Self Assessment
Quick Reference Card

Why Self-Assessment Matters

Before you start exploring different careers, it's important to get to know yourself. **Self-assessment It helps you:**

- ☑ Choose careers that match your strengths and interests.
- ☑ Simplify career choices with your traits.
- ☑ Boost confidence and performance.

- ☑ Grow in your career with self-evaluations.
- ☑ Discover new and fitting career paths.

List Your Hobbies and Interests

Your hobbies and interests shape your identity and influence career choices. List these passions to explore their impact.

1. **Creative** (painting, writing).
2. **Physical** (sports, yoga).
3. **Intellectual** (reading, board games).
4. **Social** (book clubs, team sports).

Determine the reasons for enjoying each hobby and align these hobbies with your job preferences.

Assess Work-Related Interest

Understanding work-related interests is crucial for a fulfilling career, offering insights into job satisfaction and career fulfillment.

Skills vs. Interests

Skills: Proficiency in specific tasks, not necessarily enjoyable.

VS

Interests: Natural inclination towards activities, regardless of skill.

Discovering Work Interests

- ✓ Reflection: Recall tasks that fully engaged you.
- ✓ Feedback: Note areas where others see your enthusiasm.
- ✓ Job Shadowing: Observe professionals in roles of interest to gain insight

Identify Your Key Strengths

You have special strengths, some clear and others still hidden. Follow these steps to uncover and identify your strengths.

- Start with reflection and think about times you felt proud.
- Utilize assessments such as CliftonStrengths to uncover your talents.
- Examine your daily activities to identify tasks and challenges you excel at.
- Seek feedback from trusted individuals on your perceived strengths.

Test Your Soft Skills

Soft skills encompass interpersonal abilities that enhance communication, teamwork, adaptability, and problem-solving in professional settings.

Test your soft skills by actively engaging in challenging scenarios and interactions.

Evaluate Your Technical Abilities

In today's digital age, **technical skills** are vital. Here's how to evaluate and enhance them:

- Create a skill list with ratings.
- Review past projects and feedback.
- Utilize online platforms or pre-exam tests.
- Seek input from peers and mentors.
- Stay updated on industry standards.

How Strengths Relate to Career Choices

1 Align strengths with careers for satisfaction, productivity, and growth.

3 Recognize transferable strengths for diverse opportunities.

2 Consider fits with your strengths for career guidance.

4 Avoid overplaying one strength for balanced growth.

Explore Careers That Match Your Interests

Here's how to align these interests with potential career paths.

Informational Interviews: Talk with professionals for job insights.

Research: Explore careers online matching your interests.

Align Skills with Interests: Find careers that use your interests as skills.

Career Fairs: Interact with professionals for field insights.

Choose Suitable Environments: Select careers fitting your preferred settings.

Define Your Personal Values

What does Personal Values mean?

Personal values are your core beliefs that guide decisions and behaviors, encompassing principles like integrity, ambition, and creativity.

How will you Identify Your Personal Values?

Reflect on proud or regretful moments, list potential values, prioritize them, and ensure alignment with your life choices.

Syncs Strengths, Interest, and Values

Understanding and harmonizing your strengths, interests, and values can transform your career into a passion. This can be achieved by:

Reflect: List your strengths, interests, and values through introspection.

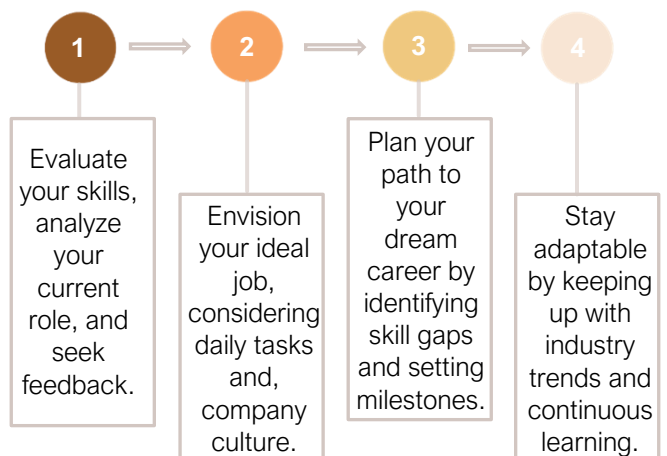**Research**: Identify roles that match your unique blend of strengths, interests, and values.

Consult: Seek advice from mentors, peers, or career counselors for external perspectives.

Align Your Values with Work

Core values guide daily decisions and actions, and aligning them with your career leads to fulfillment and productivity. Here's how to align your work with your values:

- ✓ Role Assessment: Evaluate your job's value alignment.
- ✓ Find Suitable Roles: Look for work matching your values.
- ✓ Discuss with Management: Talk about aligning work with values.
- ✓ Continuous Reflection: Regularly reassess value alignment.
- ✓ Value-Based Choices: Prioritize options aligned with your values.

Develop a Personalized Career Path

1 Evaluate your skills, analyze your current role, and seek feedback.

2 Envision your ideal job, considering daily tasks and, company culture.

3 Plan your path to your dream career by identifying skill gaps and setting milestones.

4 Stay adaptable by keeping up with industry trends and continuous learning.

Real-World Application

Update Your Resume

Your resume is a key introduction to employers, highlighting your professional strengths. Here's how to make it stand out:

- ✓ Add professional links to your contact.
- ✓ Customize your summary for each job.
- ✓ Emphasize achievements with numbers.
- ✓ Showcase diverse skills.
- ✓ Highlight learning experiences.
- ✓ Use a consistent layout.
- ✓ Incorporate keywords for tracking systems.

Prepare for Interviews

Here are some key tips on how to prepare for an interview effectively:

- ✓ Research the company thoroughly.
- ✓ Prepare for common interview questions.
- ✓ Dress professionally and practice body language
- ✓ Have questions ready for the interviewer.
- ✓ Use the STAR technique for behavioral questions.
- ✓ Conduct mock interviews.
- ✓ Plan logistics for the interview.

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