

Career Directions

Completing Your Self- Assessment

Values

List the top five values, principles, or character traits that matter most to you and best describe or define who you are in your work and your personal lives. Rank them in order of importance.

- 1.
- 2.
- 3.
- 4.
- 5.

Now, answer the following questions: “How well am I satisfying those values in my personal and professional lives?” Is there alignment? If the answer is yes, great. But if it’s not, why not?

Now, is there anything you can do to align and realize your values at work or in your personal life?

Knowledge and Skills

Consider the roles or positions that have been most important to your development. Think about the professional work you have done and the non-work related skills you have developed, perhaps as a community volunteer or as a parent. Now finish the following three sentences:

I am knowledgeable about...

My strengths are (e.g., communicating, planning, team-building)...

My limitations are (e.g., lack of assertiveness, limited knowledge, not technologically savvy)...

Interests

Think about what you like doing and what appeals to you as you answer the following questions:

What energizes or motivates me?

What have I liked about past jobs and/or roles?

What haven't I liked?

What do I like about my current job/role?

What don't I enjoy?

In what type of environment do I best perform?

What habits and styles of learning appeal to me?

What type of people do I like to have around me?

What do I like to do outside my workplace?

Accomplishments

Think about your past and current experience as a professional. Then, identify three accomplishments you are particularly proud of. Try to be as specific as you can. (For example, "I developed a teaching package for patients and families that my organization has decided should be translated into several languages and will be the template for future teaching packages.")

- 1.
- 2.
- 3.

Now consider the following questions:

What do these accomplishments say about your strengths and limitations?

What did it take for you to achieve them? And how do they fit with your values, knowledge, skills and interests?

If you had an opportunity to do it/them over, is there anything you would do differently?