

Self-Assessment: Functional and Adaptive Skills

Check all skills that apply to you.

ORGANIZATIONAL / INTERPERSONAL SKILLS

Research

- question
- observe
- read
- experiment
- analyze
- dissect
- synthesize
- hypothesize
- use insight
- see relationships
- diagnose
- measure
- compare
- reflect

Manage Information

- organize
- account
- catalogue
- translate
- transcribe
- record keeping
- calculate; compute
- create procedures
- compile
- systematize
- interpret
- summarize

Managerial

- manage; lead
- administer
- delegate
- meet goals
- coordinate
- inspire others
- enlist help
- supervise
- make decisions
- implement

Communication

- express
- negotiate
- persuade
- teach
- report
- listen
- interview
- write
- talk
- represent others
- express ideas
- use symbols
- edit; revise
- describe feelings
- perform
- coach
- sell

Human Service

- empathize
- offer support
- recognize needs
- develop rapport
- encourage others
- establish relationships
- raise self-esteem
- help others
- share
- accept others
- counsel; advise
- mentor; guide

Design/Plan

- imagine
- conceptualize
- plan; set goals
- dream
- invent
- visualize
- create

PERSONALITY / WORK-STYLE SKILLS

- adaptable
- accurate
- calm
- caring
- competitive
- concerned
- consistent
- cooperative
- creative
- decisive
- diplomatic
- efficient
- empathetic
- enthusiastic
- flexible
- foresighted
- honest
- initiative
- innovative
- insightful
- listener
- logical
- mature
- motivated
- open-minded
- patient
- perceptive
- persistent
- punctual
- receptive
- reliable
- responsible
- resourceful
- risk-taker
- self-starter
- sensitive
- tactful
- tolerant
- versatile

*It is practically impossible to change yourself to fit into a career.
It is much easier to change your career to fit you.*

Self-Assessment: Interests

Check the following interests that apply to you.

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Designing | <input type="checkbox"/> Law enforcement | <input type="checkbox"/> Raising funds |
| <input type="checkbox"/> Acting | <input type="checkbox"/> Developing | <input type="checkbox"/> Libraries | <input type="checkbox"/> Reading |
| <input type="checkbox"/> Administering | <input type="checkbox"/> Editing | <input type="checkbox"/> Listening | <input type="checkbox"/> Recruiting |
| <input type="checkbox"/> Advising | <input type="checkbox"/> Engineering | <input type="checkbox"/> Machines | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Entertaining | <input type="checkbox"/> Managing information | <input type="checkbox"/> Repairing |
| <input type="checkbox"/> Analyzing | <input type="checkbox"/> Entrepreneurship | <input type="checkbox"/> Making decisions | <input type="checkbox"/> Researching |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Evaluating | <input type="checkbox"/> Making policy | <input type="checkbox"/> Resolving conflicts |
| <input type="checkbox"/> Appraising | <input type="checkbox"/> Film watching | <input type="checkbox"/> Managing people | <input type="checkbox"/> Risk (taking) |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Finance | <input type="checkbox"/> Medical science | <input type="checkbox"/> Running |
| <input type="checkbox"/> Art | <input type="checkbox"/> Fine work | <input type="checkbox"/> Military | <input type="checkbox"/> Sciences |
| <input type="checkbox"/> Assembling | <input type="checkbox"/> Forestry | <input type="checkbox"/> Ministry | <input type="checkbox"/> Selling |
| <input type="checkbox"/> Brainstorming | <input type="checkbox"/> Gardening | <input type="checkbox"/> Money | <input type="checkbox"/> Service to others |
| <input type="checkbox"/> Building morale | <input type="checkbox"/> Government | <input type="checkbox"/> Motivating | <input type="checkbox"/> Singing |
| <input type="checkbox"/> Building things | <input type="checkbox"/> Graphic arts | <input type="checkbox"/> Music | <input type="checkbox"/> Social sciences |
| <input type="checkbox"/> Business | <input type="checkbox"/> Guiding | <input type="checkbox"/> Negotiating | <input type="checkbox"/> Solving problems |
| <input type="checkbox"/> Challenge | <input type="checkbox"/> Handling detail | <input type="checkbox"/> Office management | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Civic activities | <input type="checkbox"/> Health services | <input type="checkbox"/> Organizing | <input type="checkbox"/> Strategy |
| <input type="checkbox"/> Clerical work | <input type="checkbox"/> Helping people | <input type="checkbox"/> Participating | <input type="checkbox"/> Supervising |
| <input type="checkbox"/> Clothes | <input type="checkbox"/> History | <input type="checkbox"/> Performing | <input type="checkbox"/> Supporting |
| <input type="checkbox"/> Coaching | <input type="checkbox"/> Identifying needs | <input type="checkbox"/> Philosophy | <input type="checkbox"/> Systems/procedures |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Implementing | <input type="checkbox"/> Photography | <input type="checkbox"/> Teaching |
| <input type="checkbox"/> Conceiving ideas | <input type="checkbox"/> Improving | <input type="checkbox"/> Physical work | <input type="checkbox"/> Teamwork |
| <input type="checkbox"/> Consulting | <input type="checkbox"/> Influencing | <input type="checkbox"/> Planning | <input type="checkbox"/> Thinking |
| <input type="checkbox"/> Cooking | <input type="checkbox"/> Initiating | <input type="checkbox"/> Politics | <input type="checkbox"/> Translating |
| <input type="checkbox"/> Coordinating | <input type="checkbox"/> Installing | <input type="checkbox"/> Precision work | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Integrating | <input type="checkbox"/> Procuring | <input type="checkbox"/> Traveling |
| <input type="checkbox"/> Crafts | <input type="checkbox"/> Interpreting | <input type="checkbox"/> Production | <input type="checkbox"/> Unifying |
| <input type="checkbox"/> Creating | <input type="checkbox"/> Inventing | <input type="checkbox"/> Programming | <input type="checkbox"/> Volunteering |
| <input type="checkbox"/> Cutting costs | <input type="checkbox"/> Investigating | <input type="checkbox"/> Promoting | <input type="checkbox"/> Working outdoors |
| <input type="checkbox"/> Data | <input type="checkbox"/> Laboratory work | <input type="checkbox"/> Public services | <input type="checkbox"/> Working with children |
| <input type="checkbox"/> Decorating | <input type="checkbox"/> Languages | <input type="checkbox"/> Public speaking | <input type="checkbox"/> Working with objects |
| <input type="checkbox"/> Delegating | <input type="checkbox"/> Law | <input type="checkbox"/> Publishing/printing | <input type="checkbox"/> Writing |

Self-Assessment: Work Values

The following list of work values describes a variety of satisfactions that people obtain from their jobs. Check those that are most important to you in completing this statement:

I prefer employment that enables me to:

- | | |
|----------------------------------|--|
| _____ Contribute to society | _____ Supervise others |
| _____ Help others | _____ Have change and variety |
| _____ Work with people | _____ Work with details |
| _____ Work with a team | _____ Have stability in my job |
| _____ Compete with others | _____ Acquire security |
| _____ Make decisions | _____ Gain recognition |
| _____ Work under pressure | _____ Experience excitement |
| _____ Use power and authority | _____ Take risks |
| _____ Influence others | _____ Make a lot of money |
| _____ Work alone | _____ Be independent (structure my work) |
| _____ Be a recognized expert | _____ Live in a preferred location |
| _____ Be creative | _____ Be self-employed |
| _____ Acquire new knowledge | _____ Work at my own pace |
| _____ Contribute to society | _____ Solve problems |
| _____ Travel | _____ Work indoors |
| _____ Work outdoors | _____ Work with information |
| _____ Work with things | _____ Work in the city |
| _____ Work in a rural area | _____ Live in different locations |
| _____ Work in the private sector | _____ Work for government or nonprofit |

Self-Assessment: Compiling Results

My Prioritized List of Organizational/Interpersonal Skills

(Select and prioritize your top 10 skills from the list of functional and adaptive skills.)

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

My Prioritized List of Interests

(Select and prioritize your top 10 areas of interest from the list of interests.)

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

My Prioritized List of Personality/Work Style Skills

(Select and prioritize your top 6 skills from the list of personality/work style skills.)

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

My Prioritized List of Work Values

(Select and prioritize your top 6 work values that are most important to you.)

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |