

CAREER AND SELF-ASSESSMENT GUIDE

The first step to discovering what career is right for you is to get to know yourself on a deeper level through self-assessment. Self- Assessment is a valuable process that allows you to take inventory of your unique skills, interests, abilities and personal values. To begin, answer the following questions about your career goals in the space provided:

What is (are) your ultimate career goals?

Why are you interested in pursuing this career?

Take some time now to write down a few of your personal strengths, skills and abilities that you believe would be valued in your chosen career:

There are four main types of Career Self-Assessment Inventories:

- Interest inventories
- Values inventories
- Aptitude Inventories
- Personality Inventories

The activities that follow include self-assessment inventories and reflection questions intended to assist you in starting the career exploration process.

DISCOVER YOUR PERSONAL WORK VALUES

This activity will help you identify the qualities you value most in your career.
Select the following assessment and record your results below:

My Plan Assessment: <http://www.myplan.com/assess/values.php>

REFLECTION QUESTIONS:

What are my top 3 Work Importance Values?

- 1.
- 2.
- 3.

How have my past experiences supported my most important work values?

In what ways do I envision honoring these values in my future career?

What things are the “must haves” for me in a job?

What are my “deal-breakers”?

What careers do I think are the best fit for these values?

REFLECTION QUESTIONS CONTINUED:

Looking back, what have been the aspects of your current (or past) employment that you have most appreciated? (For example: I loved my commute, or great coworkers, window office, ect)

Looking back, what have been the aspects of your current (or past) employment that you have enjoyed the least? (For example: I disliked the management style of my supervisor, company culture, etc)

What other factors are important for me to consider for my next career move (including location, personal priorities, internal/external challenges etc)?

DISCOVER YOUR OCCUPATIONAL INTERESTS

This activity will help you identify what types of activities you are most interested in and provides recommendations of careers where people experience higher levels of job satisfaction who scored similarly. Choose one of the following and record your results below:

O*NET My Next Move Interest Profiler: <http://www.mynextmove.org/explore/ip>

My Occupational Interest Inventory (RIASEC- 3 LETTER CODE) results are:

EXPLORE O*NET RESOURCES USING CAREER INTERESTS HOLLAND CODE AREAS

RREALISTIC

AARTISTIC

EENTERPRISING

INVESTIGATIVE

SOCIAL

CONVENTIONAL

STEP 1: Write your top 3 “Holland Code” Areas (3-Letter Code) below

1. _____
2. _____
3. _____

STEP 2: Go to <http://www.onetonline.org/explore/interests/>

STEP 3: Click on the link of your NUMBER 1 (highest scoring) area (For example select “SOCIAL” if your highest score was Social (S))

STEP 4: You can also add your next 1-2 high score areas in the yellow box at the top of the next page for more narrow results.

STEP 5: Review the list of careers that match your interests (listed in order of JOB ZONE). NOTE:

1. **JOB ZONE** numbers refer to the amount of education, professional experience or on the job training required for each position from one to five (1 being the least amount of preparation and 5 being extensive preparation)
2. Careers on this page are listed in order of required qualifications (not percentage match to your interests), so be sure to review the entire list to consider the most career options

STEP 6: Track any careers of interest to you below and note for further exploration

CAREER MATCHES I am most interested in are:

REFLECTION QUESTIONS:

1. After completing this assessment how well do your current major and career objectives match up to your results?

2. What did you learn about yourself today?

3. Why is it important to understand your career interests when making decisions about your future?

4. What are your next steps?

DISCOVER YOUR SKILLS AND CAREER APTITUDES

This activity will highlight some of your transferable skills and identify career matches based on what you know you are good at.

Using the Skills Profiler on the Career One stop site Career One Stop Skills Profiler:
<http://www.careerinfo.net.org/skills/default.aspx>

Choose between two methods of skill selection:

- enter your past/current job title to obtain a list of skills related to your experience, or
- use the skills profile builder option at the bottom of the page

REFLECTION QUESTIONS:

What are your strongest skills?

What skills would you say need more development in order to be successful in your career goal?

What skills do other people usually recognize in you?

What do you do better than most people you work with?

My CAREER MATCHES from this assessment are:

DISCOVER YOUR UNIQUE PERSONALITY

This activity will provide some insights on your personality to consider for career satisfaction.

STEP 1: TAKE A FREE ONLINE VERSION OF A PERSONALITY ASSESSMENT

Choose one of the following assessments and record your results below. *NOTE: It is recommended to avoid answering in the middle of the range for each question, and rather choose a definitive answer to the far LEFT or far RIGHT of each question for best results.*

CHOICE 1: TRUITY personality assessment

LINK FOR CHOICE 1	After taking the test, learn more about your type here:	
http://www.truity.com/test/type-finder-research-edition	http://www.truity.com/view/types Explore more about your type including: career, relationship and further reading resources	SEARCH CAREERS BY PERSONALITY TYPE http://www.truity.com/search-careers/personality-type

CHOICE 2: 16 PERSONALITIES SITE

LINK FOR CHOICE 2	After taking the test, learn more about your type here:	
https://www.16personalities.com/free-personality-test	https://www.16personalities.com/personality-types Explore more details about your type including: strengths and weaknesses, friendships and relationships, parenthood, career paths, and workplace habits	

STEP 2: RECORD YOUR 4-LETTER SCORE AND BRIEF DESCRIPTION

MY PERSONALITY ASSESSMENT RESULTS: _____

Describe your type and its main characteristics:

STEP 3: THOUGHTFULLY ANSWER REFLECTION QUESTIONS

1. What did you learn about yourself today? Any surprises?

2. Why is it important to understand your PERSONALITY AND PREFERENCES when making decisions about your future?

3. What careers align with your personality preferences?

4. After completing this assessment how well do your current career goals match up to these results?
