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.

_____ Freedom
_____ Self-Respect
_____ Having Fun
_____ Making Money
_____ Wisdom
_____ Helping Others
_____ Variety

______ Security
_____ Peace
_____ Independence
_____ Friendship
_____ Prestige
_____ Challenges
_____ 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.

<table>
<thead>
<tr>
<th>Management Skills</th>
<th>Examples</th>
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<tbody>
<tr>
<td>_____ Organizing</td>
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<td>_____ Directing</td>
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<td>_____ Scheduling</td>
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<td>_____ Motivating</td>
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<td>_____ Decision-making</td>
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<tr>
<th>Communication Skills</th>
<th>Examples</th>
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<tbody>
<tr>
<td>_____ Writing</td>
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<tr>
<td>_____ Listening</td>
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<tr>
<td>_____ Presenting</td>
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<td>_____ Conducting</td>
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<tr>
<td>_____ Informing</td>
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<td>_____ Training</td>
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<tr>
<th>Research Skills</th>
<th>Examples</th>
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<tbody>
<tr>
<td>_____ Problem-solving</td>
<td></td>
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<tr>
<td>_____ Development</td>
<td></td>
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<tr>
<td>_____ Collecting Data</td>
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<td>_____ Hypothesis Development</td>
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<tr>
<th>Creative Skills</th>
<th>Examples</th>
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<tbody>
<tr>
<td>_____ Developing</td>
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<tr>
<td>_____ Designing</td>
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<tr>
<td>_____ Improvising</td>
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<th>Service Skills</th>
<th>Examples</th>
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<tbody>
<tr>
<td>_____ Helping</td>
<td></td>
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<tr>
<td>_____ Guiding</td>
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<td>_____ Inspiring</td>
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<tr>
<td>_____ Leading</td>
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</table>
Selling Skills

- Persuading
- Informing
- Promoting

Financial Skills

- Calculating
- Projecting
- Budgeting
- Numerical

Technical Skills

- Designing
- Drafting
- Building

Clerical Skills

- Recording
- Bookkeeping
- Administrating

Manual Skills

- 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.

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

- **Interests/Activities:**
  - 
  - 
  - 

- 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?