

Career Builder

Professional History and Skills Assessment Tool

1. Describe your educational background.
 - a. All degrees/certifications and licenses
 - b. Vocational programs attended
 - c. Special training classes
 - d. Any self-study completed
 - e. Awards
2. Describe your technical skills. Make a list of:
 - a. Computer skills (e.g. Word, Excel, Powerpoint, Access)
 - b. Keyboarding, 10 key, cashiering, coding, etc.
 - c. Medical terminology
 - d. KP systems (e.g. Epic)
3. Write your job history. List:
 - a. Job titles and job departments
 - b. Start and ending dates
 - c. Names and titles of managers
 - d. Key job duties and responsibilities
4. Identify six accomplishments. List instances where you went above and beyond your job responsibilities to help a member, complete a project, make a special contribution or solve a problem. Think of these accomplishments in terms of PARs (problem, action, result).
 - a. The problem/circumstance sets the stage for the accomplishment you are describing
 - b. The action is the action you took to address the problem
 - c. The result is the resulting solution/benefit of your specific action
5. What special knowledge/skills have you acquired through working at KP and in the medical field?
6. What skills have you have you gained through special training and/or mentoring in your career?
7. What are your natural talents and abilities? Which of those talents and abilities do you prefer to use? What skills would you prefer not to use anymore?
8. What activities, committees, volunteer experience, assignments or responsibilities outside your regular job duties have you been involved with?
9. Have you been involved in professional associations? Held a position or contributed to a professional publication?