



Career Opportunity Readiness Assessment

A practical, self-directed toolkit for working professionals who want to evaluate where they truly stand — and take confident, strategic action toward their next career move. Whether you are a career switcher, a mid-level manager eyeing a promotion, or a consultant expanding your scope, this assessment helps you cut through the noise and see your readiness with clarity.



Why Readiness Assessment Matters Now

Most professionals wait until they feel "ready" to pursue a new opportunity — and that moment rarely comes on its own. Research consistently shows that career advancement is not just about skill; it is about strategic self-awareness, intentional positioning, and knowing exactly where the gaps are before they become liabilities in an interview room or a performance review.

The modern workplace is no longer linear. Roles evolve, industries merge, and the skills valued three years ago may not be the ones that open doors today. In this environment, the professionals who thrive are those who regularly audit their own readiness — not as an act of self-doubt, but as an act of strategic confidence. They know what they bring, what they need, and what their next move looks like.

This resource was built to solve a specific problem: most professionals do not have a structured way to evaluate career readiness. They rely on gut instinct, vague feedback from managers, or compare themselves to job descriptions they stumble upon. This assessment gives you a repeatable framework — one you can use today, six months from now, and again whenever the professional landscape shifts around you.

What This Resource Solves

- Removes guesswork from career planning
- Identifies hidden readiness gaps before they cost you
- Gives you a language to own your professional narrative
- Builds actionable next steps, not just awareness

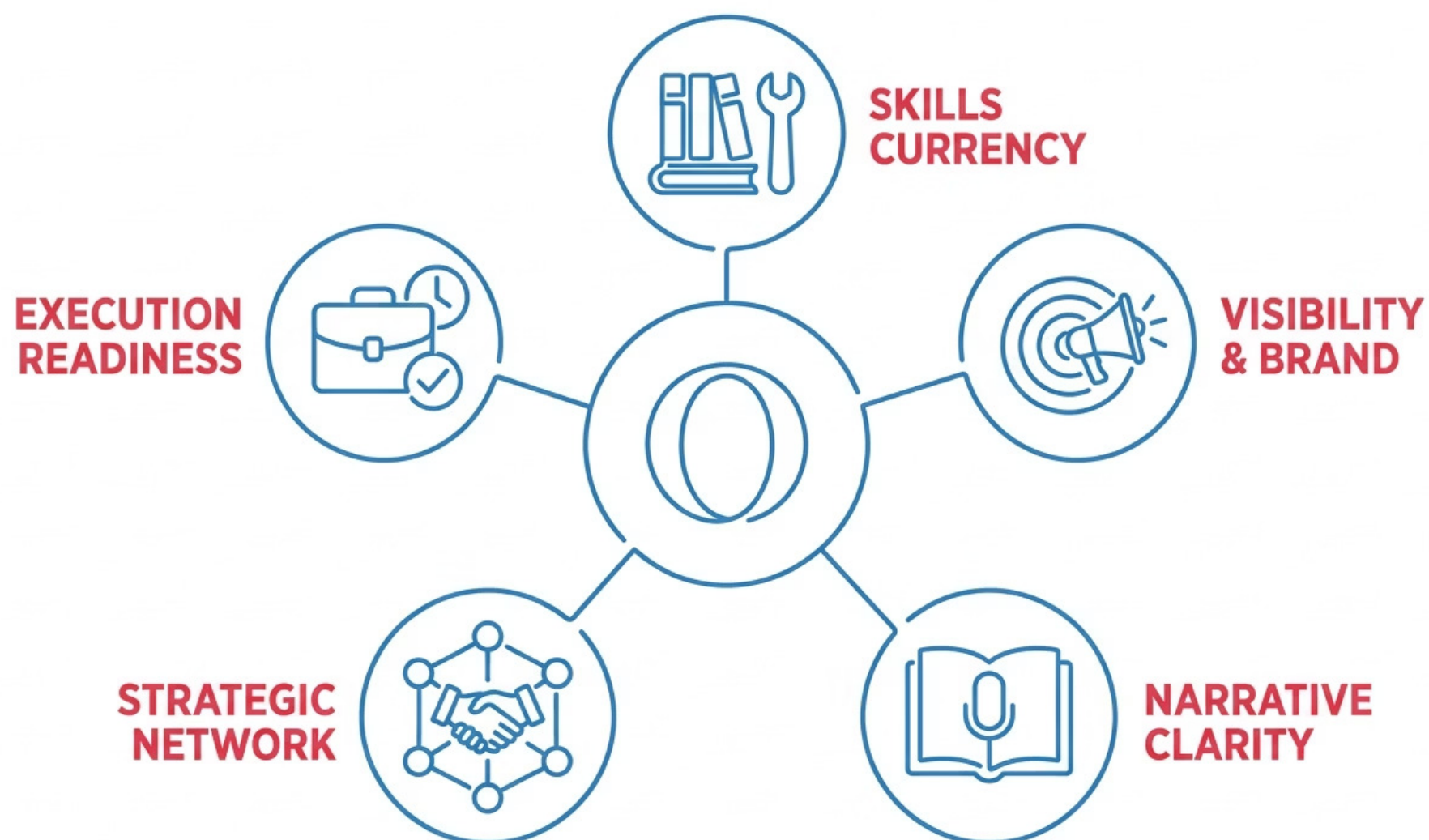
How to Use This Resource

- **First pass:** Read through fully to understand the framework
- **Deep use:** Complete each worksheet and reflection section
- **Reference mode:** Return to specific modules as needed
- **Revisit:** Reassess every 90 days or before any major move

The 5-Dimension Readiness Model

Career opportunity readiness is not a single score — it is the intersection of five critical dimensions that together determine how prepared you truly are to seize, compete for, and thrive in your next opportunity. This model was designed to be comprehensive without being overwhelming, giving you a clear map of where you stand across the dimensions that hiring managers, promotion committees, and clients actually evaluate.

Each dimension is distinct but interconnected. You may find yourself strong in two areas and underdeveloped in others — that is not a failure, it is data. The goal of this model is to convert vague career anxiety into a precise, actionable inventory that you can work with immediately.



Use this five-dimension model as your north star throughout this assessment. Every module, worksheet, and reflection question maps back to one or more of these dimensions. By the end of this resource, you will have a scored snapshot of your readiness and a targeted action plan for each dimension that needs attention.

Skills Currency: Are You Still the Hire?

The first dimension of career readiness is the one most professionals think they have covered — and yet it is frequently where the biggest blind spots live. Skills currency refers to the degree to which your current skill set aligns with what the market actually rewards right now. It is not just about what you know; it is about whether what you know is still in demand, whether you can demonstrate it credibly, and whether you are actively building toward what will be valued next.

Hard skills decay faster than ever. A data analyst who mastered Excel five years ago but has not kept pace with Python, Tableau, or AI-assisted analysis tools may find their market value quietly eroding even as their experience grows. Soft skills, while more durable, also evolve — the communication competencies prized in a hybrid-remote world are markedly different from those that mattered in an office-first culture. Leadership expectations at the manager level have shifted toward coaching, psychological safety, and cross-functional collaboration in ways that demand conscious skill-building.

The goal of this module is to take an honest, market-informed inventory of your skills — separating what you are strong in, what is becoming outdated, and what you need to build urgently. This is not about imposter syndrome; it is about strategic positioning.

1

Audit Your Hard Skills

List your top 8–10 technical skills. Then check each against 5 recent job descriptions for your target role. Mark which skills appear in 3 or more descriptions as "Active," the rest as "Review."

2

Audit Your Soft Skills

Identify the top 5 soft skills mentioned in your last performance review or in feedback from managers. Cross-reference with the soft skills listed in target role postings.

3

Identify Your Build List

From your audit, select 2–3 skills that appear consistently in target role postings but are absent from your current profile. These become your priority development areas for the next 90 days.

Skills Inventory Worksheet

Use this worksheet to conduct your structured skills audit. Be honest — this is a private document for your own strategic clarity. The more accurately you complete this, the more targeted and effective your development plan will be. Set aside 20–30 minutes for this exercise without distractions.

Skill Name	Category (Hard / Soft)	Current Proficiency (1–5)	Market Demand (High / Med / Low)
e.g. Data Storytelling	Hard	3	High
e.g. Stakeholder Management	Soft	4	High

Reflection Prompt: Looking at your completed inventory — which 2 skills, if strengthened in the next 60 days, would have the greatest impact on your target role candidacy? Write them below and note one specific action for each.

Priority Skill #1

Skill: _____

Action: _____

Timeline: _____

Priority Skill #2

Skill: _____

Action: _____

Timeline: _____

Visibility and Professional Brand: Do the Right People Know You?

You can be extraordinarily skilled and completely invisible — and in the current professional landscape, invisibility is a career risk. Professional visibility is the degree to which your expertise, values, and professional identity are known and recognised by the people and communities where opportunities are generated. It encompasses your digital presence, your reputation within your organisation, your engagement in industry spaces, and the impression you leave in professional interactions.

The hard truth is that most opportunities — whether it is a promotion, a high-value client engagement, or a job offer — do not go to the most qualified person. They go to the most visible qualified person. This is not unfair; it is simply how trust and familiarity operate in professional ecosystems. Decision-makers default to people they know, have seen perform, or whose name has been mentioned by someone they trust.

Building professional visibility does not require you to become a social media influencer or self-promoter. It requires deliberate, authentic actions that make your competence and values legible to the right audiences. This module helps you assess your current visibility and identify the highest-leverage actions to increase it strategically.



Digital Presence

Is your LinkedIn profile fully optimised, keyword-rich, and updated within the last 90 days? Does your profile tell a story of progressive expertise or just list job titles?



Internal Reputation

Are you known beyond your immediate team? Have you presented to senior leadership, contributed to cross-functional projects, or been recommended for stretch assignments recently?



Industry Presence

Do you engage in industry communities, conferences, panels, or publications? Are you contributing knowledge or just consuming it? Even commenting thoughtfully in professional forums builds recognition.

Visibility Audit: Where Do You Stand?

Answer each question honestly. Circle or score your response. This audit will generate a clear picture of where your visibility is strong and where it needs deliberate investment. Total your score at the end to identify your visibility tier.

Visibility Indicator	Yes / Partially / No	Score (2 / 1 / 0)
My LinkedIn headline clearly states my expertise and value, not just my job title		
I have posted or shared original content on LinkedIn in the past 30 days		
Senior leaders in my organisation know my name and at least one contribution I have made		
I have been recommended, tagged, or mentioned by a peer or manager in a professional context in the past quarter		
I actively participate in at least one professional community, forum, or association outside my company		
My online presence (LinkedIn, portfolio, website) is consistent and reflects my current professional identity		

Score 10–12

High Visibility. You are well-positioned. Focus on deepening strategic relationships and amplifying thought leadership.

Score 5–9

Emerging Visibility. You have a foundation to build on. Prioritise 2 actions from this module this month.

Score 0–4

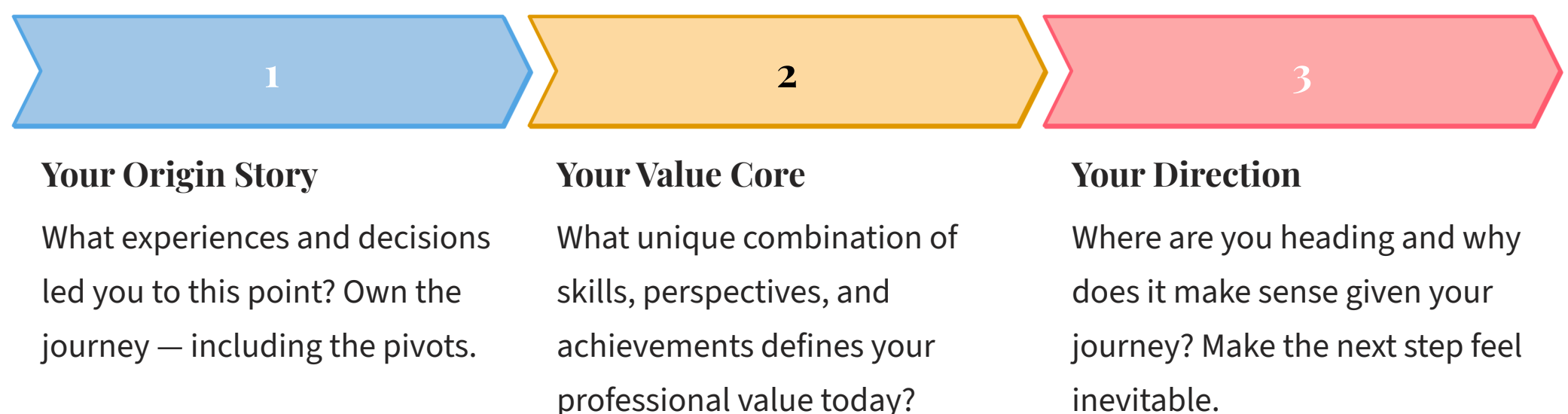
Low Visibility. Urgent focus needed. Start with LinkedIn optimisation and one internal visibility initiative this week.

Narrative Clarity: Can You Tell Your Story Compellingly?

Of all five readiness dimensions, narrative clarity is the one that most directly separates candidates who get offers from those who do not — and it is the one least addressed in traditional career advice. Narrative clarity is your ability to articulate your professional journey, your value proposition, and your career direction in a way that is coherent, compelling, and tailored to the opportunity in front of you.

Most professionals, when asked "Tell me about yourself" or "Why are you making this move?", give one of two answers: a chronological recitation of their CV, or a vague, apologetic explanation that leaves the listener with more questions than confidence. Neither serves you. What works is a purposefully constructed narrative that connects your past experiences to your current competencies and your future direction — told in a way that makes the listener feel they would be fortunate to work with you.

This is particularly critical for career changers. If you are pivoting industries or roles, you must be able to translate your experience into the language and priorities of your new target domain. The narrative bridge you build — from where you were to where you are heading — is often the deciding factor in whether a hiring manager or a new client sees you as a risk or an asset.



 **Pro Tip:** Your professional narrative is not a fixed script. It is a flexible framework that you adapt for each audience — a recruiter, a panel interview, a networking coffee, a LinkedIn summary. The core stays constant; the emphasis shifts.

Build Your Professional Narrative

This worksheet guides you through constructing the three core narrative building blocks. Once complete, these blocks become the raw material for your LinkedIn summary, your cover letter introduction, your "Tell me about yourself" answer, and your elevator pitch. Do not skip any section — the power of this framework comes from the synthesis at the end.

Block 1 — The Journey (Your Origin Story)

In 3–4 sentences, describe the professional journey that has brought you to this point. Focus on the through-line of growth, not a list of jobs.

Write here:

Block 2 — The Value (What You Bring)

Complete this sentence: "I help [target audience] achieve [specific outcome] by applying my expertise in [2–3 core skills or domains]."

*I help _____ achieve _____
by applying my expertise in _____.*

Block 3 — The Direction (Where You Are Heading)

In 2–3 sentences, describe your next career move and why it is a natural extension of your journey and expertise. Make it sound intentional, not desperate.

Write here:

Synthesis — Your 60-Second Narrative

Combine all three blocks into a single, flowing 60-second spoken narrative. Read it aloud. Edit until it sounds natural and confident — not rehearsed or robotic.

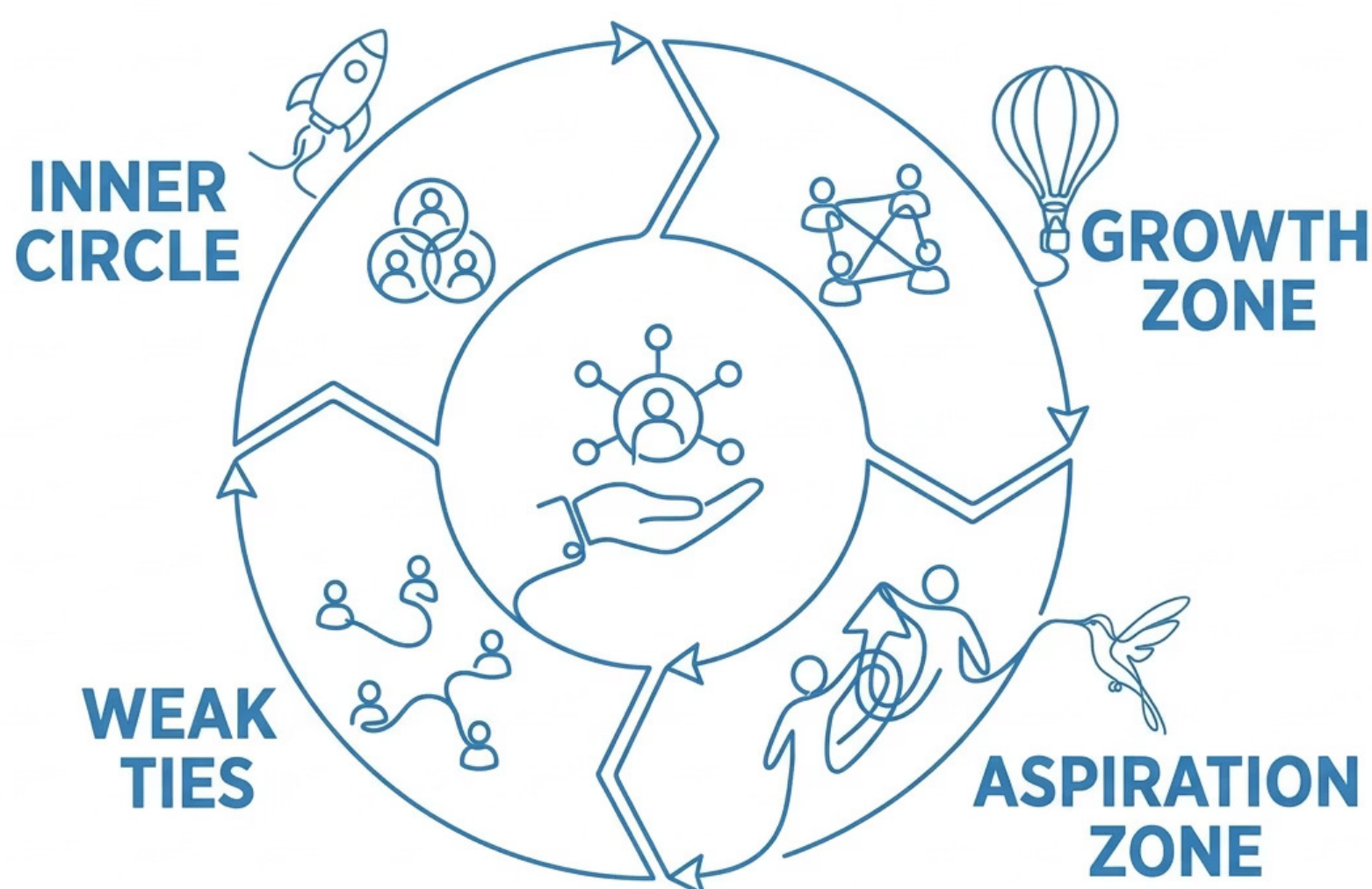
Draft narrative:

Strategic Network: Do You Have Access Where It Matters?

Networking is one of the most misunderstood and poorly executed elements of career development. For most professionals, "networking" conjures images of awkward cocktail events, transactional LinkedIn messages, or collecting connections with no clear purpose. This is not the kind of network that creates career opportunities — and it is not what this module is about.

A strategic network is a deliberately cultivated set of relationships that give you access to information, opportunities, introductions, and advocacy in the spaces where your career growth happens. It is not about having thousands of connections; it is about having the right relationships at the right levels in the right domains. A well-placed mentor who advocates for you internally is worth more than 500 passive LinkedIn connections.

Research by LinkedIn consistently shows that between 70–80% of jobs are filled through networking before they are ever posted publicly. For senior roles and consulting engagements, that number is even higher. This means that if your job search strategy relies primarily on applying to posted roles, you are competing for approximately 20–30% of the available market. Strategic networking is not a supplement to your career strategy — it is the strategy.



Map your current network against these four zones. Most professionals find they have strong inner circles but weak aspiration zone relationships and underdeveloped weak ties — the exact areas most likely to surface new opportunities.

Network Gap Analysis

Use this worksheet to map your existing network against the four strategic zones and identify where deliberate relationship-building investment is needed. Be specific with names where possible — vague intentions produce vague results. This exercise should take 20–25 minutes and will reveal exactly where your relationship capital is concentrated and where it is sparse.

Network Zone	Who do you have here? (Names or roles)	Gap (What type of person is missing?)	Action (How will you add 1 person in 30 days?)
Inner Circle (Advocates)			
Growth Zone (Peers)			
Aspiration Zone (Mentors / Leaders)			
Weak Ties (Broad Industry)			

Reflection Prompt: Think about the last major career opportunity you received (a job offer, a project, a referral). How did you find out about it? Was it through a posting or through a relationship? What does this tell you about where your energy should go?

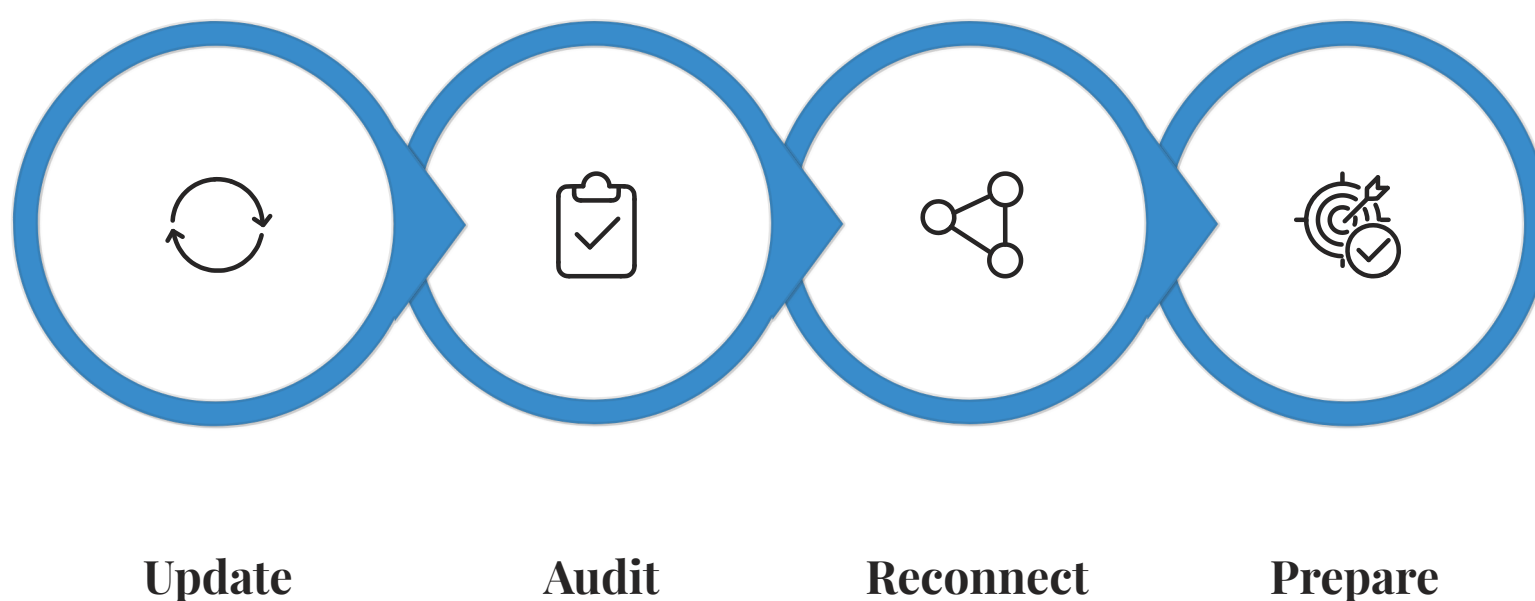
 **30-Day Network Challenge:** Choose one person from each zone you want to add or deepen a relationship with. Schedule one genuine outreach per week — a comment on their post, a relevant article share, a 15-minute virtual coffee. Relationships compound over time; start now.

Execution Readiness: When Opportunity Knocks, Can You Answer?

Execution readiness is the most operational of the five dimensions — and yet it is the one that causes the most last-minute panic. Execution readiness refers to the state of your career infrastructure: your CV, your LinkedIn profile, your portfolio, your reference list, your interview preparation, and your psychological readiness to move when an opportunity presents itself. It is the difference between being able to respond to an opportunity within 24 hours versus scrambling for two weeks.

The most common version of this problem looks like this: a professional learns of a genuinely exciting opportunity — a role posted by a dream company, a referral from a trusted contact, a consulting pitch that requires an updated bio and work samples. They are interested and qualified. But their CV has not been updated in 18 months, their LinkedIn still reflects a role they left two years ago, their portfolio has broken links, and they cannot remember the name of the project manager who would give them the strongest reference. By the time they have assembled everything, the window has closed or their application looks rushed.

Execution readiness is about maintaining a state of permanent, low-effort preparedness. It does not mean obsessively polishing your materials every week. It means having a system — a quarterly review habit — that keeps everything current so that when the moment comes, you are ready to move with confidence and speed. This module gives you that system.



This quarterly review cycle takes approximately 2–3 hours per quarter and pays enormous dividends when an opportunity arrives unexpectedly. Build it into your calendar as a recurring event — treat it with the same importance as a performance review or a client meeting.

Execution Readiness Checklist

Work through each item below. Check off what is complete and circle what needs attention. The goal is to reach a state where every item is checked — at which point you are fully operationally ready to respond to any career opportunity within 24 hours. Review this checklist every quarter.

Documents and Profiles

- CV / résumé is updated and reflects current role and achievements
- CV is tailored to your target role type (not generic)
- LinkedIn headline and summary are optimised and current
- LinkedIn experience section matches CV with quantified achievements
- Portfolio or work samples are curated, accessible, and current
- Professional bio (short and long version) is written and saved
- Reference list of 3–5 people is current with correct contact details
- References have been pre-briefed about your career direction

Preparation and Mindset

- Your 60-second professional narrative is practised and natural
- You have a prepared answer for "Why are you making this move?"
- You have researched your top 3 target companies or role types
- You know your salary range and can discuss it confidently
- You have a list of 10 target companies you want to work with
- Your interview attire (virtual and in-person) is ready
- You have practised at least 5 behavioural interview questions
- Your email signature and contact details are professional and current

 **Score your readiness:** Count your checked items. 14–16 = Fully Ready. 9–13 = Mostly Ready (address gaps this week). 0–8 = Not Ready (use this as your action list starting today).

Your Career Readiness Scorecard

Now that you have worked through all five dimensions of career opportunity readiness, it is time to bring your scores together into a single, integrated picture. This scorecard is your baseline — a snapshot of where you stand today. Use it to prioritise your efforts, communicate your readiness to yourself honestly, and track your progress over the coming months.

Rate yourself on each dimension using the 1–10 scale described below. Be honest rather than aspirational — this scorecard is for your strategic clarity, not performance. A score of 6 today is not a failure; it is a starting point with a clear direction.

Dimension	Your Score (1–10)	Primary Gap Identified	Priority (High / Med / Low)
Skills Currency			
Visibility and Brand			
Narrative Clarity			
Strategic Network			
Execution Readiness			
Total Score (out of 50)			

40–50

High Readiness

You are well-positioned. Focus on acceleration — deepen your highest-leverage activities and move on opportunities proactively.

28–39

Moderate Readiness

Strong foundation with clear gaps. Prioritise the 2 lowest-scoring dimensions and build a 60-day action plan around them.

15–27

Building Readiness

Significant development needed. Start with Execution Readiness (fastest wins) and Narrative Clarity (highest leverage).

0–14

Early Stage

Foundational work is needed across most dimensions. Use this resource as your full roadmap and take it one module at a time.

The 6 Readiness Traps — And How to Escape Them

After working with hundreds of professionals through career transitions, there are six remarkably consistent mistakes that keep capable people stuck — not for lack of talent, but for lack of strategic clarity. Recognising these traps is the first step to avoiding them. Read through each one honestly and ask yourself: is this me?

Trap 1: Waiting Until You Feel "Ready"

The trap: "I'll start applying once I finish this certification / get that promotion / feel more confident."

The fix: Readiness is built through action, not preparation. Apply before you feel perfect. Real growth happens in the doing.

Trap 2: Applying Reactively, Not Proactively

The trap: Only applying to posted roles, missing the 70–80% of opportunities that never reach a job board.

The fix: Build a target company list, activate your network, and create inbound interest through visible expertise.

Trap 3: Treating Your CV as a History Document

The trap: Writing a CV that chronicles your past rather than positioning you for your future.

The fix: Reframe your CV as a marketing document. Every line should answer: "Why does this make me right for my target role?"

Trap 4: Neglecting Soft Brand Maintenance

The trap: Only updating your professional presence when actively job searching — by which point you are already behind.

The fix: Maintain a quarterly cadence of small, consistent visibility actions. Compound interest applies to professional reputation too.

Trap 5: Networking Transactionally

The trap: Reaching out to contacts only when you need something, making every interaction feel extractive.

The fix: Give before you ask. Share relevant articles, make introductions, celebrate others' wins. Build goodwill as a default practice.

Trap 6: Confusing Busyness with Progress

The trap: Feeling productive by applying to 30 generic roles with an unoptimised CV and no follow-up strategy.

The fix: Quality over volume. Ten targeted, well-prepared applications with personalised narrative outperform fifty generic ones every time.

Your 90-Day Career Readiness Sprint

Knowing your readiness scores and identifying your gaps is valuable only if it translates into structured action. Use this 90-day sprint framework to convert your scorecard insights into a concrete, time-bound plan. The three phases below are designed to build on each other — starting with foundation, moving through activation, and culminating in opportunity pursuit.



Days 1–30: Foundation Phase

Focus on Execution Readiness and Narrative Clarity — the two dimensions that give you the fastest, most tangible returns. Update all your documents, complete the narrative worksheet, and practise your 60-second story until it is effortless. These are your non-negotiable starting actions.

- Complete all worksheets in this assessment
- Update CV, LinkedIn, and portfolio
- Write and practise your professional narrative
- Brief your references on your career direction



Days 31–60: Activation Phase

Shift focus to Visibility and Strategic Network. Begin taking visible actions — posting content, attending events, reconnecting with dormant relationships, initiating informational conversations. This phase is about warming up your professional ecosystem so that when you move into pursuit, you are not cold-calling the market.

- Post or engage with professional content 2x per week
- Schedule 4 informational or reconnection conversations
- Add one new person to each network zone
- Begin targeted research on your top 10 companies



Days 61–90: Pursuit Phase

With your infrastructure built and your network warmed, move into active opportunity pursuit with full readiness behind you. Apply to target roles with tailored applications, leverage your network for introductions, and engage with opportunities with the confidence of someone who knows exactly what they bring and why they are the right choice.

- Apply to 2–3 highly targeted roles per week
- Request introductions from your network strategically
- Conduct mock interviews and refine your narrative
- Track applications, follow up, and iterate based on feedback

Your Personalised 90-Day Action Planner

Use this planner to translate the 90-day sprint framework into your specific, personalised actions based on your readiness scorecard. Write in the specific actions that address your identified gaps. Be concrete — not "improve LinkedIn" but "rewrite LinkedIn headline using target role keywords by Friday." Specificity is the difference between a plan that works and one that stays on paper.

Phase	My Specific Action	Deadline	How I Will Know It Is Done
Days 1–30			
Days 1–30			
Days 1–30			
Days 31–60			
Days 31–60			
Days 31–60			
Days 61–90			
Days 61–90			
Days 61–90			

 **Accountability Tip:** Share this planner with one trusted person — a mentor, a peer, or a coach — and schedule a 30-minute check-in at the end of each phase. External accountability dramatically increases follow-through on self-directed development plans.

What You Now Know — And What to Do With It

You have completed a comprehensive, multi-dimensional assessment of your career opportunity readiness. You have diagnosed where your strengths are concentrated, where your gaps live, and you have a structured, time-bound plan to close those gaps and move with confidence into your next career opportunity. Before you close this document, let these seven takeaways anchor your path forward.

1 Readiness is built, not waited for

The professionals who advance do not feel ready first — they build readiness through intentional, consistent action. Start with the next step, not the perfect step.

2 Your skills are only as valuable as your ability to communicate them

Narrative clarity transforms competence into opportunity. Invest time in constructing and practising your professional story — it is your most versatile career tool.

3 Visibility is a strategic choice, not a personality trait

You do not need to be an extrovert or a content creator to be professionally visible. You need deliberate, consistent actions that make your expertise legible to the right people.

4 The best opportunities come through relationships, not job boards

Invest in your strategic network before you need it. Build goodwill consistently, and opportunities will find their way to you through people who know and trust your work.

5 Execution readiness is your competitive advantage in time-sensitive moments

When opportunities move fast, your prepared professional infrastructure — updated CV, practised narrative, warm network — is the edge that lets you move when others scramble.

6 Your scorecard is a living document, not a verdict

Reassess every 90 days. Markets change, roles evolve, and your readiness will grow if you keep investing in it. A low score today is a roadmap, not a ceiling.

7 Small, consistent actions compound into extraordinary outcomes

Career readiness is not built in one intensive sprint — it is built through regular, intentional habits. One LinkedIn post, one network coffee, one CV update at a time.

Quick Reference: Career Readiness at a Glance

Bookmark this card. Return to it whenever you need a rapid recalibration of where your energy should go. Use it before a networking event, before a job application, before a performance review, or at the start of every quarter.



Your Next Step — Right Now

Close this document and take one action within the next 60 minutes. Not a plan for an action. An action. Update one line of your CV. Write the first draft of your professional narrative. Send one message to a network contact you have been meaning to reconnect with. The gap between knowing and doing is closed by starting — so start now.

Reassessment Schedule

Set a recurring calendar reminder for every 90 days titled:

"Career Readiness Quarterly Review"

Return to this scorecard, rescore each dimension, and update your action plan. Your readiness is a living asset — maintain it accordingly.

 **A Message From PlanetSpark:** Career growth does not require luck — it requires readiness. This assessment is your starting point, not your ceiling. You have everything you need to take the next step. The only question is whether you will. We believe you will. 