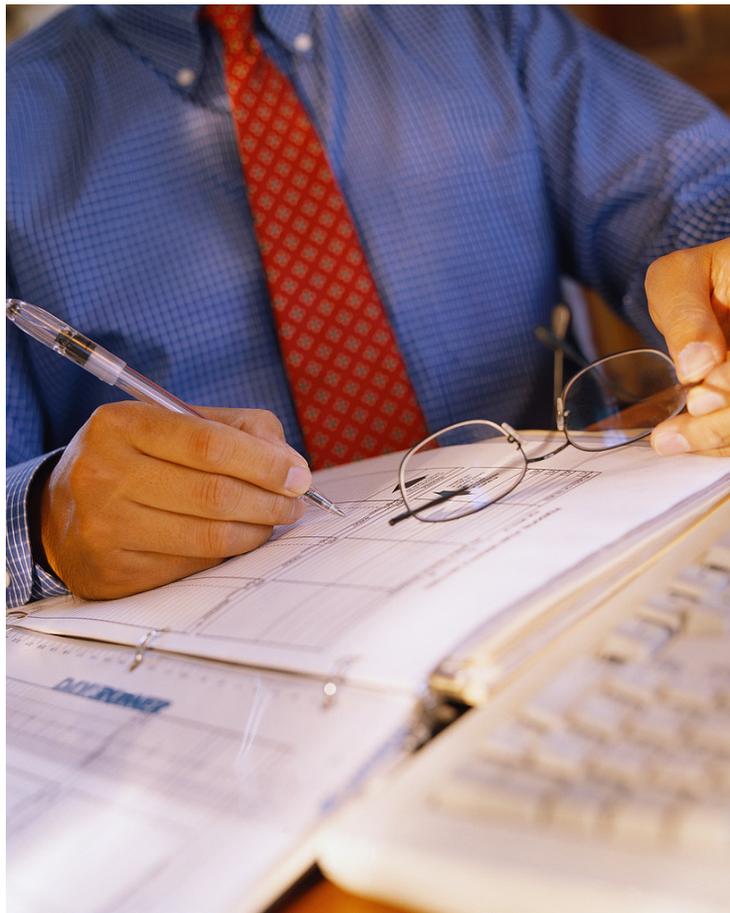


Guide To Self-Assessment



Analyzing Your Needs, Wants, & Strengths

Values Checklist

What's Most Important to Me



When looking for a job, any job, it is important to consider those values that are most near and dear to your heart. Accepting a job that maintains or enhances your values will leave you satisfied. Accepting a job that does not mesh with your values can be stressful to you and/or your family and friends.

When asked to name their values, some people will say family is one of their most important values. Some of these same people spend 30 to 50 percent or more of their time traveling for business. Others say money is not important to them. Not important at all. But they seek beautiful designer clothing and are longing for the day when they can buy a boat, a floating vacation home. It appears money may be more valuable to them than they believe.

Analyzing your values and determining which of those values is most important to you will help you determine an appropriate job fit. One enlightening exercise is to make a list of the ten things you most like to do. Study the list to see if there is a pattern. Take a look at how often you do things you enjoy. Do you spend most of your life doing things you don't enjoy?

Also examine the way you like to do things. Do you like to spend your time playing softball [being with a group]? Does this type of activity energize you? Would you prefer to spend your time curled up with a good book [being alone]? Do you prefer the excitement of downhill skiing or the relaxation of a day on the hiking trail? Consider your answers to these questions when you are thinking about a new job or career. Imagine how you'll be spending your days on the job. Will you enjoy it?

Use the following questions as a jumping off point. But be sure to add your own. Remember, you are the most important part of the equation.

1. When did you last do this activity?
2. Are your leisure interests free or do they cost money? How much money?
3. Do you do this alone or with others? If you're part of a team, are you the leader?
4. Is this a fast-paced activity or a way to relax?
5. Do your favorite pastimes challenge you and/or push you to be creative?
6. Was there a goal associated with this pursuit? If yes, what?
7. Do you generally prefer to plan your activities, have them planned for you or go at the spur of the moment?
8. Do your favorite things nourish your body, mind, or spirit?

Values Clarification Exercise

Clarifying and then prioritizing your most important values today will provide important clues about what will truly motivate you in your career going forward. Since your values are closely linked to your sense of career satisfaction, ideally, your most important values need to be fulfilled. Values give you solid criteria for career decisions because they are so deeply ingrained in you. They should always play an important role in your career planning.

Directions

1. Review each of the 52 values listed in the following Job Satisfaction/Values Clarification checklist. Check only one of the four columns for each Value. Check the column that best describes how important each value is to you at this point and time in your life/career.
2. Give serious thought to your choices and try not to exceed 10 checks in the **Always Valued** column.
3. Your priority values are those in the Always Valued column.

Values Clarification Checklist

Important Values	Always Valued	Often Valued	Sometimes Valued	Rarely Valued
Achievement: Have a sense of accomplishment.				
Advancement: Opportunities to be promoted within the organization.				
Adventurous: Inclined to undertake new and daring enterprise.				
Aesthetics: Appreciate the beauty of things and ideas.				
Authority: Directing and supervising others, coordinating activities, being in charge.				
Caring: Feeling and exhibiting concern and empathy for others.				
Challenge: Find work that mentally stimulates me.				
Collaboration: Working cooperatively especially in a joint intellectual effort.				
Commitment: Actions consistent with promises, following through, not giving up.				
Contribution: Making a contribution to society, feeling that your efforts serve a larger purpose.				
Competitiveness: Striving to do something better than someone else.				
Creative Expression: Express my creativity and imagination in my work.				

Important Values	Always Valued	Often Valued	Sometimes Valued	Rarely Valued
Detailed Work: Accomplish tasks that require careful, accurate attention to detail.				
Diversity: A point of respect in which things differ, appreciation for differences.				
Efficient Organization: Being in a time-efficient environment with little bureaucracy.				
Enjoyment: Enjoying what you do, doing things that give you pleasure.				
Equality: The right of different groups of people to receive the same treatment.				
Excitement: Being involved in exciting and stimulating things, taking risks.				
Fairness: Consistent with rules, logic.				
Fast Paced: Work under time-pressured circumstances with demanding expectations.				
Family:				
Friendship:				
Generosity: Sharing with others.				
Growth: Learning new things, facing new challenges, evolving in rich and complex ways.				
Health: Being physically and mentally fit.				
Helping Others: Involve myself in helping other individuals and society.				
Honesty:				
Independence: Control my own work/schedule, autonomous.				
Integrity: Work ethically and honesty.				
Knowledge: Develop and use specific knowledge, mastery or expertise.				
Leadership: Influence others to achieve results.				
Location: Live in a convenient geographic location in a suitable community.				
Management: Achieve work goals as a result of other's efforts.				
Money: Reap significant financial rewards in my work.				
Moral Fulfillment: Work contributes to moral ideas.				
Passion: Being inspired to do something no matter how difficult.				
Personal Growth: Develop my potential and use my talent.				
Physical Activity: Do work requiring strength, ability, or physical exertion.				
Power: Have control over resources at work and				

influence others.				
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Important Values	Always Valued	Often Valued	Sometimes Valued	Rarely Valued
Recognition: Receive credit for work well done.				
Respect: Both respecting others and being respected.				
Responsibility: Being accountable for something.				
Sacrifice: Giving up something for something [or someone] else.				
Security: Perform my work without worry about possible unemployment.				
Self-Actualization: Growing toward & attaining your highest potential.				
Service to Society: Contribute to a better society.				
Social: Develop social or personal friendships with work colleagues.				
Status: Hold a position of recognized importance.				
Teamship: Being part of a team/group, putting team/group ahead of self, creating relationships with team/group members.				
Trust: Giving and deserving confidence.				
Winning:				
Work Culture: Work in a supportive, pleasing, harmonious setting.				
Work Life Balance: Good balance between work and family/personal life.				
Other:				

Clarify Your Top Values

To help you clarify your top 10 values you will use a forced ranking format. There may be many values important to you. However, it is important to clarify the tradeoffs necessary to fulfill your most important needs and wants. In the table below:

1. Write your 10 Always Valued items in the left column
2. Rank order your top 5 values with 1 representing the most valued and 5 representing the least valued.

Always Valued Items	Ranking
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Review your top priority values. Ask yourself; “Are my most important values interfering with my ability to be productive and satisfied in my current position?” Would a career change be more satisfying? Is there a way I can use my present job to satisfy some or all of my values?

Competencies For The Future

PART ONE: IDENTIFYING YOUR SKILLS

Directions: read the following compiled generic list “Skills for the Future.” For each item, put a checkmark (✓) next to any key “skills” you have in abundance and an (X) next to any perceived skills liabilities (skills you do not already have). (Leave blank any unknowns.)

- 1. Focus on customer
- 2. Flexibility/shifting gears
- 3. Versatility
- 4. Adaptability to changing situations (job tasks, reporting relationships, etc)
- 5. Working smarter for productivity gains
- 6. Innovation
- 7. Tolerating ambiguity and/or lack of well-defined tasks, structure
- 8. Listening skills
- 9. Working with people from diverse racial, ethnic backgrounds
- 10. Building relationships with stakeholders/customers
- 11. Telephone skills
- 12. Consulting skills
- 13. Presentation skills
- 14. Ability to learn new required skills
- 15. Willingness to learn new important skills
- 16. Marketing talents/skills to other
- 17. Interpreting trends
- 18. Confrontation skills
- 19. Negotiating skills
- 20. Influencing others without authority
- 21. Time management skills
- 22. Leadership skills
- 23. Team effectiveness skills
- 24. Problem solving skills
- 25. Initiating goals in uncharted situations
- 26. Identifying opportunities in chaos
- 27. Business savvy
- 28. Electronic information skills (Computers, etc.)
- 29. Strategic planning skills
- 30. Global thinking skills
- 31. Alternate language skills
- 32. Rapport building
- 33. Networking skills
- 34. Research skill

Part Two

Tallying Your Assets and Liabilities

Directions: Review your selections from Part One and select your six top “assets” and six key “liabilities” as they are likely to impact upon your career plan.

Your Key Assets	Your Key Liabilities
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.

1. How do you think your assets are or can be utilized in your current position?

2. How do you think your liabilities are hindering you from achieving your career goals?

Identifying Your Strengths

Part One

Directions: For each skill listed, make two checks, one for how much you like to do a skill, and one for how proficient you are in performing the skill. Each Line should have two check marks.

What Do You Like To Do?

What Do You Do Really Well?

SKILL	REALLY LIKE	LIKE	DISLIKE	HIGHLY PROFICIENT	PROFICIENT	NOT VERY PROFICIENT
ACT AS LIASION						
ADMINISTER						
ANALYZE						
ARRANGE						
BUDGET						
CLASSIFY						
COMPLETE						
COMPOSE MUSIC						
COMPUTE						
CONCEPTUALIZE						
CONDUCT						
CONSOLIDATE						
CONTRACT						
CONTROL						
COORDINATE						
COUNSEL						
CREATE						
DEAL WITH FEELINGS						
DECIDE						
DEFINE						
DELEGATE						
DEMONSTRATE						
DESIGN						
DEVELOP						
DEVISING						
DIRECT						
EDIT						
ENTERTAIN, PERFORM						
ESTABLISH						
ESTIMATE						
EVALUATE						
EXAMINE						
EXPEDITE						
FORECAST						
FORMULATE						

What Do You Like To Do?

What Do You Do Really Well?

SKILL	REALLY LIKE	LIKE	DISLIKE	HIGHLY PROFICIENT	PROFICIENT	NOT VERY PROFICIENT
GENERATE IDEAS						
HOST/HOSTESS						
IMPLEMENT						
IMPROVE						
INCREASE						
INITIATE CHANGE						
INSTALL						
INTERVIEW						
INITIATE						
INVENT						
INVEST						
LEAD						
MAINTAIN RECORDS						
MAKE ARRANGEMENTS						
MAKE DECISIONS						
MANAGE						
MEDIATE						
MONITOR						
MOTIVATE						
NEGOTIATE						
OBSERVE						
OPERATE						
ORGANIZE						
PERCEIVE INTUITIVELY						
PLAN, ORGANIZED						
PLANT, CULTIVATE						
PROTRAY IMAGES						
PREPARE FOOD						
PRESENT						
PRIORITIZE						
PROCESS						
PRODUCE						
PRODUCE CRAFTS						
PROGRAMMING						
PROPOSE						
READ FOR INFORMATION						
RECRUIT						
REDESIGN						
REDUCE						
RESEARCH						
REVIEW						
REVISE						
SCHEDULE						
SELL						

What Do You Like To Do?

What Do You Do Really Well?

SKILL	REALLY LIKE	LIKE	DISLIKE	HIGHLY PROFICIENT	PROFICIENT	NOT VERY PROFICIENT
SERVICE						
SIMPLIFY						
SOLVE						
SORT						
STAFFING						
STAGE SHOWS						
STREAMLINE						
SUPERVISE						
SYSTEMATIZE						
TEACH, TRAIN						
TEND ANIMALS						
TEST						
TO START						
TRACK						
TRADE						
TRANSFORM						
TRANSPORT						
TREAT, NURSE						
UNIFY						
USE CARPENTRY ABILITIES						
USE MECHANICAL ABILITIES						
USE PHYSICAL COORDINATION						
VERIFY						
VISUALIZE						
WRITE						

PART TWO

Directions: List the skills that you checked **REALLY LIKE** and **HIGHLY PROFICIENT [RL/HP]**, **REALLY LIKE** and **PROFICIENT [RL/P]**, **LIKE** and **HIGHLY PROFICIENT [L/HP]**, and **LIKE** and **PROFICIENT [L/P]**.

RL/HP	RL/P	L/HP	L/P

Your **REALLY LIKE** and **HIGHLY PROFICIENT** skills are your **STRENGTHS!**

Self-Assessment Results

Now it is time to review your self-assessment results. Reviewing your self-assessment results will help you make decisions regarding where you want to go and what you want to be in the future.

List the results for each self-assessment below.

3-5 of your most important Values	3-5 of your Personality Type Strengths
3-5 of your Competencies for the Future - Assets	3-5 of your Competencies for the Future - Liabilities
3-5 of your Top Strengths from Identifying Your Strengths exercise	3-5 of your Top Skills from the online University of Minnesota Transferrable Skills Survey
Top Skills from the University of Waterloo online Career Self-Assessment Manual	Holland Assessment Results [Optional]
Other Assessment Results	Other Assessment Results

Self-Assessment Reflection Questions

1. Do the results of the self-assessments accurately reflect your personality, values, strengths, weaknesses, assets, liabilities, and interests? Write down your thoughts and feelings regarding this question.

2. What career options would you like to research in more detail if any?

Your Accomplishments

In order to achieve your career goals, it is important to be able to articulate what you have been able to accomplish in your professional history. The next step in the assessment process is identifying and writing your accomplishment statements. This process is necessary for identifying your assets, developing your resume, and developing excellent interviewing skills. First, think of all the events & actions of which you are proud:

- Went beyond the call of duty
- Solved a problem
- Seized a hot opportunity
- Invented the wheel
- Increased sales
- Increased productivity
- Improved profitability
- Took the initiative to solve a problem
- Reduced costs
- Conceived/created a new program, system, service, procedure, plan
- Satisfied a customer
- Won an account
- Initiated, devised and carried through a project
- Successfully handled an emergency situation or crisis

Next, use the **SOAR** acronym to assist you in developing your accomplishments.

S = situation, purpose, project, intent, idea, problem, or objective

O = obstacle, barrier, blockage, hindrance, difficulty

A = *action* or approach you took

R = *results* that you obtained

Then write a statement that incorporates the SOAR into one sentence. Accomplishment Statements should begin with a past tense, action verb and contain quantifiable results if possible.

EXAMPLE 1:

S: Company had several inventory systems which reduced accuracy and was costly

O: Getting buy-in from all the different users

A: Led a task force to consolidate all inventory records into one user- friendly system & identified redundant processes

R: Based on the new system and the newly available information, we reduced redundancy and inventory by 20%

Accomplishment Statement

Reduced excess inventory 20% by identifying redundant inventory through consolidating and centralizing records.

EXAMPLE #2:

S: Comptroller division was running 20% over its projected budget.

O: Competition for dollars among departments was stiff.

A: Launched functional analysis which resulted in a consolidation of accounting, finance & forecasting areas.

R: My study provided data to make organizational changes which yielded \$500K in annual cost savings.

Accomplishment Statement

Saved \$500,000 annually by spearheading functional analysis of comptroller division which consolidated accounting, finance & forecasting areas.

Evaluate the following accomplishments:

- Reduced accounts receivables from 45 days to 30 days. **(needs a little information regarding how this was accomplished)**
- Worked as an analysis for the Human Resources Department. **(not an accomplishment-this is a job function)**
- Increased sales activities with new prospects and static accounts expanding sales by 35%. **(good-has results and how they were achieved)**
- Managed 6 accountants. **(responsibility, not an accomplishment)**
- Created product market potential of \$12M per year by designing equipment and techniques for a new chemical process. **(good-has results and how they were achieved)**
- Reduced annual security operating budget 22% by developing and implementing several cost savings projects which increased the level of security. **(good)**
- Reduced internal project rejections from 14% of sales to 2% and customer returns from 3% to 0.1%. **(could use a little information regarding how results were achieved)**

SAMPLE ACCOMPLISHMENT STATEMENTS

1. Achieved 20% reduction in excess inventory by identifying redundant inventory by consolidating and centralizing records.
2. Yielded annual savings of \$500,000 by spearheading functional analysis of comptroller division to consolidate accounting, finance & forecasting.
3. Saved > \$3 million in MIS costs by delivering MIS solutions throughout the Credit organization and by developing new MIS applications to enhance tracking, reporting and measurement of processes.
4. Consistently achieved 10% under budget while creating and maintaining 4 cost center budgets totaling \$4M.
5. Reduced project start time by 6 months with a smaller team size that achieved maximum functional coverage by creating a new validation methodology.
6. Received state recognition for innovative technology programs and received numerous awards for their advancement in Internet marketing.
7. Effectively managed the '04 & '05 budget (\$35M, \$57M respectively) within 1% of target and increased technology benefit estimations by 26%. Utilized strong collaboration and investment principles to maximize benefits to the company.
8. Led cross-departmental project team for new technology integration, which was completed on time and \$98,000 under budget.
9. Met or exceeded performance management goals by working with managers to provide ongoing performance feedback to their employees, and to improve coaching skills.
10. Reduced excess inventory 20% by identifying redundant inventory through consolidating and centralizing records.
11. Redesigned department's accounts payable process resulting in a decrease in extraneous payments and late fees.
12. Provided professional staff support to director, multiple managers, project managers and technicians resulting in reduced costs and improved productivity.

On the following pages [17, 18, & 19] write twelve to fifteen accomplishments you have achieved over the past ten to fifteen years.

Don't forget to use the SOAR method.

Accomplishment #1:

Accomplishment #2:

Accomplishment #3:

Accomplishment #4:

Accomplishment #5:

Accomplishment #6:

Accomplishment #7:

Accomplishment #8:

Accomplishment #9:

Accomplishment #10:

Accomplishment #11:

Accomplishment #12:

Accomplishment #13:

Accomplishment #14:

Accomplishment #15:

Synthesizing Your Accomplishments

Next copy the summaries from each of the previous exercises into the table below to create a composite picture of yourself. Top 5 Values	Top 3-5 Strengths
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
Top 3-5 Assets [Competencies for the future]	Top 3-5 Liabilities [Competencies for the future]
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
3-5 Personality strengths - Jung or Keirsey	3-5 results from University of Minnesota Transferrable Skills Career Development Manual
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
Top 3-5 results from Holland Code Themes	Top 3-5 results from University of Waterloo Skills Career Development Manual
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
Top 3-5 results from other assessments	Top 3-5 results from other assessments
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

On the next page write your top 5 accomplishments.

Top 5 Accomplishments

Write you top 5 accomplishments below.

1.

2.

3.

4.

5.

Reflection Questions For Self-Assessment

1. What are the common threads you see reflecting on all of the assessments?
2. What business are you in? In other words, what skills, strengths, talent, and expertise are you selling?
3. What is your competitive edge or advantage?
4. How do you sell your talents internally?
5. How well do your skills, attributes, and attainments match up today?