

TRX SEARCH CANDIDATE RESOURCE

Career Move Worksheet

Why am I looking - and what am I actually looking for?

Your experience tells us what you have done. It does not automatically tell you what you should do next. Before evaluating opportunities, define what is causing you to consider a move and what would need to be different for the next role to actually be a better one.

A history is not a direction

This worksheet is not about constructing the perfect job. It is about understanding what matters enough to guide your conversations and decisions.

Name

Date

What changed - or what has been building - that made me open to a move?

Write the real reason, not the polished interview answer.

What do I want more of in my work?

Think about scope, challenge, authority, leadership, learning, people, environment and impact.

What do I want less of?

What is draining energy, limiting growth or no longer working?

What is working today that I do not want to lose?

A move should not accidentally solve one problem by creating another.

TRX perspective

When someone asks what the next right role looks like, do not answer with your career history. Your history is evidence. This worksheet is about direction.

01 | UNDERSTAND WHY YOU ARE LOOKING

Separate the trigger from the deeper reason.

Sometimes one event starts the search. Sometimes the decision has been building for months or years. The point is not to judge the reason - it is to understand it well enough that the next role can actually address it.

If nothing changed in my current role during the next 12-18 months, would I still want to leave? Why?

If my employer fixed one thing tomorrow, would I want to stay? What is that one thing?

What am I moving away from - and what am I moving toward?

Both can be real. Knowing the difference helps you avoid repeating the same problem in a new company.

MOVING AWAY FROM

What do I no longer want to tolerate, repeat or be limited by?

MOVING TOWARD

What do I want to gain, build, learn, own or experience next?

One useful test

If your only answer is a company, title or salary number, keep going. Those may matter, but they do not yet describe the work, environment or direction that would make the move worthwhile.

02 | DEFINE THE NEXT RIGHT ROLE

Describe the work you want next - not the work you have already done.

Do not answer this section with what you have done

Your past experience is evidence you can use later. For now, describe the work and environment you want next.

What kind of problems do I want to be responsible for solving?

Think about the business problems that give you energy.

What do I want to own?

Function, P&L, team, customer, process, market, transformation, integration or something else?

What level of decision authority do I want?

Where do I want to decide versus influence?

What kind of work do I want more of?

Build, scale, transform, stabilize, integrate, grow, optimize - or another kind of challenge?

What do I need from my direct leader?

Clarity, autonomy, coaching, access, pace, trust, challenge, sponsorship or something else?

What kind of team and organization brings out my best work?

Consider pace, structure, collaboration, accountability, maturity and complexity.

Progression is not always a bigger title

A next step can mean broader scope, better authority, a stronger leader, a more complex business problem, a new market, meaningful learning or a better fit for the life you want.

03 | TURN PREFERENCES INTO CRITERIA

Decide what needs to be true - and what is negotiable.

Career moves involve trade-offs. Mark each factor based on how important it is to your decision today. Use the Notes column for specifics - for example, "travel under 30%" or "must have direct access to the GM."

Decision factor	Must	Important	Open	Deal breaker	Notes
Role scope / mandate	☐	☐	☐	☐	
Manager / leadership	☐	☐	☐	☐	
Decision authority	☐	☐	☐	☐	
Team / culture	☐	☐	☐	☐	
Business stage / challenge	☐	☐	☐	☐	
Growth / advancement	☐	☐	☐	☐	
Industry / market	☐	☐	☐	☐	
Company size / complexity	☐	☐	☐	☐	
Geography / commute	☐	☐	☐	☐	
Travel	☐	☐	☐	☐	
Flexibility / schedule	☐	☐	☐	☐	
Compensation	☐	☐	☐	☐	
Stability / risk	☐	☐	☐	☐	
Family / life impact	☐	☐	☐	☐	

A practical rule

If everything is a must-have, nothing is helping you make the decision. The point is to identify which trade-offs you are willing to make - and which ones you are not.

04 | DESCRIBE THE MOVE BEFORE YOU SEE IT

Put your direction into words before a specific opportunity shapes the answer.

This is the part you should be able to use in a real recruiter conversation. It does not need to sound polished. It needs to be specific enough that another person can understand what would make you seriously consider a move.

The next right role for me would...

Describe the work, scope, environment and direction - not a job title alone.

I would seriously consider leaving a good job for an opportunity that...

I would probably decline an opportunity if...

My short answer to a recruiter

In one or two sentences: What are you actually looking for?

Keep this worksheet

If you receive an offer later, pull this back out before deciding. Compare the opportunity against what you said you wanted before interviews, compensation and the excitement of being chosen entered the equation.

NEXT RESOURCE: TRX SEARCH OFFER DECISION WORKSHEET

https://trxsearch.com/wp-content/uploads/2026/09/TRX_Search_Offer_Decision_Worksheet_2026.pdf