the relevant CTT session: • Cultivating mindsets for career growth: video / presentation • Turning criticism into career growth: Asking for and receiving feedback: video / worksheet / presentation	Assessment	Priority	
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Apply self-care practices • What can I focus on that lies within my circle of control? • What (work/non work factors) boosts my energy and what depletes it? • What choices will help redirect my energy positively? • What physical, spiritual, emotional and mental self-care activities are helpful? 1. Neglecting – “I’m not paying attention to my energy or well-being” 2. Noticing – “I’m starting to see what drains or boosts my energy” 3. Exploring – “I’m identifying helpful self-care activities and support systems” 4. Practicing – “I’m making intentional choices to protect and restore my energy” 5. Integrating – “I consistently prioritize self-care and focus on what I can control”	Assessment	Priority	
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Access support networks, mentors and counselling • What actions can I take in my circle of Influence? 1. Isolated – “I’m not currently accessing support or guidance” 2. Aware – “I’m starting to recognize who and what could support me” 3. Reaching Out – “I’m initiating contact with mentors, peers, or services” 4. Engaging – “I’m actively using my support network to navigate change” 5. Empowered – “I’m leveraging my circle of influence to grow and stay resilient” Links to the relevant CTT session: • How to make the most of your network: video / worksheet • Developing your networking action plan: video / worksheet	Assessment	Priority	
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3: What are your career aspirations, skills and strengths?			
Vision Setting • What is my short (1 year) and medium-term (3 year) vision for my career? 1. Unclear – “I don’t yet have a defined vision for my career” 2. Reflecting – “I’m starting to think about where I want to go” 3. Drafting – “I’m outlining short- and medium-term career goals” 4. Planning – “I’m aligning my actions with my career vision” 5. Committed – “I’m actively pursuing a clear and inspiring career path” Links to the relevant CTT session: • How to develop your own career path: video / worksheet • Exploring your personal journey: Setting intentions and actions to help achieve your aspirations: video / worksheet / presentation • Setting your career (development) compass for the year: video / worksheet • Writing your next career chapter: video / worksheet / presentation • Getting into the international Professional category – Moving to a different UN Organization: video • Step Into your Future: How to set big goals and unlock your potential as a leader: video / presentation	Assessment	Priority	
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Industry Analysis - What is the emerging outlook for jobs and in-demand skills for the industry and sectors (UN / non-UN) in which I am interested? - Uninformed – “I’m not aware of current trends or in-demand skills in my target sectors” - Curious – “I’m starting to explore industry outlooks and skill requirements” - Researching – “I’m gathering insights on emerging roles and future opportunities” - Strategizing – “I’m aligning my skills and goals with industry trends” - Future-Ready – “I’m actively positioning myself for growth in evolving sectors”	Assessment	Priority	
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Skills Assessment - What are the skills needed – now and for the future? - Unaware – “I’m unsure which skills are needed now or in the future” - Exploring – “I’m starting to learn about in-demand and emerging skills” - Assessing – “I’m identifying my current skills and gaps” - Developing – “I’m actively building relevant skills for future roles” - Future-Ready – “I’m confident my skills align with evolving job market needs” Links to the relevant CTT session: - Creating your personal strategy for growing skills for the future: video / worksheet / presentation - Charting your Blue Ocean: Identifying Emerging Opportunities and In-Demand Roles: video / presentation	Assessment	Priority	
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Strengths Inventory - What are my strengths and transferable skills? - Unaware – “I’m unsure what my strengths or transferable skills are” - Reflecting – “I’m starting to recognize what I do well” - Identifying – “I’ve listed my key strengths and transferable skills” - Articulating – “I can confidently communicate my strengths in applications and interviews” - Leveraging – “I’m using my strengths strategically in my job search and career planning” Links to the relevant CTT session: - Identifying my skills, competencies and strengths: video / worksheet - Manage your career according to your strengths: video / worksheet - Using the DISC Assessment to boost your career: video / presentation	Assessment	Priority	
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4: What is your Career Action Plan to achieve these aspirations			
Career plan - What is your plan and what does success look like? How are you monitoring, evaluating and celebrating achievements (small and large) and learning? - Undefined – “I don’t have a clear plan or definition of success yet” - Exploring – “I’m starting to think about goals and what success means to me” - Planning – “I’ve set short-term goals and begun tracking progress” - Evaluating – “I’m regularly reviewing achievements and adjusting my plan” - Celebrating – “I’m acknowledging progress, learning from experience, and staying motivated”	Assessment	Priority	
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Personal Brand Development - What is my Authentic Personal Brand that communicates my <u>unique value proposition</u>? How do I articulate this in my "Elevator Statement" and other personal profiles and letters? - Is this reflected in a concise up-to-date Linked-in Profile? - Undefined – “I haven’t yet crafted a clear personal brand or value proposition” - Exploring – “I’m starting to reflect on what makes me unique and valuable” - Drafting – “I’ve written an elevator statement and begun updating my profiles” - Refining – “I’m articulating my brand clearly across CVs, LinkedIn, and letters” - Aligned – “My personal brand is authentic, consistent, and visible across platforms” Links to the relevant CTT session: - Managing your reputation: video / worksheet - Creating your personal brand: video / worksheet	Assessment	Priority	
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Learning and Skills Development - What is my Personal Learning Strategy for growing skills for the future? - Do I utilize formal and informal learning, experiential learning (mentoring, assignments, projects), communities, networks and freely available on-line learning opportunities? - Passive – “I haven’t yet developed a learning strategy or explored growth opportunities” - Curious – “I’m beginning to explore learning options and skill-building resources” - Planning – “I’ve identified learning goals and relevant platforms or communities” - Engaging – “I’m actively learning through formal, informal, and experiential methods” - Evolving – “I continuously grow my skills through diverse learning strategies and networks” Links to the relevant CTT session: - Setting your career (development) compass for the year: video / worksheet - Creating your personal strategy for growing skills for the future: video / worksheet / presentation	Assessment	Priority
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Relationship and Network Building - Am I nurturing Relationships and Networking strategically and engaging in platforms like Linked-In? - Do I mentor and support others through reciprocal relationships? - Disconnected – “I’m not actively networking or engaging with professional communities” - Aware – “I’m starting to recognize the value of relationships and platforms like LinkedIn” - Initiating – “I’m reaching out and beginning to build meaningful connections” - Engaging – “I’m nurturing relationships and participating in reciprocal support” - Strategic – “I’m leveraging networks and mentoring others to grow professionally” Links to the relevant CTT session: - How to make the most of your network: video / worksheet - Developing your networking action plan: video / worksheet	Assessment	Priority
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Job and Opportunity Search - Do I have a systematic, strategic approach for Job Searching & Opportunity Scanning (e.g. targeted jobs, job alerts, colleagues, notice boards e.g. Linked-In)? - Who and what can help me in exploring outside the UN? - Unstructured – “I don’t have a clear strategy for job searching or scanning opportunities” - Exploring – “I’m starting to look into platforms and resources for job opportunities” - Organizing – “I’ve set up alerts and begun targeting specific roles and sectors” - Networking – “I’m leveraging contacts and exploring opportunities beyond the UN” - Strategic – “I’m using a systematic approach and multiple channels to uncover opportunities” Links to the relevant CTT session: - How to use LinkedIn for career progression: video / presentation - Improving Your LinkedIn Profile and AI-powered job search: video / presentation - Job search strategies: video / worksheet - Hunting for jobs: stepping out of your comfort zone: video / worksheet	Assessment	Priority
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Applications with Impact - Do I have an up-to-date, compelling P11, CV & personal statement/profile that reflects my personal brand & highlights relevant strengths & achievements? - Do I adapt & customize these along with cover letters / statements specifically for each job in a format acceptable to the recruiting system platform? - Outdated – “My CV/P11/personal statements don’t reflect my current strengths or brand” - Drafting – “I’m updating my documents and starting to align them with my value proposition” - Customizing – “I tailor my applications and cover letters for each opportunity” - Optimizing – “My documents are compelling, well-formatted, and platform-ready” - Impactful – “I consistently present a strong, authentic brand across all application materials” Links to the relevant CTT session: - Understanding a Job Opening: video / worksheet - Writing impactful achievements: video / worksheet - Making the most of the Job Fit Questionnaire: video - Cover Letter and PHP Tips: video - From the UN to the private sector: Your transition guide: video / worksheet / presentation - Navigating your career with AI: smart prompts, ethical and practical strategies: video / worksheet / presentation	Assessment	Priority
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Successful Interviewing - Have I done my research on the organisation and positions I am applying to? - Have I prepared and rehearsed (with review / feedback) for a wide variety of applications, assessment and interview formats and questions including but not limited to competency-based questions? - Can I give a compelling answer to "Tell me about yourself" & “Why this job”? - Unprepared – “I haven’t researched the organization or practiced interview responses” - Exploring – “I’m starting to understand the role and common interview formats” - Practicing – “I’ve rehearsed responses and sought feedback on my delivery” - Refining – “I confidently answer key questions like ‘Tell me about yourself’/‘Why this job?’” - Impactful – “I tailor my responses and present myself with clarity and confidence” Links to the relevant CTT session: - How to prepare for competency-based interviews: video / worksheet - How to deal with difficult questions in interviews: video / worksheet - Effective Interviewing Skills in the UN: video / presentation	Assessment	Priority
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5: How do you look after yourself: sustain your resilience and well-being during this time?		
Stress Management and Well-being - What self-care practices do I use to manage pressure and stress? <i>Example: exercise, family time, nature time, new learning, meditation, music, cultural</i> - How will I recognize signs of possible burnout before it becomes serious? - Overwhelmed – “I’m not actively managing stress and may miss signs of burnout” - Aware – “I’m starting to notice what affects my well-being and energy levels” - Exploring – “I’m identifying self-care practices that help me recharge” - Practicing – “I regularly use strategies like exercise, nature, learning, or meditation to manage stress” - Proactive – “I recognize early signs of burnout and take consistent action to protect my well-being”	Assessment	Priority
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Work-Life Harmony - What priorities and boundaries have I established for work-life harmony? - Blurred – “I haven’t set clear boundaries between work and personal life” - Reflecting – “I’m starting to identify what balance means for me” - Prioritizing – “I’ve defined key personal and professional priorities” - Establishing – “I’m setting and maintaining boundaries to protect my time and energy” - Harmonizing – “I consistently make choices that support both career goals and personal well-being”	Assessment	Priority
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Continuous Reflection • Am I reflecting (daily, weekly) on my career journey and action plan? • Do I have a colleague, mentor or coach with whom I can reflect or seek feedback? 1. Infrequent – “I rarely reflect on my career journey or action plan” 2. Aware – “I’m starting to see the value of regular reflection and feedback” 3. Practicing – “I reflect occasionally and seek input from trusted peers or mentors” 4. Consistent – “I reflect regularly and adjust my plan based on insights and feedback” 5. Integrated – “Reflection is part of my routine, supported by mentors or coaches”	Assessment	Priority
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