

SELF-ASSESSMENT GUIDE

ADAPTED FROM THE COOPER UNION FOR CAREER DEVELOPMENT

Complete the worksheet according to the directions below. Then, make an appointment with a career advisor to discuss what your interests, skills and values reveal about your career path.

INTERESTS

Close your eyes. Think of three instances where you felt engaged and rewarded by your work (can be academic, extracurricular, athletic, volunteer, etc). List them below.

1. _____
2. _____
3. _____

SKILLS

Rate yourself on a scale of 1-10 (1 is lowest and 10 is highest), in all specific skill areas. Then, total your score under each broad skill areas to help in identifying your top skill areas.

COMMUNICATION	RESEARCH & PLANNING	HUMAN RELATIONS	ORGANIZATION, MGMT, LEADERSHIP	WORK SURVIVAL
SPEAKING ____	CREATING IDEAS ____	BUILDING TRUST ____	MANAGING GROUPS ____	BEING PUNCTUAL ____
WRITING ____	PROBLEM SOLVING ____	MOTIVATING ____	DELEGATING WORK ____	MEETING GOALS ____
LISTENING ____	SETTING GOALS ____	COUNSELING ____	COACHING ____	REVIEWING DETAILS ____
NEGOTIATING ____	ANALYZING ____	BEING SENSITIVE ____	SELLING IDEAS ____	ORGANIZING ____

VALUES

Rate each value according to its importance to you. Place an (X) in the appropriate column to mark your choice.

CONTINUED ON BACK

VALUE	VERY IMPORTANT	SOMEWHAT IMPORTANT	NOT IMPORTANT
INDEPENDENCE/AUTONOMY			
CHANGE/VARIETY			
RISK			
STABILITY/SECURITY			
PHYSICAL CHALLENGE			
MENTAL CHALLENGE			
PRESSURE			
PRECISE WORK			
POWER/DECISION-MAKING			
PRESTIGE			
WEALTH			
SERVICE			

List your top five in order of importance.

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

List your five least favorite values in order of least importance.

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