



CAREER DRIVERS & FOUNDATIONS

PURPOSE: To support identification of those factors / conditions that must be met in order to experience career fulfillment. This exercise will support you to present yourself with these priorities, and ask questions of potential employers and about potential roles to ensure that your career needs are met.

INSTRUCTIONS:

- **STEP 1: Career Drivers** - Write down your top 3 to 5 interests, skills / abilities, personal preferences and values.
- **STEP 2: Career Foundations** - Rank your career drivers in order of importance with “1” being most important. Consider 1 through 5 to be your career foundations, those things that need to be met to support career fulfillment.
- **STEP 3: Employer Questions** - Write down at 1 to 2 questions per career foundation that will support you to ask questions to a potential employer / about a potential role to determine alignment.
- **STEP 4: Elevator Pitch** - Write 2-3 sentences which support you to sell yourself in line with your career anchors.

	STEP 1: Career Drivers	STEP 2: Career Foundations
INTERESTS How do you most enjoy spending your time? What activities do you seek out?	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
SKILLS / ABILITIES In what areas do you recognize your own strengths and abilities? What skills and abilities have you been acknowledged for?	1. 2. 3. 4. 5.	6. 7. 8. 9. 10.



<p>WORK PREFERENCES Do you prefer to work alone or with a team? To maintain and improve or to create and innovate? How important is stability? What do you need to be comfortable in at work?</p>	<p>1. 2. 3. 4. 5.</p>	<p>11. 12. 13. 14. 15. 16. 17.</p>
<p>VALUES What values do you use to guide your behaviour and the way you interact with the world?</p>	<p>1. 2. 3. 4. 5.</p>	<p>18. 19. 20.</p>

STEP 3: Employer Questions		STEP 4: Elevator Speech
Career Foundation	Questions	Write your elevator speech below. This should be no longer than 2 to 3 sentences and should take you no longer than 30 seconds to convey to your current boss, a potential employer, etc. It often takes several drafts to get it just right.
#1	<p>1. 2.</p>	
#2	<p>1. 2.</p>	
#3	<p>1. 2.</p>	



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#4	1. 2.	
#5	1. 2.	