

Strategic Planning for Career Success Workshop
Friday April 4th - Saturday April 5th, 2008
The University of Chicago Biological Science Division

Pre-workshop Assignment

Many organizations and businesses use a process called 360 performance reviews to evaluate the strengths, weaknesses and effectiveness of their employees. The general idea of the 360 review is that by soliciting feedback from many sources about the employee, a more complete assessment can be obtained than if just one boss or supervisor was in charge of the performance review. 360 reviews have been used in a wide range of other situations including student learning assessments, building design projects and program reviews.

With that in mind, your assignment is to conduct a smaller scale 360 review of yourself. The review will involve at least three components, your self-assessment, a conversation with a colleague who knows you in a professional or academic context and a conversation with someone who knows you in a more personal context. Each of these three components should not take more than an hour of your time, so we're hoping you can find three hours to spend preparing for this workshop. Bring your notes with you and we will use them to inform aspects of our planning during the workshop.

These are some possible questions to ask yourself and those you are inviting to help with this 360 review. The goal is to develop a clear picture of your strengths, weaknesses, opportunities, and personality traits that might be relevant to your future personal and professional success.

- What are my strengths? What are my advantages? Which of my qualities are most likely to contribute to my career success?
- What are my weaknesses? Which of my qualities might limit my career success if I ignore them? What can I improve? What should I avoid?
- What are some of my strongest or weakest professional and interpersonal skills?
- In what type of environment do I do my best work?
- How do I best contribute to work within a group?
- What kind of leader am I? (i.e. behind the scenes, out in front)
- When have I taken a significant risk and what was the outcome?
- What was my last failure? What did I learn from that experience?

Ask yourself.

- When was the last time I reviewed my resumé?
- What do I want my resumé to look like in three years?
- Of the things you've done in your life so far, of which are you most proud?
- How do my strengths fit with my goals for the future?
- How do my personal and professional values fit with my personal and professional goals?