



## Employee Needs Assessment

What do you need? Check what applies to you.	Resources to get you started
<p style="text-align: center;"><b>Career Planning</b></p> <p><i>Interested in:</i></p> <p><input type="checkbox"/> Changing careers</p> <p><input type="checkbox"/> Career decision-making skills</p> <p><input type="checkbox"/> Goal-setting skills</p> <p><input type="checkbox"/> Finding information about careers</p> <p><input type="checkbox"/> Learning about my interests, skills and values</p> <p><input type="checkbox"/> Other _____</p>	<ul style="list-style-type: none"> <li>➤ <a href="https://acsss.wisc.edu/career-planning-uw-madison-employees/">https://acsss.wisc.edu/career-planning-uw-madison-employees/</a></li> <li>➤ ACSSS website includes resources, workshop information</li> <li>➤ <a href="https://careerlocker.wisc.edu/">https://careerlocker.wisc.edu/</a> (Free access through MyUW)</li> <li>➤ <a href="http://www.careeronestop.org/">http://www.careeronestop.org/</a></li> <li>➤ Schedule an appointment with Elizabeth Schimpf in ACSSS to develop a career plan 608-236-6960</li> </ul>
<p style="text-align: center;"><b>Job Search</b></p> <p><i>Not sure how to:</i></p> <p><input type="checkbox"/> Interview for a job</p> <p><input type="checkbox"/> Find jobs that match my skills</p> <p><input type="checkbox"/> Write a resume to market my skills</p> <p><input type="checkbox"/> Write a cover letter</p> <p><input type="checkbox"/> Network to find opportunities</p>	<ul style="list-style-type: none"> <li>➤ <a href="https://acsss.wisc.edu/planning-resources/">https://acsss.wisc.edu/planning-resources/</a></li> <li>➤ Attend job search workshops at Dane County Job Center</li> <li>➤ Familiarize yourself with local resources, including the Job Center of Wisconsin and <a href="http://Wisc.jobs.edu">Wisc.jobs.edu</a></li> <li>➤ Limited resume help from the Writing Center, 608-263-1992</li> <li>➤ Division of Continuing Studies Writing Assistance, resume reviews* and cover letter help* <i>*there is a fee for this service</i></li> </ul>
<p style="text-align: center;"><b>Training and Education</b></p> <p><i>Thinking about:</i></p> <p><input type="checkbox"/> Getting additional education or training</p> <p><input type="checkbox"/> Completing a degree you started</p> <p><input type="checkbox"/> Cost of education</p>	<ul style="list-style-type: none"> <li>➤ Contact ACSSS office to schedule a meeting with an advisor or career counselor. We can help you explore educational options and find one that meets your needs.</li> <li>➤ Office of Learning and Talent Development – offers free professional development for UW-Madison employees</li> <li>➤ Check our website for financial resources <a href="https://acsss.wisc.edu/financing-your-education/">https://acsss.wisc.edu/financing-your-education/</a></li> </ul>
<p style="text-align: center;"><b>Personal Needs</b></p> <p><i>Concerned about:</i></p> <p><input type="checkbox"/> Feeling stressed, sad, depressed, angry</p> <p><input type="checkbox"/> Lack of energy or motivation</p> <p><input type="checkbox"/> Difficulty with sleep (too much/too little)</p> <p><input type="checkbox"/> Health</p> <p><input type="checkbox"/> Financial concerns</p> <p><input type="checkbox"/> Other _____</p>	<ul style="list-style-type: none"> <li>➤ Office of Employee Assistance – free, confidential help with issues related to work or personal life</li> <li>➤ Find help at <a href="https://www.unitedwaydanecounty.org/2-1-1/">https://www.unitedwaydanecounty.org/2-1-1/</a></li> <li>➤ Talk with your doctor and/or clergy</li> <li>➤ Get comfortable telling your story. People need to know in order to help.</li> <li>➤ Ask for (and accept) help.</li> </ul>

