

Career Satisfaction Audit Worksheet

What the Tool Is Used For

This worksheet helps employees assess their current level of satisfaction across key dimensions of their career. It enables individuals to identify what's working well, what's misaligned, and where to focus efforts for greater fulfilment and performance.

Why and When to Utilise the Tool

Use this tool:

- During performance review preparation
- When feeling stuck, undervalued, or disengaged
- When considering a role change, promotion, or reskilling
- As a quarterly check-in to reflect on career direction and wellbeing

This audit can bring clarity and motivation by identifying specific areas for action or improvement.

Expected Results

By completing this worksheet, employees should be able to:

- Pinpoint which areas of their work are fulfilling—and which are not
- Identify potential misalignments between values, role, and growth
- Initiate targeted conversations with their manager or mentor
- Develop a clear, focused plan to increase job satisfaction

Example Use Cases

Example 1

Problem: Erin, a mid-level project coordinator, felt increasingly unmotivated but couldn't pinpoint why.

Action: After using the Career Satisfaction Audit, she scored "1" on Skill Utilisation and "2" on Career Growth.

Result: Erin discussed new responsibilities with her manager, began shadowing in a new area, and enrolled in training. Her motivation and productivity improved significantly.

✔ Example 2

Problem: David, an operations analyst, was considering leaving his job due to stress.

Action: The audit revealed he rated Work-Life Balance and Manager Support as “1” but Purpose and Team Relationships as “5.”

Result: Rather than resigning, he proposed a flexible work arrangement and requested weekly check-ins. His wellbeing improved, and he remained in the role with renewed satisfaction.

📄 Career Satisfaction Audit Worksheet (Employee Version)

Rate your satisfaction in the following areas on a scale of 1 (**Very Dissatisfied**) to 5 (**Very Satisfied**):

Category	Score (1-5)	Notes – Why this score?
Purpose / Meaning		
Skill Utilisation		
Career Growth Opportunities		
Recognition & Appreciation		
Work-Life Balance		
Compensation & Benefits		
Relationships with Team		
Manager Support		
Job Security		
Autonomy / Decision-Making		

Top Insights

1. Which 2 areas have the highest scores?

2. Which 2 areas have the lowest scores?

3. Do any scores surprise you? Why or why not?

4. What themes do you notice across your responses?

Potential Actions Based on Results

If You Scored Low In...	Potential Action
Purpose / Meaning	Reconnect with company mission; explore internal mobility
Skill Utilisation	Request more challenging or diverse tasks
Career Growth	Schedule a career planning conversation with your manager
Recognition	Share your wins and request feedback regularly
Work-Life Balance	Explore flexible hours, work-from-home options, or time blocking

If You Scored Low In...	Potential Action
Compensation	Research benchmarks and prepare for a review conversation
Team Relationships	Initiate more collaborative projects or informal check-ins
Manager Support	Clarify expectations, ask for regular feedback, or switch mentors
Job Security	Seek clarification on role stability and roadmap
Autonomy	Ask for ownership of a project or process improvement initiative

Self-Reflection Section

1. Which part of my job am I most proud of?

2. Which area(s) affect my motivation or stress levels the most?

3. What is one realistic change I can make this month?

4. What support do I need to improve my job satisfaction?

5. Who can I talk to for guidance or support?