



THE ACCELERATOR: A PERSONAL CAREER SURVEY

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Omnikron Systems, Inc. is dedicated to helping technology professionals and business executives accelerate the return on their career investment, providing intuitive coaching and training to ensure that their career is truly a lasting annuity.

The ACCELERATOR is designed to embolden and refresh your career vision. If you're serious about managing and advancing your career, take action now and complete this personal evaluation. What you learn can immediately impact your professional success. Good Luck!

Introduction

How is *your* career going?

Are you on track with where you'd like to be in your career by now?

Do you know how to gauge your progress and potential?

When is the last time you took a long, hard look at your personal branding, skills and competitive edge?

If success is on your agenda, you can't sit back and let things happen to you. You need to chart your course.

Learning tools and alliances can help you reach your goals, but first you must identify the people and activities that can elevate you.

We've worked with thousands of professionals, helping them to assess and enhance their careers. All of that experience and knowledge has been used to create this tool.

If you're ready to accelerate your career, you need to slow down for a moment and put some thought into answering the questions in this survey.

It's easy to complete and is designed for today's busy professionals.

When you're finished, you'll have a clear vision of what areas need immediate attention so that you can take charge and accelerate your most important investment – your career.

So, flip to the next page and let's get started!

A handwritten signature in blue ink that reads "Robin".

Robin L. Borough

President, Omnikron Systems, Inc.

The ACCELERATOR: A personal career survey

Name:

Date:

Title or Job Function:

Current or Most Recent Company:

Directions

Answer the questions below as thoroughly and honestly as you can. At the end of each section, rate yourself in the grid provided. Finally, tally all your scores at the completion of this survey to see if your career is on track or if you need to make some changes fast!

Section 1: INDUSTRY & PROFESSION

How many years have you been working in your current industry and/or profession?

Industry:

Profession:

Is your **Industry** in demand or decline?

☐ Demand

☐ Decline

How long do you predict this will last?

☐ 1 Year

☐ 5 Years

☐ 10 Years

Is your **Profession** in demand or decline?

☐ Demand

☐ Decline

How long do you predict this will last?

☐ 1 Year

☐ 5 Years

☐ 10 Years

How is globalization affecting you, your company and your industry?

☐ More growth due to more complexity and more customers

☐ Less growth, due to more competition or market saturation

☐ Little or no affect in the foreseeable future

How much do you know about your **Industry** as a whole?

☐ Not Savvy

☐ Average

☐ Well-Versed

Are you considered a guru in your **Profession**?

☐ Yes

☐ No

If No, would you like to be?

Are you considered a thought-leader in your Company, Division or Department?

☐ Yes

☐ No

If Yes, in what ways?

► HOW DO YOU RATE?

What is the Value of Your Industry & Profession for the Marketplace?

Almost Extinct

Very Shaky

Slow But Steady

Well Positioned

Leader

1

2

3

4

5

Section 2: SKILLS & KNOWLEDGE

How savvy are you with?	Junior	Average	Advanced	Guru
■ Technology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ Methodology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ Best Practices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How seasoned are your "soft" skills?	Junior	Average	Advanced	Guru
■ Communication (written and oral)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ Presentation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How proven are your financial & planning skills?	Junior	Average	Advanced	Guru
■ Budgeting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ Forecasting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ Resource Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ Timeline Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Where do you stand regarding regulatory knowledge and best practices relative to your field or industry?	Junior	Average	Advanced	Guru
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Are you taking advantage of training & certification programs offered through your company?	N/A	Some	Dedicated Learner
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Are you investing in yourself by taking training and certification programs offered outside your company?	N/A	Some	Serious Student
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

What skills or knowledge would add the highest value to your career now?

► HOW DO YOU RATE?

How Do You Rate Your Preparedness for Today's Demand?

Seriously behind, but you're so rich that it doesn't matter!	Resume looked great in the 2000's	Heart of a guru, but skills are average	Skills are current & you enjoy a steady diet of learning	Champion scholar & high achiever
1	2	3	4	5

Section 3: EXTERNAL NETWORK

(1)

What networking groups or professional associations do you attend regularly?

(2)

(3)

(1)

What other organizations or social networking groups might help you increase your knowledge, credibility or exposure?

(2)

(3)

(1)

What organizations does your company belong to that you can join?

(2)

(1)

(2)

What can you personally contribute to targeted user groups or professional associations that will benefit your career the most?

(3)

(4)

(5)

► HOW DO YOU RATE?

What is the Value of Your Professional Network?

No one knows you exist

1

You often *think* about getting involved

2

Hit and miss attendee

3

Consistent contributor

4

Leader in many ways

5

Section 4: INTERNAL NETWORK & CORPORATE

List the names of sponsors in your company who support you and campaign for you.

(1)

(2)

(3)

(4)

(5)

Which sponsors are the most high-ranking and well-liked within your organization?

(1)

(2)

(3)

Do you have an influential mentor in the organization?

☐ Yes ☐ No

If Yes, who?

If no, who would you like it to be?

How many levels of management are there between you and the CEO?

Is this normal for within an organization of this size?

☐ Yes ☐ No

Would you like to be closer and more visible to upper management?

☐ Yes ☐ No

If Yes, what's your plan?

Has your level changed for better or worse due to recent mergers, acquisitions or outsourcing?

☐ Better ☐ Worse

If Worse, what's your plan?

How can your sponsors help you in your career, within your company, division and/or department?

► HOW DO YOU RATE?

What is the Value of Your Internal Network & Corporate Visibility?

Don't know the CEO's name

1

Minimal exposure

2

Average following & reputation

3

You are a pillar in the company

4

Hero Status: You advise the CEO

5

Section 5: CAREER ADVANCEMENT

When was your last promotion, raise, bonus, etc.?

How often do people in your company and field in general receive promotions?

Company:

Field in General:

What has your fully-loaded, annualized income history been over the last 4 years?

Remember to include company paid increased cost of health care, bonuses, stock options, pension benefits, car, transportation reimbursement, extended time off, education reimbursements, any beneficial travel and trips or any other perks you received.

Year: \$

Year: \$

Year: \$

Year: \$

Is your compensation increasing, leveling off or decreasing?

Increasing

☐

Leveling off

☐

Decreasing

☐

What gaps exist between you, in your position now, and the next logical step up in your department or in your company?

(For example, gaps can include skills, seniority of others, time on the job, experience, accomplishments, education).

Can you bridge this gap within a reasonable amount of time?

☐ Yes ☐ No

When is your next anticipated promotion, raise, bonus, etc.?

What are you doing now to ensure increased rewards, compensation, and upward mobility?

► HOW DO YOU RATE?

What is your Scale of Anticipated Advancement?

Moving Backward

1

Stagnant

2

Progressing Slowly

3

Gaining Momentum

4

Turbo Charged

5

Section 6: MANAGEMENT & LEADERSHIP

How many people report to you, directly and indirectly?

Direct Reports:

Indirect Reports:

What are you doing to encourage, mentor and promote your direct and indirect reports?

List the different departments that you interface with on a regular basis.

How often do you lead meetings with management and/or other business units in your company?

☐ Never ☐ Intermittently ☐ Regularly

Do people seek you out to mentor them?

☐ Yes ☐ No

If Yes, who?

Does anyone else, besides you, know how to do your job?

☐ Yes ☐ No

If Yes, who is your protégé?

(Note: When no one else knows how to do your job, then it is extremely difficult for you to get promoted).

If No, who should you start grooming?

What have you done recently to streamline, automate, make money, or save money for your company?

☐ Yes ☐ No

Does your company know about this (project or achievement) and did they acknowledge you with letters, awards, bonuses, promotion, etc?

If Yes, how were you acknowledged?

If No, why not?

► HOW DO YOU RATE?

What is the Value of Your Internal Influence and Leadership?

You are The Lone Ranger without Tonto

1

Known only in your group

2

Influential beyond your department

3

Mentor to many with several protégés

4

Because of you & your team, the business thrives

5

Section 7: NEMESSES & ROADBLOCKS

Who are your direct or indirect nemeses
(both inside and outside the company)?

Are they in a position to injure or
thwart your promotion efforts?

☐ Yes ☐ No

If Yes, how?

Are there any other roadblocks
that could potentially derail your
advancement?

☐ Yes ☐ No

If Yes, what are they?

What can you do to proactively and
professionally protect yourself?

If your company were in trouble
financially, would your job or
department be a vulnerable
target for reduction?

☐ Yes ☐ No

If Yes, what do you think the safer jobs are, or which departments do
you think are less vulnerable?

How does your company view your department
compared to its view of other departments?

*(For example, your department is known for meeting
deadlines, making more money than other groups, and/or
has minimal legal, turnover or quality problems, etc.)*

☐ Highly Revered – Poster Child Status

☐ Average Respect

☐ Low or No opinion from Management or Peer Groups

► HOW DO YOU RATE?

What is the Strength of Position within your Department & Company?

Only your mother
loves you

1

Potential hazard
signs abound

2

No known
roadblocks at
this time

3

Your personal
stock is on the
rise

4

Loved by all,
everything you touch
turns to gold

5

Section 8: COMPANY & PRODUCT KNOWLEDGE

Do you know your company's mission and vision?

☐ Yes ☐ No

If Yes, what is it?

If No, why not?

If you are in management, does your team know the company's mission and vision?

☐ Yes ☐ No

If Yes, what is the proof?

If No, why not?

What are the growth projections for your company in the next 12 to 24 months?

How much do you know about your company's...

No Clue

Average Awareness

Expert

▪ Competitors

☐

☐

☐

▪ Customers

☐

☐

☐

▪ New Products and / or Services

☐

☐

☐

▪ Stock Price

☐

☐

☐

▪ Debt

☐

☐

☐

▪ Acquisition / Merger Activity

☐

☐

☐

Do you know enough about your company's products and services to sell for your company, even though you may be in IT or Accounting?

☐ Yes ☐ No

In your **company's** view, what is your corporate competitive advantage?

In your **customers'** view, what is your corporate competitive advantage?

► HOW DO YOU RATE?

What is your Depth of Company & Product Knowledge?

No idea: I just work and collect a paycheck

1

Slightly Aware

2

Stay current via email and gossip

3

Key player and policy maker

4

In the know: often interviewed by the press

5

Section 9: JOB SATISFACTION & FULFILLMENT

On a scale of 1 to 10, how much do you like what you do?

1 2 3 4 5 6 7 8 9 10

Why?

(1)

What three things would make your job more enjoyable?

(2)

(3)

Are you managing to keep work/life balance? ☐ Yes ☐ No

If out of balance on either side, is this going to be temporary or long term?

☐ Temporary ☐ Long-Term

If Long-Term, what's your plan?

When was the last time you received mentoring from someone more knowledgeable than yourself?

How did you apply what you learned?

Can or will you repeat that process anytime soon?

☐ Yes ☐ No

If Yes, when?

Will your current skills and profession last 10 more years or will you need to recreate yourself or change professions altogether?

☐ Yes, my skills & profession are long-lasting

☐ No, my skills & profession are not long-lasting

☐ Either way, I'm constantly recreating myself

Describe your dream job.

How much does your dream job pay?

What common ingredients does your current job share with your dream job?

What prevents you from actively pursuing your dream job now?

► HOW DO YOU RATE?

What is the Level of Your Job Satisfaction?

Woefully unfulfilled

1

Unhappy but this pays the bills

2

This is a stepping stone to your ultimate goals

3

Most days you look forward to work

4

100% on target – doing what you were created to do!

5

Section 10: FINANCIAL HEALTH

How long do you have before you retire (in years)?

How much money do you need to have saved up to retire nicely?

Are you on track and happy with your progress?

☐ Yes ☐ No

If No, what's your plan?

If you lost your job today, how long could you last financially before needing a new job?

☐ 1 Month ☐ 3 Months ☐ 6 Months ☐ 1 Year

Because of your specialization, what specific activities can you do, such as Consulting, Writing, Designing, Teaching, Creating Software Applications, Website Creation or Management, etc., to create additional income over and above your current job?

What money-making idea or ideas can you bring to your current employer to get a raise, promotion, bonus, or other incentives?

► HOW DO YOU RATE?

What is the Scale of Your Financial Stability?

At risk: no savings, no plan, and lots of debt

1

You sometimes wonder about this subject

2

Some savings & planning

3

Healthy finances: plans are on target & risks are in check

4

Great steward of your money – you could retire today!

5

Section 11: PERSONAL CONTACTS

If your company, department, or you personally got caught in a crisis and you needed to find a similar paying job within 30 days, which 10 people in your life have the power and influence to help you the most? *(List names)*

(1)

(2)

(3)

(4)

(5)

(6)

(7)

(8)

(9)

(10)

When was the last time you spoke with those people?

What is your ongoing communication plan to strengthen these relationships?

If you don't know enough of the right people, what is your plan to create this type of personal network?

► HOW DO YOU RATE?

What is the Depth of Your Personal Network?

Hermit status	You often think about this subject	You can identify 4 to 5 contacts	Quality network but communication plan needs work	Outside firms often beg you to jump ship & join them!
1	2	3	4	5

All Done: **FINAL SCORES**

Section 1:	Industry & Profession	1	2	3	4	5
Section 2:	Skills & Knowledge	1	2	3	4	5
Section 3:	External Network	1	2	3	4	5
Section 4:	Internal Network & Corporate Visibility	1	2	3	4	5
Section 5:	Career Advancement	1	2	3	4	5
Section 6:	Management & Leadership	1	2	3	4	5
Section 7:	Nemeses & Roadblocks	1	2	3	4	5
Section 8:	Company & Product Knowledge	1	2	3	4	5
Section 9:	Job Satisfaction & Fulfillment	1	2	3	4	5
Section 10:	Financial Health	1	2	3	4	5
Section 11:	Personal Contacts	1	2	3	4	5
		_____	_____	_____	_____	_____
		+	+	+	+	= <input type="text"/>

Career Acceleration Key: How Did You Rate Overall?

11 - 25	Career is in jeopardy, you better keep your day job... Oh, but wait, this is your day job! Immediate action needed.
26 - 35	Slow and steady used to win the race, but someone moved the finish line! It's high time to refresh your career and recreate yourself
36 - 46	Admirable! On your way to the top, fortify underperforming sections and continue to grow your assets
47 - 55	You are the Warren Buffet of your Career Investment! Keep doing what you're doing and enjoy many rewards

Conclusion

Congratulations! Because you have successfully completed this reflective strategy, you are already ahead of your peers! Well done!

Did you find any areas of improvement? Do you need to increase personal contacts, refresh your skills, build up your financial health, develop industry knowledge or strengthen your position within your organization?

Even if you scored between 35 to 49, in today's accelerating and competitive marketplace, that won't be good enough to sustain you for long.

No matter how you scored, you must continually manage and take charge of your career because it is really your most important investment.

If you're not sure where to start or feel you'd like some guidance, you may benefit from using a career coach. Omnikron has dedicated our life's work to helping executives and professionals accelerate their careers. Capitalize on our experience so you can maximize the return on yours!

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