

Self-Assessment: Values

To clarify which values are critical to you in your career use the following letters (I, M, C) to identify the values that are irrelevant, important or critical/mandatory:

I - Irrelevant
M - Important
C - Critical/Mandatory

Conditions at the Workplace

- _____ Safe and Secure- an environment free from danger and harassment
- _____ Pleasant setting- a pleasing environment and comfortable setting to work
- _____ Relaxed atmosphere- avoid pressures and the "rat race"
- _____ Calm environment- with little distractions of noise or interruptions
- _____ Urban setting- a work setting within a city, bustling activity
- _____ Suburban setting- a work setting within a suburb
- _____ Rural setting- a work setting within a rural area
- _____ Self-employment- being employed by and working for yourself
- _____ Large company
- _____ Small company
- _____ Own office
- _____ Shared workspace
- _____ Caring co-workers- working with people who get along and cooperate
- _____ Respectful supervision- having understanding supervisors who respect your wants and needs
- _____ Competition- engaging in activities that test your abilities against others with clear win-lose outcomes
- _____ Self-competition- engaging in activities that test your abilities against my own performance
- _____ Fast-paced work- working rapidly to meet time or performance deadlines

- _____ Variety/change- have work responsibilities with frequently changing tasks or locations
- _____ Travel- work where travel is an integral part of the routine
- _____ Inside work- working inside a building usually within an office setting
- _____ Outside work- working outdoors exposed to the elements
- _____ Both inside and outside work- striking a balance between both inside and outside work
- _____ Working alone- doing assignments by yourself involving minimal contact with co-workers
- _____ Teamwork- work as an integral part of a group toward common goals

Workplace Values

- _____ Independence/Autonomy- to determine the nature of my work tasks and schedule with little or any direction from others
- _____ Adventure- to be involved in activities that involve risk-taking
- _____ Ethical/Moral standards- being free to act in accordance with a set of standards regarding what is right or fair
- _____ Expertise/Competence- striving to excel at the work that you do, being an expert in your field with or without recognition
- _____ Utilizing skills and abilities- utilizing the competencies you possess at the maximum
- _____ Manual dexterity- using your hands to produce, repair or create concrete, tangible things
- _____ Problem solving- figuring out how something should be done
- _____ Creating- improving processes or else developing ideas, materials, programs or structures
- _____ Precision work- performing work that meets exacting standards or attention to detail
- _____ Intellectual challenge- performing demanding tasks that challenge your intellect
- _____ Social contribution- seeking to improve the human condition
- _____ Influencing others- affecting others in ways designed to change attitudes or opinions or motivating them to take action
- _____ Supervising/Directing others- being in a position to oversee and/or take responsibility for the work of others

- _____ Aesthetic contribution- performing work that contributes to making the world a more beautiful place
- _____ Spiritual fulfillment- doing work that contributes to the religious or spiritual fulfillment of yourself or others
- _____ Friendships- develop close personal friendships with people at work
- _____ Moral fulfillment- feel my work is contributing significantly to a set of moral standards, which I feel are important
- _____ Self- realization/Enlightenment/Personal fulfillment- work that allows realizing the full potential and/or gives high personal satisfaction and reward

Workplace Rewards

- _____ High earnings potential- being able to purchase essentials and luxuries
- _____ Benefits- health insurance, tuition reimbursement, child care, etc., as part of your compensation package
- _____ Equitable pay- being compensated at a rate that is commensurate with the amount and quality of work you do
- _____ Advancement- opportunities for growth either by advancing into positions of increasing authority and responsibility or promotions from work well done
- _____ Job availability and security- working in an occupation field where you have a good opportunity to obtain and maintain a job
- _____ Recognition/prestige- being perceived by others as doing important work or an expert in your field
- _____ Learning opportunities/growth- regular or daily opportunities to learn new things or expand new skills
- _____ Progressive- be in an environment that is progressive in its work, attitudes, service or products
- _____ Career advancement- clear advancement tracks or opportunities to make advancement
- _____ Technology- work in an environment that utilizes and advances with technology
- _____ Results- have a job where you can see the end product of your work

Personal/Family Considerations

- _____ Job sharing- being able to share the duties and responsibilities of a job with another person or other people

- _____ Regular hours- working consistently regular business hours Monday through Friday of 8-5pm
- _____ Flex hours- working hours that are flexible where you are able to set your own schedule
- _____ Easy commute- living close to where you work
- _____ Work out of the home- a position that allows the majority if not all your work to be conducted at your own home
- _____ Acceptance- welcomed for what you can contribute regardless of gender, race, age, etc.
- _____ Leisure- balance between work and personal/family life
- _____ Location- live in a place that fits my lifestyle and gives the opportunity to do the activities that I enjoy the most (specifically:_____)

Adapted from *Your Career Planner* by David Borchard, Cheryl Bonnard and Susan Musich

Self-Assessment: Transferable Skills

It is important to consider the skills you have now and how they relate to the skills of a desired position.

To clarify which skills you currently possess use the following letters (I, H or D):

I - Irrelevant to you as a skill
H - Currently have/had as a skill
D - Would like to develop as a skill

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| _____ Research information | _____ Setting goals |
| _____ Synthesize and evaluate data | _____ Flexibility/Adaptability |
| _____ Supervising | _____ Time management |
| _____ Present information persuasively | _____ Managing conflict |
| _____ Write papers, proposals or grants | _____ Setting and meeting deadlines |
| _____ Coordinate a program | _____ Selling ideas or a product |
| _____ Take risks | _____ Create innovative solutions |
| _____ Teach others conceptualizing and explaining | _____ Delegating responsibility |
| _____ Edit and proofread text | _____ Resourceful |
| _____ Lead a team or group of people | _____ Negotiating |
| _____ Counsel people | _____ Facilitating group discussion |
| _____ Design a research experiment | _____ Enlisting help |
| _____ Budget an activity | _____ Juggle multiple demands |
| _____ Organize a protest | _____ Leadership |
| _____ Listen to others attentively | _____ Detail-oriented |
| _____ Decide quickly and efficiently | _____ Interpersonal skills (relates well to others) |
| _____ Analyze situations | _____ Communication skills (written, verbal and presentation) |
| _____ Speak/write/read other languages | _____ Collaborating with a team |
| _____ Create art/music/literature | _____ Identify important questions |
| _____ Manage multiple tasks | _____ Public speaking |
| _____ Computer skills (e.g., WORD, EXCEL, PowerPoint, Databases, Stats, Program Code) | _____ Preparing a course syllabus |
| _____ Organize complex data | _____ Developing content for a course |
| _____ Working independently | |

Self-Assessment: Career Preferences

Make a two-column list of characteristics your job must have and characteristics it must not have. Creating this list will visually assist you to see the characteristics that are most important to you in your career.

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