

CAREER PLANNING

Self-Assessment

Instructions – Self-Assessment: Part 1

- Allow approximately 15 minutes to complete the Self-Assessment.
- Read through the list of Interests, Skills and Values and mark each one according to the options provided.
- When completing your self –assessment reflect on your previous jobs, your current role and the possibilities of future positions and opportunities.
- Please feel free to add additional interests, skills or values that apply to your specialist knowledge or expertise.
- Refer to pages 8 in the workbook for further information.

Instructions – Profile: Part 2

- Allow approximately 20 minutes to complete your profile.
- Part 2 of the exercise involves summarising the key findings from your self-assessment by completing the ‘Profile’ template attached.
- Review your responses from the self-assessment and begin by listing your top 10 interests, 10 of your strongest skills and top 10 values.
- List things you would like to do less of, skills acquired in the past you enjoy which are not currently utilised (hidden talents) and list the top 10 skills you would like to learn.
- This profile is a valuable marketing tool, detailing a great deal of valuable information.
- If you identify more than 10 options for each section of the profile please add them. It is equally acceptable to list less than 10 options for each section if applicable.
- Complete the profile by listing any potential barriers and obstacles which you feel might affect your career development opportunities.
- Refer to pages 9 and 10 in the workbook.

Interests: Please select an option for each of the following:

Interest	Of great interest	Interested sometimes	Of no interest
Using your imagination and expressing ideas			
Problem solving			
Establishing systems and procedures			
Teaching and explaining			
Guiding and coaching			
Supervising others			
Making a difference in other people's lives			
Working with things rather than people			
Building, assembling, fixing and making things			
Being active rather than sitting			
Scheduling and monitoring			
Presenting information and ideas in creative ways			
Sales and marketing			
Focusing on customer service and service standards			
Visual arts, music and performing			
Sports and fitness			
Organising and setting priorities			
Managing physical resources or organising spaces			
Community service and human welfare			
Analysing and interpreting results			
Taking financial and business risks			
Administration tasks and processes			
Researching and examining ideas and theories			
Leading, directing and managing people			
Discovery and investigation, seeking solutions			
Applying logic and exploring abstract ideas			
Appreciation of design and style- decorating and designing			
Writing – articles, memos, stories, creative pieces			
Social media			

Interests	Of great interest	Interested sometimes	Of no interest
Listening to people's problems			
Providing advice			
Ordering, processing and retrieving data, facts and figures			
Writing policies and procedures			
Negotiating and bargaining			
Growing and caring for living things			
Environmental issues			
Strong scientific or technical orientation			
Change and evolution of processes			
Public speaking			
Logistics			
<i>List other interests if applicable:</i>			

Skills: Please select an option for each of the following:

Skills	Skills I am good at	Skills I would like to learn or improve	Skills I have no interest in developing
Mentoring			
Counselling and advising			
Guiding group discussions/facilitating groups			
Diagnosing and treating			
Representing others			
Acting as a liaison			
Evaluating and screening people			
Persuading – convincing and influencing			
Managing conflict / troubleshooting			
Administration			
Helping or caring for others			
Interviewing and recruiting			
Scheduling and monitoring			
Teaching and training / Developing others			
Supervising others			
Active listening			
Negotiating and mediating			
Coaching			
Collaborating			
Analysing data – comparing and contrasting			
Researching			
Classifying data and information			
Taking inventory			
Managing money and budgeting			
Accounting – calculating and computing			
Forecasting and estimating			
Record keeping			
Website design			

Skills	Skills I am good at	Skills I would like to learn or improve	Skills I have no interest in developing
Programing and computing			
Written communication			
Verbal communication			
Organising and planning			
Decisive – makes rational and sound decisions			
Understanding and utilising social media			
Meeting deadlines – time management skills			
Adaptable to change at work			
Self- management / Disciplined			
Leadership			
Relationship building			
Public speaking and presentation skills			
Flexibility / Adaptable			
Reliability – dependable and trustworthy			
Intuitiveness – perceptive, sensitive and instinctive			
Innovative – creating new processes			
Proactive and self-starting / shows initiative			
Delegating			
Problem solving			
Drive and enthusiasm			
Auditing			
Computer skills			
Influence and negotiation skills			
Strategic planning			
Organisational awareness/ business acumen			
Policy skills–interprets, applies and prepares policies			
Project Management			
Change Management			
Service Excellence / Customer focused			
Self- confidence/ trusts own ability			

Resilience – perseverance, calm under pressure			
Editing and proofreading			
Utilising instruments or complex equipment			
Chairing and coordinating meetings			
Critical thinking			
Quality control analysis			
Systems evaluation			
Fair minded and tolerant			
Providing feedback			
Conceptual and analytical ability – dealing with concepts and complexities			
Risk taker			
Team player			
Detail focus – observes fine details and logical sequence			
Integrity – committed, trustworthy and fair			
Rational and logical			
<i>Add additional skills below if needed -</i>			

Values: Please select an option for each of the following values:

Values	Always value	Sometimes value	Seldom Value	Never value
Advancement – Opportunities for growth and promotion				
Challenging work – to be stretched and intellectually stimulated				
Expertise – demonstrate a high degree of proficiency in job skills				
Work/life balance – juggle personal interests and demands with work				
Independence – to be autonomous and work without direction				
Recognition – receive credit for good work				
Flexibility – flexible work schedule				
Belonging/Affiliation – feel a sense of belonging				
Change and variety – different experiences, responsibilities and activities				
Help others – contributing to helping people directly				
Calm atmosphere – minimal pressure and avoid the ‘rat race’				
Leadership –being in charge, leading others, prime decision maker				
Work alone – work independently with minimal contact from others				
Decision making – making choices about what to do and how to do it				
Creativity – conceive new ideas and programs, think outside the box.				
High earnings – money, wealth				
Status and prestige – impress or gain respect by level of my job				
Structured environment – work routine and duties are largely predictable and not likely to change				
Teamwork – work with others towards a common goal				
Personal growth- grow as a person and learn new ideas and skills				
Cutting edge – work at the frontier of knowledge				
Community – to help assist society and touch the community				
Spirituality				
Competitiveness – internal and external competition, to perform better than others				
Authority – in control of my work and the positions of others				
Collaboration – assistance and support within the team				
Integrity – trust and respect in the workplace				

Values	Always value	Sometimes value	Seldom Value	Never value
Security- feel secure at work				
Order – work in an organised and tidy environment with streamlined processes				
Loyalty – dedication and commitment				
Aesthetics – work in a an environment that is physically pleasing				
Adventure – excitement at work with possible risks				
Health and wellbeing				
Social – belong to a social environment, with regular contact with people				
Environmental consciousness				
Competence – do work properly				
<i>Add additional values below if needed –</i>				

CAREER DEVELOPMENT AND PLANNING

Self-Assessment Profile

Things I enjoy doing (Interests)

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

Things I am good at (Skills)

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

Important values

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

Skills to learn and develop

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

Things I would like to do less of

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

Skills not utilised

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

Possible obstacles and barriers

1. _____ 2. _____
3. _____ 4. _____