

**SKILL-WORKS**  
**A CAREER COACH'S TIME EVALUATION**

The following statements represent behaviors and attitudes in the career coaching setting. Mark the end of the scale that you think most characterizes your behavior or attitudes. There are no right or wrong answers.

Mostly  
True

Mostly  
False

- 1) If a client is late beyond her control, I feel I should give her the normally allotted time.
- 2) I believe my clients' needs should take precedence over mine while I am on the job.
- 3) The responsibility for follow-up basically belongs to the client.
- 4) I would like to spend more time with my client than my agency supports.
- 5) I feel I should fit as much in a meeting as is possible when I am only seeing a client once.
- 6) I prefer my direct work with clients to my other responsibilities.
- 7) I think it is important to be available as much as possible to attend to clients' needs.
- 8) I think we are expected to do too much paperwork that is not helpful in connection with our coaching.
- 9) I think the agency should take more responsibility in helping us to set limits in our work.
- 10) I think that the agency requires us to have too heavy a client load for the time we have.

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Mostly  
True

Mostly  
False

11) The only thing that feels like "real work" is helping the clients directly.

12) I think it is the counselor's responsibility to find the time to keep up with the latest career trends and career-related information.

13) I put off the recordkeeping connected with my career coaching, such as progress notes, statistics, and action planning.

14) If I am not meeting with a client, I will generally respond to other clients at any time.

15) If a client drops by, I generally take the time to speak to them even if I am involved in other work.

16) I do not keep track of the time I spend with clients, whether it is meeting with them or doing research for them.

17) I am a real perfectionist at work.

18) I often tend to work late, take work home, or work on weekends.

19) I often find myself thinking about clients' problems outside of work.

20) When a client brings up critical issues at the end of our meeting, I generally extend the time if I do not have another client waiting.

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Mostly  
True

Mostly  
False

- 21) I encourage clients to contact me by phone or e-mail if they have questions.
- 22) I have difficulty juggling the demands of my client load with my other work demands.
- 23) I feel responsible when a client does not feel helped.
- 24) When I don't know the answers to a client's questions, I follow-up with some research.
- 25) I have difficulty doing everything that is expected of me, and meeting the goals I set for myself.