

## Self Evaluation

Begin the search with careful consideration. Print out this form and work through the sections thoughtfully. When you're done, you'll have a much better idea of the direction you should go.

### Individual Strengths

What are your strengths? List 10 positive self-characteristics.

### Values

What are your values? Rank the following values from 1 to 10, with 1 being the most important.

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|---|---------------------------------------|
| <input type="checkbox"/> Freedom        | <input type="checkbox"/> Security     |
| <input type="checkbox"/> Self-Respect   | <input type="checkbox"/> Peace        |
| <input type="checkbox"/> Having Fun     | <input type="checkbox"/> Independence |
| <input type="checkbox"/> Making Money   | <input type="checkbox"/> Friendship   |
| <input type="checkbox"/> Wisdom         | <input type="checkbox"/> Prestige     |
| <input type="checkbox"/> Helping Others | <input type="checkbox"/> Challenges   |
| <input type="checkbox"/> Variety        | <input type="checkbox"/> Recognition  |

### Skills

What skills do you have? Mark the skills that you have with an "X" and the skills that you enjoy with an "\*." Provide examples of how you use these skills.

Management Skills	Examples
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- Organizing
- Directing
- Scheduling
- Motivating
- Decision-making

Communication Skills	Examples
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- Writing
- Listening
- Presenting
- Conducting
- Informing
- Training

Research Skills	Examples
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- Problem-solving
- Development
- Collecting Data
- Hypothesis Development

Creative Skills	Examples
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- Developing
- Designing
- Improvising

Service Skills	Examples
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- Helping
- Guiding
- Inspiring
- Leading

<b>Selling Skills</b>	<b>Examples</b>
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- Persuading
- Informing
- Promoting

<b>Financial Skills</b>	<b>Examples</b>
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- Calculating
- Projecting
- Budgeting
- Numerical

<b>Technical Skills</b>	<b>Examples</b>
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- Designing
- Drafting
- Building

<b>Clerical Skills</b>	<b>Examples</b>
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- Recording
- Bookkeeping
- Administrating

<b>Manual Skills</b>	<b>Examples</b>
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- Operations
- Mechanical
- Constructing
- Repair

### **Interests/Activities**

Respond to the following with your first thoughts. Be sure to include everything that fits the topics below, no matter how unimportant it may seem.

1. List all classes and training you successfully completed and liked.
  
  
  
  
  
  
  
  
  
  
2. List any activities or accomplishments, including volunteer, professional or extracurricular, that you particularly enjoyed.
  
  
  
  
  
  
  
  
  
  
3. List any kind of task you have done well or really enjoyed in the past — at home, school, or elsewhere.
  
  
  
  
  
  
  
  
  
  
4. Write down any accomplishments where others have said that you did well.

5. Read all the statements below. Which really fit your interests? Mark the top five you would like to use in your job.

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|--|--|
| <input type="checkbox"/> Serving or caring for other people      | <input type="checkbox"/> Talking, speaking to, and convincing others           |
| <input type="checkbox"/> Managing other people                   | <input type="checkbox"/> Working alone   |
| <input type="checkbox"/> Handling or managing money              | <input type="checkbox"/> Working with machines                                 |
| <input type="checkbox"/> Selling things or services              | <input type="checkbox"/> Working on a time schedule                            |
| <input type="checkbox"/> Using physical strength                 | <input type="checkbox"/> Working with animals                                  |
| <input type="checkbox"/> Meeting other people                    | <input type="checkbox"/> Taking or receiving orders from others                |
| <input type="checkbox"/> Using writing skills                    | <input type="checkbox"/> Repairing or fixing things                            |
| <input type="checkbox"/> Using mathematical skills               | <input type="checkbox"/> Following directions                                  |
| <input type="checkbox"/> Working with children                   | <input type="checkbox"/> Developing new ideas or concepts                      |
| <input type="checkbox"/> Travel or frequent moving               | <input type="checkbox"/> Entertaining or being in front of others              |
| <input type="checkbox"/> Working outdoors                        | <input type="checkbox"/> Making quick decisions and being own boss             |
| <input type="checkbox"/> Working indoors                         | <input type="checkbox"/> Having adventures or challenges                       |
| <input type="checkbox"/> Making plans and organizing others      | <input type="checkbox"/> Working with artistic forms and designs               |
| <input type="checkbox"/> Working with the sick and disabled      | <input type="checkbox"/> Working with lots of variety and change               |
| <input type="checkbox"/> Working with the elderly                | <input type="checkbox"/> Having more structure and little pressure             |
| <input type="checkbox"/> Work that require patience and accuracy | <input type="checkbox"/> Work in a high-risk job with high demands and rewards |

6. Review the interests that you circled. What do they have in common?

## Ideal Job

Using the previous exercises, write down your top three strengths, values and skills, as well as your top three interests/activities.

- **Strengths:**

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- **Skills:**

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- **Values:**

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- **Interests/Activities:**

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- Find five to ten job descriptions online that are particularly appealing to you. Don't worry at this moment about position qualifications or location. What appeals to you about these positions?
  
- Describe your ideal job from the above self-information.
  
- Your ideal job is the goal of your job search. It provides focus as you approach opportunities in the world of work. Your ideal job may be a long-term goal. If so, what possibilities would fit your education and experience at this point and relate to the long-term goal?