



Exercise for webinar:
**Navigating Career Transition Beyond the UN: Finding Direction, Confidence,
and Connection to the Local Job Market**

Employability Self-Assessment Tool

Purpose

This tool is designed to help you:

- take a step back,
- identify your **leverage points**,
- and clarify **where to focus your energy** during a career transition or job search.

This is **not a test**. There are no good or bad scores — only useful information.

PART 1 – Quick Self-Assessment *(to be done now – 5 to 6 minutes)*

For each dimension, give yourself a **score from 1 to 5** (1 = fragile / unclear · 5 = solid / clear)

You don't need to answer every question in detail. Just notice what feels **solid** and what feels **less clear right now**.

1. Clarity & Coherence of My Professional Target

Score (1–5): ☐ ☐ ☐ ☐ ☐

Ask yourself:

- Is my professional target **clear and specific**?
 - o role / function (what I want to do)
 - o sector / context (where, for whom, for what)
- Do I know **why this direction makes sense for me now** (values, interests, priorities)?
- Could I **explain my target clearly** to someone else?

2. Skills, Knowledge & Market Alignment

Score (1–5): ☐ ☐ ☐ ☐ ☐

Ask yourself:

- Do I know what is **expected** for my target roles (diplomas, certifications, skills, experience)?
 - Can I clearly distinguish:
 - o my **specific skills**
 - o my **transferable skills**
- Am I able to **describe my added value** and translate my UN experience into a **non-UN context**?
- Do I understand the **expectations and access routes** of the local job market?

3. Professional & Personal Context

Score (1–5): ☐ ☐ ☐ ☐ ☐

Ask yourself:

- Does my current professional situation **support or hinder** my transition?
- How does my personal, family or health situation **impact my availability**?
- Do I currently have enough **energy and confidence** to mobilise myself?
- Am I aware of the **resources I can rely on**?
 - o internal (strengths, resilience, self-support)
 - o external (people, structures, professional support)

4. Career Management Activities

Score (1–5): ☐ ☐ ☐ ☐ ☐

Ask yourself:

- Do I know **where and how to look** for information about the job market?
- Am I using my **network intentionally and strategically**?
- Am I investing in **learning, upskilling or support** (coaching, guidance)?
- Am I familiar with **local expectations** regarding CVs and applications?
- Do I have a **clear and structured job-search approach**?

Pause for yourself:

- Which dimension feels the **most solid** today?
- Which one feels **more fragile or unclear**?

(No need to write anything yet — just notice.)

PART 2 – Final Reflection

(to be done during the Closing section)

Now that you have gone through the webinar, take a moment to integrate.

My strongest employability dimension today:

The dimension I need to reinforce first:

One concrete action I will take in the next two weeks:

Small, focused actions are more effective than trying to do everything at once.