

Student name: _____ Date: _____

Construct a Profile of personal interests, aptitudes, abilities, and values.

Objectives:

- A. Describe the importance of personal self-evaluation as it relates to career selection decision making.
- B. Describe the four main components of personal assessment.
- C. List Resources available for Self-Assessment.
- D. Compile (through sample tests and links to more tests) a profile of personal interests, values, skills, and interests.

MODULE 2C: INFORMATION SHEET & STUDENT ACTIVITIES

TO THE STUDENT: Read and study the following information sheet and complete the student activities through out the module.

Many people unhappy at work!

Fewer than 45% of all workers are satisfied with their jobs. One in three feel they are at a dead end. Twenty one percent want to change careers. Only 20% of working persons feel passionate about their jobs. And the worst news is, the majority of unhappy employees are not people who have been working 30 years--younger employees are the least happy! The average worker spends 40 years working 7.6 hours a day. That is a lot of time to be unhappy!

So...what can **YOU** do about it as you enter the world of work? Find a job that fits you. Is that possible? Is there hope?



The Good news is YES! By using Personal Assessment tools, constructing a list or profile for yourself, and applying the results to evaluate job possibilities and options, you can increase the probability that you will have job contentment.

Do you know what you want to do with your life? Where do you start? After all, looking at 40 years of doing something is, at best, overwhelming for some. A great way to start is to take an assessment of yourself. Assessments are tools to help you discover important things about yourself. They are based on your personality, skills and knowledge, values, etc. They help you think about careers that fit you by giving you lists of career types that fit your test results. And these tests are great because there are absolutely no wrong answers.

Are the tests magic? Will you know exactly what the right job is for you by looking at the compiled results? Absolutely not! But you can definitely increase the odds of choosing a profession where you will find satisfaction.

Parts of Self Assessment

There are 4 main pieces to self-assessment- **Values, Interests, Personality, and Skills**. As we look at each one, you will take a sample test so you get the feel for it, as well as compile a list or inventory for yourself of your own interests, values, etc. There are many tests available; you will be exposed to several different ones. They are very alike in some ways, and different in other ways--but they all have the same purpose. Just remember to be as honest about yourself as you can. Again there are absolutely no right or wrong answers. Have Fun!

VALUES

Value Assessments or Inventories measure how important different job-related principles are to you. These are things like issues related to the work itself and how important it is to society, as well as desirable work environment and amount of paycheck. Questions such as, “Is a high salary important to you?” and “Is it important that you work with different people every day?” might be asked. Below is one sample of a Personal Values Assessment.

TO THE STUDENT: Complete the following exercise.

Work-Related Values Assessment

(Public Domain: originally published by the US Dept of Labor)

Instructions: This checklist provides a variety of values that different people find to be important in finding work satisfaction.

Read each item carefully and put a checkmark next to those that are important to you, or that you feel would be important for you to have in a future job.

When you are done, go back over the list and put a double checkmark beside the items that you consider most important.

ACHIEVEMENT: Attaining mastery of a field, self-advancement, growth.

ADVENTURE: Working in a job that requires taking risks.

ALTRUISM: Devotion to the welfare of or service to others. Satisfaction garnered through pursuit of a greater good.

AUTHORITY: Working in a job in which you use your position to control others.

CHALLENGE: Handling difficult or complex work.

COMPETITION: Working in a job in which you compete with others.

CO-WORKERS: Contact with colleagues that promotes a sense of belonging.

CREATIVITY AND SELF-EXPRESSION: Working in a job in which you use your imagination to find new ways to do or say something.

FLEXIBLE WORK SCHEDULE: Working in a job where you choose the work hours.

HELPING OTHERS: Working in a job in which you provide direct services to persons with problems.

- HIGH SALARY:** Working in a job where many workers earn a large amount of money.
- INDEPENDENCE:** Working in a job in which you decide for yourself what work to do and how to do it.
- INFLUENCING OTHERS:** Working in a job in which you influence the opinions or decisions of others.
- INTELLECTUAL STIMULATION:** Working in a job which requires a considerable amount of thought and reasoning.
- INTERPERSONAL RELATIONS:** Being with other employees, colleagues.
- LEADERSHIP:** Working in a job in which you direct, manage, or supervise the activities of others.
- MORAL VALUES:** Behaving in a way consistent with some moral code.
- OUTSIDE WORK:** Working out-of doors.
- PERSUADING:** Working in a job in which you personally convince others to take certain actions.
- PHYSICAL WORK:** Working in a job which gives you status and respect in the community.
- PRESTIGE:** Working in a job which gives you status and respect in the community.
- PUBLIC ATTENTION:** Working in a job in which you have daily dealings with the public.
- RECOGNITION:** Working in a job in which you gain public notice.
- RESEARCH WORK:** Working in a job in which you follow established procedures requiring little change.
- SEASONAL WORK:** Working in a job where you are employed only at certain times of the year.
- SECURITY:** Work that is stable and relatively free from turnover.
- SOCIAL WELFARE:** Doing something that has meaning for others, working for society or another person's benefit.
- SUPERVISORY RELATIONS:** Work done under a fair, agreeable, and professionally nurturing boss.
- TRAVEL:** Working in a job in which you take frequent trips.
- VARIETY:** Working in a job in which your duties change frequently.
- WORK WITH CHILDREN:** Working in a job where you teach or otherwise care for children.
- WORK WITH HANDS:** Working in a job in which you use your hands or hand tools.

WORK WITH MACHINES OR EQUIPMENT: Working in a job in which you use machines or equipment.

WORK WITH NUMBERS: Working in a job in which you use mathematics or statistics.

My top work-related values

From the items that you double checked above, select the three values that seem most important for you to include in future jobs. When you have done this, write them out in the spaces below in their order of importance.

Work Value #1 _____

Work Value #2 _____

Work Value #3 _____

Now you have a starting point as you evaluate possible career choices- as you consider options, you have 3 very important things to investigate to help you evaluate various options.

INTERESTS

Interests are activities you enjoy doing, such as hanging out with friends, sitting at a computer, listening to music, working out, working on your car, etc. The reasoning behind this assessment tool is that people who share the same interests will enjoy the same type of work. Researchers like EK Strong and Dr. John Holland found that people in the same careers do have the same types of interests.

This sample test is taken from Minnesota Careers website- a longer more involved free computer version as well as other guidance can be found at http://www.mncareers.org/start_exploring.asp?pageid=se02

TO THE STUDENT: Complete the following exercise.

Below are some endings to the statement “I LIKE TO” if it describes you, fill in the circle on the same line:

	R	I	A	S	E	C
..do puzzles		O				
..work on cars	O					
..work by myself			O			
..work on a team				O		
..organize things						O
..set self goals					O	
..build things	O					
..read about art or music			O			
..have clear instructions to follow						O
..influence people					O	
..do experiments		O				
..teach or train people			O			
..help people solve problems			O			
..take care of animals	O					
..have a structured schedule					O	
..sell things					O	
..do creative writing			O			
..work on science projects		O				
..take on new responsibilities					O	
..heal people					O	

	R	I	A	S	E	C
..figure out how things work		O				
..put together things	O					
..be creative			O			
..pay attention to details						O
..do filing or typing						O
..learn about other cultures				O		
..analyze things		O				
..play an instrument or sing			O			
..dream about starting a business					O	
..cook	O					
..act			O			
..think thoroughly before deciding	O					
..work with numbers or charts	O					
..discuss current events and politics			O			
..keep records of my work						O
..be a leader					O	
..work outdoors	O					
..work in an office						O
..work on math problems		O				
..help people				O		
..draw			O			
..give speeches					O	

Now, total your filled circles in each of the lettered columns and record below

R= Realistic _____

I= Investigative _____

A= Artistic _____

S=Social _____

E=Enterprising _____

C=Conventional _____

In this particular Assessment (based on Holland's Research), your interests give you a profile that matches one or more of 6 different general types. Based on your results you might be interested with the careers that appeal to people that are also these types. The highest scores from above would indicate that you should read about or consider those. Check and see.

R- Realistic people are often good working with their hands. They are often practical and good at problem solving. Some job interests might include- Agricultural and Environmental, Health Assistants, Computers, Construction, Engineering, Food & Hospitality, Fine and Performing Arts, Health technicians, Mechanical, Protective (e.g. police), Production, Therapists, Transportation

I- Investigative people tend to like to watch, learn, solve problems and analyze. They may be happy working independently. They may also be good at math and science. Careers include Caregivers, Computers, Engineering.

A- Artistic people like to use their creativity. They enjoy performing and coming up with new ideas. Communications, Education, and Fine and Performing Arts are careers to consider.

S-Social people would rather work with other people than things. They are helpful and like training and instructing. Health Assistants, Caregivers, Education, Law & Social Services, Personal and Protective, and Therapists all would be possibilities.

E- Enterprising people like to work with others, and persuade and influence. They like to be leaders and are assertive. Banking and Finance, Clerical, Food & Hospitality, Management, and Sales should be considered.

C- Conventional people are detail-oriented people that enjoy working with data. They like structure and organization and follow instructions well. Banking and Finance, Clerical, Health Technicians, Management, and Sales are matches.

Under each broad category are dozens of jobs. This brief sample is just to give you some ideas. If you had two or three letters that were equally high in filled circles, look at the career lists and see which ones fall in BOTH of your top categories.

There are tests in each of the 4 areas (skills, personality, values, and interests) that are centered around this R I A S E C evaluation so if you feel this method is valuable, try some of the tests that evaluate this way.

Which three types earned your highest score?

1. _____
2. _____
3. _____

PERSONALITY

TO THE STUDENT: Complete the following exercise.

We will look at an online test here. There are many available. Go to:

www.PersonalityType.com

Click on “Take our Quiz”

After you take the quiz and get your type, click on the link to “Find the Perfect Job” and you will get a list of career considerations that match your Personality type according to the Quiz results.

What is your Personality Type according to this tool?

Did any of the job suggestions for your type sound interesting or appealing to you?

SKILLS

A skill means you know how to do something well. The skills you develop through education and life can be broadly broken down into categories. One way of dividing up skills is separating them into Practical (e.g. using tools or equipment), Mental (e.g. you can solve problems, you speak French), Technical (you can handle information), and Social (e.g. you are a people person, you are very comfortable with lots of people).

Another way to assess skills is to look at them by dividing into only 2 categories. The first category is technical (or vocational) skills which include skills related to your area of training, manual and computing skills, and the second is generic or transferable skills, which are skills that are used across a range of occupations and situations. Examples of generic skills are leadership and communication skills.

Both these and any other methods you run across are valuable in their own ways. Remember, the assessment tools are there as a help, none are “right” or “wrong” or necessarily “better.”

Skills assessments often help clarify what you are good at as well as what you enjoy doing. The tests often cover skills and interests. There is also another question to consider when you look at skills assessment. While your personality, interests, and values are pretty well set, skills can be changed, increased, learned. Be sure to take this into consideration and don't limit yourself to jobs appropriate to the skills you have right at this moment.

TO THE STUDENT: Complete the following exercise.

The Skill profile below is part of one was developed by the University of East London. It is a different kind of assessment tool.

<http://www.uel.ac.uk/psychology/research/adapt/PaperB.htm>

Read the instructions below before filling in your skills profile.

You need to think about the skills you have gained through your experience. This could include paid or voluntary work, home or community work, leisure activities or other interests.

Rate each skill by circling the number where:

0 = not yet developed 1 = developed a little 2 = quite developed 3 = very developed

Skills		Please rate by circling one of the following			
Responding to people	Giving answers to questions	0	1	2	3
	Listening carefully	0	1	2	3
	Following Instructions	0	1	2	3
	Helping others	0	1	2	3
Explaining to people	Explaining facts	0	1	2	3
	Persuading	0	1	2	3
	Giving instructions	0	1	2	3
Handling information	Taking messages	0	1	2	3
	Keeping records up to date	0	1	2	3
	Writing something up	0	1	2	3
	Checking for accuracy	0	1	2	3
Working with others	Showing warmth and care	0	1	2	3
	Getting people to do things	0	1	2	3
	Team Working	0	1	2	3
Computer based Information	Entering information on a data base	0	1	2	3
	Finding information on screen	0	1	2	3
	Keyboard skills	0	1	2	3
Technical information	Working with numbers	0	1	2	3
	Reading Maps (A – Z)	0	1	2	3
	Making sense of charts or diagrams	0	1	2	3
Planning	Meeting deadlines	0	1	2	3
	Working out what is important	0	1	2	3
	Solving difficulties	0	1	2	3
Practical	Repairing things	0	1	2	3
	Finding out how things work	0	1	2	3
Other skills (write own examples)					

After completing your skills profile, think about:

Your Top Skills:

SKILL:

SKILL:

SKILL:

Which of the skills would you be willing to improve or develop for a job?

What kind of jobs do you think would fit your skills at this point time?

TO THE STUDENT: Complete the following exercise.

Another sample of a Skill Assessment similar to that from Rutgers University is at the following link: [tp://careerservices.rutgers.edu/OCAskillsassessment.html](http://careerservices.rutgers.edu/OCAskillsassessment.html)

Instructions: For each ability listed below, rate the level of skill you think you have (0--very little to 5--I have a high level). Then add up the numbers for a total in each section.

Realistic

___ repair or set up machines and equipment

___ Athletic ability

___ Use tools to fix broken objects

___ constructing things

___ can grow and maintain plants

Total **R** Score ___

Investigative

___ analyze data and information

___ research in the library

___ study subject matter extensively to develop expertise

___ work independently to solve complicated problems

Total **I** score _____

Artistic

___ Create new objects, ideas, and concepts

___ Perform on a musical instrument

___ Design brochures, flyers, or posters

___ Entertain

Total **A** Score _____

Social

___ teach a friend how to do something

___ counsel, coach, or guide individuals

___ work with groups of people on a project

___ Plan social, recreational, or other events

Total **S** score _____

Enterprising

___ Speak in Public

___ Lead people to complete a project

___ selling

___ Convince your friends to change their minds

Total **E** Score _____

Conventional

___ Follow directions thoroughly to accomplish a goal

___ Work in a highly structured environment with strict rules

___ Complete a process step by step in an orderly way

___ Compute, Calculate, and Record numbers

Your **C** Score _____

Look at your top areas. Then go back to the Interest Section to refresh your memory on what each Heading means.

Which Areas have ranked the highest?

- 1.
- 2.
- 3.

Are your results similar to the section on Interests?

Things to remember:

You have now completed some samples of tests available to you. You have lists of information about yourself in the areas of Personality, Skills, Interests, and Values. There are some major things to remember when you are exploring career possibilities through Self Assessment.

#1 No one test is perfect for everyone. No test will give you all the information you will need, and as you probably found out, you will like some tests better than others. Just as your friends and you have different opinions on what toppings make a great burger, you will differ on which Assessment tools are the most useful. No Personal Assessment tool is magic.

#2 You should take several tests in each area.

#3 Be totally honest on the tests- there is no right or wrong, and the more honest you are, the more helpful the results

#4 Reading results is not the end. You need to think about the information you have learned about yourself.

#5 Don't let the Tests and Tools Take Over. The results are meant as a guide to get you thinking- they will give things to consider. Even though a tool may "label" you or indicate that you are a certain "type" don't let it replace your own feelings, thoughts, and intuition about yourself. At the same time, consider it a definite possibility that assessments just might suggest to you some career ideas and directions that you never thought of that just might be worth exploring.

Additional Resources for Personal Assessment

http://www.quintcareers.com/online_assessment_review.html

A top-notch source with a listing of assessment tests that are on-line and are \$30 or under, many are free. There is also a rating of each tool set.

<http://careerplanning.about.com/od/careertests/>

From ABOUT.COM- links to several free on-line Assessment

<http://career.missouri.edu/showtitles.php?&articles=177>

An excellent game-like with lots of information and suggestions

<http://online.onetcenter.org/skills/>

has a free comprehensive skill search as well as job descriptions

Your Guidance Office or Counselor

The Library

Internet Search Engines such as Google

Suggested Searches:

Self Assessment

Assessment Test

Career Assessment Tests

PLEASE NOTE:

When using online Assessment tests, be sure they are free. There are many free ones available to investigate. If you find one that has a charge make sure you take or see a sample before you spend money.

MODULE 2C: STANDARDS ADDRESSED IN THIS MODULE

Pennsylvania’s Academic Standards for Reading, Writing, Speaking and Listening (RWSL)

1.1.11. Learning to Read Independently

- E. Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.

Pennsylvania’s Academic Standards for Career Education and Work

13.1.11. Career Awareness and Preparation

- A. Analyze career options based on individual interests, abilities, aptitudes, achievements, and goals.