

CAREER CLARITY TOOLKIT

Diagnostic + Action Frameworks for Career Decision-Making

SECTION 1. DIAGNOSTIC

1. Career Clarity Index

Rate each from 1–10 based on your current reality
(1 = low clarity, 10 = high clarity)

- I understand advancement criteria in my organization
- I trust my perception of my professional standing
- I receive actionable, specific feedback
- I know what skills I need to develop next
- I feel safe advocating for opportunity
- Leadership behavior aligns with stated values
- I can clearly articulate my 2-year career direction

SECTION 2. INTERPRETATION

What Your Lowest Score Is Telling You

Structure

- Advancement criteria, feedback, or values are unclear
- Look for transparency gaps and inconsistent signals

Climate

- Trust, safety, or communication issues
- May indicate hesitation to speak up or advocate

Direction

- Lack of clarity around growth, skills, or future path
- Often leads to disengagement or stalled progression

SECTION 3. CONDITIONS

2. Conditions That Stabilize Clarity

- **Certainty** (clear expectations and criteria)
- **Uncertainty** (room to take initiative)
- **Significance** (recognition and value)
- **Belonging** (connection and trust)
- **Contribution** (sense of impact)
- **Growth** (visible development path)
- **Agency** (autonomy in how work is done)

SECTION 4. ACTION

3. Career Agency Map (30-Day Action)

Where is clarity breaking down?

What would clarity look like?

What is ONE action you will take in the next 30 days?

SECTION 5. PRACTITIONER USE

For Practitioners

Use this tool to:

- Identify where clarity is breaking down
- Distinguish system vs individual factors
- Guide one specific, actionable step
- Reduce over-personalization of systemic issues

Notes.