

Taking the skills self-assessment

You may want to begin by copying this page so you can use it again later if needed, or you may choose to visit our website www.striveforstudents.com where you can print the self-assessment pages.

ENVIROMENTAL PREFERENCE ASSESSMENT

In considering your ideal work environment, which of the selections below most appeal to you?

Sound & Noise Preference

- ? quiet
- ? noise, like cars or street noises
- ? music
- ? people talking

Physical Environment Preference

- ? sitting at a desk or table
- ? standing at a table or machinery
- ? moving or walking around
- ? no preference

Interaction with People Preference

- ? being by myself with the door closed
- ? being with other people who are quiet
- ? being with other people who are talking or doing things
- ? no preference

Type of Work Environment Preference

- ? office
- ? factory/warehouse
- ? store
- ? hospital (or similar)
- ? outdoors

Attire & Dress Preference

- ? casual
- ? uniform
- ? professional
- ? no preference

Work Hours and Shifts Preference

- ? day shift (typically 7am–5pm)
- ? swing/evening shift (typically 3pm–midnight)
- ? graveyard/night shift (midnight–7am)

Schedule Preference

- ? weekdays: (circle days that you prefer working)
Monday Tuesday Wednesday Thursday Friday
- ? weekends: (circle days that you prefer working)
Saturday Sunday
- ? no preference

NATURAL ABILITIES, SKILLS AND TALENTS ASSESSMENT

Skills Category:

Are you most comfortable with... (Choose one that most fits you)



Gather
Information



Connect
with people



Work with
things

Skills Inventory

From the list below, check all of the things you enjoy or do well:

Analytical

- ? discovering
- ? measuring
- ? working with numbers
- ? games like chess
- ? working with money
- ? doing experiments
- ? using calculators
- ? doing puzzles
- ? organizing
- ? comparing things/numbers
- ? playing with numbers in my head

Nurturing

- ? helping others
- ? listening
- ? getting along with others
- ? making friends
- ? baby-sitting
- ? leading teams of people
- ? understanding people
- ? group games or projects
- ? protecting
- ? teaching others
- ? nursing

Mechanical

- ? fixing things
- ? taking things apart
- ? inventing
- ? running machines
- ? taking care of cars
- ? handling tools
- ? building things
- ? shaping things
- ? lifting/moving things
- ? delivering things
- ? doing craft projects

Systematic

- ? working on computers
- ? reading or telling stories
- ? memorizing names or numbers
- ? budgeting money
- ? jigsaw puzzles
- ? following directions
- ? putting things in order
- ? writing neatly
- ? collecting information
- ? memory for details
- ? filing information

Enterprising

- ? leading or directing
- ? setting/meeting deadlines
- ? making decisions
- ? selling
- ? planning meetings/parties
- ? speaking in front of others
- ? taking risks
- ? talking easily with strangers
- ? planning action/activities
- ? coming up with new projects
- ? getting others involved

Creative

- ? thinking of new ideas
- ? photography
- ? dancing to music
- ? cooking, planning meals
- ? coordinating colors
- ? designing
- ? making layouts/drafting
- ? using my imagination
- ? drawing or sketching
- ? planting a garden
- ? expressing emotion

Take a careful look at the skills inventory list and circle the top 10 skills that you most enjoy using:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Looking at the skills you have identified, determine what talents you are using in your current occupation. What skills fit into an industry or job that you would like to be involved in? Do you see more skills listed in an industry you would prefer to move into instead of the area in which you are currently working? If so, you need to take a closer look at those skills and potential business arenas.

After you have taken a closer look at the results of your self-evaluation and determined an industry or job that interests you and parallels your skills inventory you will want to begin researching the marketplace.

Ask yourself which industries most interest you. List your top three:

1. _____
2. _____
3. _____

INTEREST ASSESSMENT

What do you really care about?

With my family:

In my neighborhood:

In my social circle and with friends:

In my town/city:

In the world:

How can you help take care of the things you care about?

What things do you want to do some time during your life?

What industries interest you?

What sounds like the ideal job to you? (You may want to use a separate sheet of paper for this. The ideal job is usually more than just a job title.)

ASSESSMENT RESULTS:

Look at the results of your self-evaluation then take a few minutes to transfer your assessment results into the spaces below. This will allow you to view all of the material at once. Once you see what you have selected, you will begin to have a better feel for what work environment you prefer, what you are naturally adept at doing, and what industries interest you.

As an exercise you might enjoy checking out some of the websites listed in the appendix, or going onto a good search engine on the Internet such as www.google.com and trying some of the words from your skills assessment as “key words.” Watch what happens! The results might surprise you and can provide some food-for-thought as to jobs or businesses you may not have considered. With these “key words” in mind, you can begin to do research that reveals areas, jobs and industries that may prove to be very promising.

YOUR LIFESTYLE AND ENVIRONMENT PREFERENCES:

YOUR NATURAL ABILITIES, TALENTS AND SKILLS PROFILE:

YOUR INDUSTRY/JOB INTERESTS:

Questions to ask yourself

You have taken the skills self-evaluation and it is hoped that you have a much clearer picture of where to concentrate your energies in searching for a possible career. In order to form/design/create a solid career plan and in an effort to prepare yourself for interviews, you need to start asking yourself basic questions that can bring your career goals into sharper focus.

Reflect on the following questions taking into consideration your completed skills evaluation. Use your answers as a basis from which to begin building the foundation for a solid plan to map your career. As you assess your skills and your expectations about a job and your career, you will be well focused. This will help ensure your success in interviewing.

Questions to consider:

1. Do you want to continue working for your current employer?
2. If so, in which capacity?
3. If so, which career path/promotional opportunities are available to you?
4. If not, what type of company or industry interests you?
5. What salary do you want (or need) to earn?
6. Do you want an opportunity with more responsibility?
7. If so, how much and at which level?
8. Do you want to have more influence over people with whom you work?
9. What type of boss do you want? What type of boss do you want to be?
10. Do you want more family or leisure time?
11. Do you want a full-time, part-time, consultant, or flextime opportunity?
12. What perks or benefits are important to you?
13. What skills do you possess that will allow you to do what you want to do?
14. What skills do you need to obtain/acquire to do what you want to do?
15. In which type of environment do you prefer working? (i.e., alone, with others, on a team; day-time hours, graveyard shift; standing/moving or sitting at a desk; dressing in a uniform, casual, or professional attire.)

There are other assessments such as Successful Career Planning that you may wish to pursue to help you discover what really makes you tick. It is important to do what you love! Loving what you do (almost) always ensures success. Unfortunately, as I mentioned in the beginning of this chapter, 86 percent of American workers are dissatisfied with their career choices/current jobs.

“If you don’t love what you do, change what you do.”