

Self-Assessment Guide



Charting Your Career Course

CAREER DEVELOPMENT

What is Career Development?

Career development consists of activities and actions you take to identify and achieve your individual career goals. Career planning is the ongoing process where you:

- Explore your interests and abilities;
- Strategically plan your career goals; and
- Create your future work success by designing learning and action plans to help you achieve your goals.

Who's Responsible for Planning Your Career?

You have the lead responsibility for planning your career. Supervisors, managers, and your agency can provide you with meaningful assistance in this process.

The following are examples of career planning actions:

Employees

- Decide what you want from your career now and in the future.
- Individually take actions to assess your interests, strengths and areas for development.
- Develop a career action plan including current job development and long-term career objectives.
- Identify on-the-job learning and training opportunities, continued education, and/or avenues for professional development.

Managers & Supervisors

- Identify the job-related knowledge, skills, abilities, competencies and experience that employees need to be effective in their positions.
- Help employees define short and long-term development needs that support agency objectives and employee career goals.
- Support employees' action plans by indicating specific steps that need to be taken and by whom to accomplish the learning goals.

Agencies, Boards and Commissions:

- Provide a job and compensation structure that supports the agency's goals and allows for individual development and growth.
- Provide time and available funding for development activities.
- Utilize the knowledge, skills and abilities of each employee to support agency objectives and meet future staffing needs.
- Keep in mind that factors outside of the employee and agency's control may affect the outcome of career actions. But one thing is true – it is important to perform well in one's current position. Consistent, high quality performance, along with thoughtful career planning, will help ensure continued career success.

Overall, career development involves being aware of one's personal goals and values as well as work goals. It involves continuously learning and applying new knowledge, taking advantage of opportunities, and taking risks in order to help the agency be productive and effective while achieving one's career and personal goals.



NAVIGATING YOUR WAY TO CAREER SUCCESS

Each individual must take the lead in creating their own career success. The Career Center is available to provide resources and coaching to assist in this process.

Destination 1: Self Assessment

First identify your strengths, values, skills, and aptitude in order to chart your course.

Destination 2: Research and Market Assessment

Research the findings and your options from the self-assessment process. Consider the broader picture including the national and local markets, the State and your agency.



Destination 3: Goal Setting

Know your overall goal, including short and long-term objectives. Consider where you would like to be in one year, five years, and ten years and create your plan to get there. The best way to ensure compatibility and balance in your life and career is to consider all aspects of your life in establishing your goals.

Destination 4: Action Planning

Develop a career action plan which includes detailed steps to achieve your career objectives. The steps can be a particular occupation, a more or less demanding schedule, a rung on the career ladder, an earnings level, an area of expertise, or enriching/expanding your current position.

Destination 5: Plan Implementation and Review

Career development is a continuous process. You will need to review your plan and make adjustments to reflect your current status as you progress.

When you are clear on your strengths, skills, aptitudes, goals and objectives, you will be able to make better choices about the direction you want your career to take.

Additionally, you will do a better job of convincing your managers or prospective hiring authorities of your worth or that you are the candidate of choice!

This workbook will guide you through steps to chart your career course with activities that will assist in clarifying your assets, your direction and your goals.



Module ONE

Self Assessment

Self assessment is the first step of the career planning process. It is the process of gathering information about you in order to make an informed career decision. Self assessment should include a look at the following: values, interests, aptitude, personality, and skills.



Values: the things that are important to you, like achievement, status, and autonomy

Interests: what you enjoy doing, i.e. playing golf, taking long walks, hanging out with friends

Training Potential: your natural ability or the ability to acquire, through future training, some specific set of skills (intellectual, motor, and so on)

Personality: a person's individual traits, motivational drives, needs, and attitudes

Skills/Strengths: the activities you are good at, such as writing, computer programming, and teaching



JOB SATISFACTION/VALUES CLARIFICATION EXERCISE

Clarifying and then prioritizing your most important values today will provide important clues about what will truly motivate you in your career going forward. Since your values are closely linked to your sense of career satisfaction, ideally, your most important values need to be fulfilled. Values give you solid criteria for career decisions because they are so deeply ingrained in you. They should always play an important role in your career planning.

Directions

1. Review each of the values listed in the following Job Satisfaction Exercise. You will check one of four columns: *Always Valued*, *Often Valued*, *Sometimes Valued* and *Rarely Valued*. Check the column that best describes how important each value is to you right now at this point in your life.
2. Please do not exceed 10 checks in the Always Valued column.
3. Your priority values will be indicated by checks in the Always Valued column.

VALUES CLARIFICATION

Values	Always Valued	Often Valued	Valued Sometimes	Rarely Valued
Achievement: Have a sense of accomplishment				
Challenge: Find work that mentally stimulates me				
Creative Expression: Express my creativity and imagination in my work				
Knowledge: Develop and use specific knowledge, mastery or expertise				
Status: Hold a position of recognized importance				
Service to Society: Contribute to a better society				
Physical Activity: Do work requiring strength, ability, or physical exertion				
Independence: Control my own work/schedule, autonomous				
Leadership: Influence others to achieve results				
Variety and Mobility: Have job responsibilities with varied tasks				
Personal Growth: Develop my potential and use my talent				
Money: Reap significant financial rewards in my work				



Values	Always Valued	Often Valued	Valued Sometimes	Rarely Valued
Security: Perform my work without worry about possible unemployment				
Management: Achieve work goals as a result of other's efforts				
Work with Others: Belong to a satisfying work group or team				
Power: Have control over resources at work				
Integrity: Work ethically and honestly				
Balance: Achieve the right proportion between my personal life and professional responsibilities				
Social: Develop social or personal friendships with work colleagues				
Advancement: Opportunity to be promoted within the organization				
Detail Work: Accomplish tasks that require careful, accurate attention to detail				
Fast Pace: Work under time-pressure: circumstances with demanding expectations				
Helping Others: Involve myself in helping society and others				
Location: Live in a convenient geographic location in a suitable community				
Recognition: Receive credit for work well done				
Moral Fulfillment: Work contributes to moral ideas				
Aesthetics: Appreciate the beauty of things and ideas				
Health: Being physically and mentally fit				
Work Culture: Work in a supportive, pleasing, harmonious setting				
Efficient Organization: Being in a time-efficient environment with little bureaucracy				
Work Life Balance: Good balance between work and family life				



YOUR TOP VALUES

A *forced* ranking of values helps you to clarify the tradeoffs necessary to fulfill your most important needs.

Directions:

1. Write your 10 *Always Valued* items in the left column below
2. Rank order your top 5 values: **1=most valued; 5=least valued**

ALWAYS VALUED ITEMS	RANKING
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Now, consider if your priority values are interfering with your ability to be productive and satisfied in your current position.



COMPETENCIES FOR THE FUTURE

PART ONE; IDENTIFYING YOUR SKILLS

Directions: read the following generic list, “Skills for the Future.” For each item, put a checkmark (✓) next to any key “skills” you have in abundance and an (X) next to any perceived skills liabilities (skills you do not already have). (Leave blank any unknowns.)

- | | |
|--|---|
| <input type="checkbox"/> 1. Focus on customer | <input type="checkbox"/> 18. Confrontation skills |
| <input type="checkbox"/> 2. Flexibility/shifting gears | <input type="checkbox"/> 19. Negotiating skills |
| <input type="checkbox"/> 3. Versatility | <input type="checkbox"/> 20. Influencing others without authority |
| <input type="checkbox"/> 4. Adaptability to changing situations
(job tasks, reporting relationships, etc) | <input type="checkbox"/> 21. Time management skills |
| <input type="checkbox"/> 5. Working smarter for productivity
gains | <input type="checkbox"/> 22. Leadership skills |
| <input type="checkbox"/> 6. Innovation | <input type="checkbox"/> 23. Team effectiveness skills |
| <input type="checkbox"/> 7. Tolerating ambiguity and/or lack of
well-defined tasks, structure | <input type="checkbox"/> 24. Problem solving skills |
| <input type="checkbox"/> 8. Listening skills | <input type="checkbox"/> 25. Initiating goals in uncharted
situations |
| <input type="checkbox"/> 9. Working with people from diverse
racial, ethnic backgrounds | <input type="checkbox"/> 26. Identifying opportunities in chaos |
| <input type="checkbox"/> 10. Building relationships with
stakeholders/customers | <input type="checkbox"/> 27. Business savvy |
| <input type="checkbox"/> 11. Telephone skills | <input type="checkbox"/> 28. Electronic information skills
(computers, etc.) |
| <input type="checkbox"/> 12. Consulting skills | <input type="checkbox"/> 29. Strategic planning skills |
| <input type="checkbox"/> 13. Presentation skills | <input type="checkbox"/> 30. Global thinking skills |
| <input type="checkbox"/> 14. Ability to learn new required skills | <input type="checkbox"/> 31. Alternate language skills |
| <input type="checkbox"/> 15. Willingness to learn new important
skills | <input type="checkbox"/> 32. Rapport building |
| <input type="checkbox"/> 16. Marketing talents/skills to others | <input type="checkbox"/> 33. Networking skills |
| <input type="checkbox"/> 17. Interpreting trends | <input type="checkbox"/> 34. Research skills |



STRENGTHS IDENTIFICATION

PART ONE

DIRECTIONS: For each skill listed, make two checks, one for how much you like to do a skill, and one for how proficient you are in performing the skill. Each line should have two check marks.

WHAT DO YOU LIKE TO DO AND WHAT DO YOU DO REALLY WELL?

SKILL	REALLY LIKE	LIKE	DISLIKE	HIGHLY PROFICIENT	PROFICIENT	NOT VERY PROFICIENT
ACT AS LIASION						
ADMINISTER						
ANALYZE						
ARRANGE						
BUDGET						
CLASSIFY						
COMPLETE						
COMPOSE MUSIC						
COMPUTE						
CONCEPTUALIZE						
CONDUCT						
CONSOLIDATE						
CONTRACT						
CONTROL						
COORDINATE						
COUNSEL						
CREATE						
DEAL WITH FEELINGS						
DECIDE						
DEFINE						
DELEGATE						
DEMONSTRATE						
DESIGN						
DEVELOP						
DEVISING						
DIRECT						
EDIT						
ENTERTAIN, PERFORM						
ESTABLISH						
ESTIMATE						
EVALUATE						
EXAMINE						
EXPEDITE						
FORECAST						
FORMULATE						
GENERATE IDEAS						



SKILL	REALLY LIKE	LIKE	DISLIKE	HIGHLY PROFICIENT	PROFICIENT	NOT VERY PROFICIENT
HOST/HOSTESS						
IDENTIFY						
IMPLEMENT						
IMPROVE						
INCREASE						
INITIATE CHANGE						
INSTALL						
INTERVIEW						
INITIATE						
INVENT						
INVEST						
LEAD						
MAINTAIN RECORDS						
MAKE ARRANGEMENTS						
MAKE DECISIONS						
MANAGE						
MEDIATE						
MONITOR						
MOTIVATE						
NEGOTIATE						
OBSERVE						
OPERATE						
ORGANIZE						
PERCEIVE INTUITIVELY						
PLAN,ORGANIZED						
PLANT, CULTIVATE						
PORTRAY IMAGES						
PREPARE FOOD						
PRESENT						
PRIORITIZE						
PROCESS						
PRODUCE						
PRODUCE CRAFTS						
PROGRAMMING						
PROPOSE						
READ FOR INFORMATION						
RECRUIT						
REDESIGN						
REDUCE						
RESEARCH						
REVIEW						
REVISE						
SCHEDULE						
SELL						
SERVICE						
SIMPLIFY						
SOLVE						



SKILL	REALLY LIKE	LIKE	DISLIKE	HIGHLY PROFICIENT	PROFICIENT	NOT VERY PROFICIENT
SORT						
STAFFING						
STAGE SHOWS						
STREAMLINE						
SUPERVISE						
SYSTEMATIZE						
TEACH, TRAIN						
TEND ANIMALS						
TEST						
TO START						
TRACK						
TRADE						
TRAIN						
TRANSFORM						
TRANSPORT						
TREAT, NURSE						
UNIFY						
USE CARPENTRY ABILITIES						
USE MECHANICAL ABILITIES						
USE PHYSICAL COORDINATION						
VERIFY						
VISUALIZE						
WRITE						

PART TWO

DIRECTIONS: List the skills that you checked **REALLY LIKE** and **HIGHLY PROFICIENT**, **LIKE** and **HIGHLY PROFICIENT**, **REALLY LIKE** and **PROFICIENT**, and **LIKE** and **PROFICIENT**.

RL/HP	RL/P	L/HP	L/P

Those listed as *Really Like* and *Highly Proficient* represent your **STRENGTHS!**



WORLD OF WORK INVENTORY RESULTS (WOWI)

Review your assessment results- WOWI Assessment. The assessment is used as a tool to tap into the multi-dimensional aspect of people and careers.

List the results from your WOWI Report

CAREER INTEREST ACTIVITIES	CAREER TRAINING POTENTIAL
JOB SATISFACTION INDICATORS	OCCUPATIONAL CHOICES

1. Do your results accurately reflect your personality, interest and values?
2. What career options would you like to research in more detail?



ACCOMPLISHMENTS

In order to achieve your career goals, it is important to be able to articulate what you have been able to accomplish in your professional history. The next step in the assessment process is identifying and writing your accomplishment statements. This process is necessary for identifying your assets, developing your resume, and developing excellent interviewing skills.

First, think of all the events & actions of which you are proud:

- Went beyond the call of duty
- Solved a problem
- Seized a hot opportunity
- Invented the wheel
- Increased sales
- Increased productivity
- Improved profitability
- Took the initiative to solve a problem
- Reduced costs
- Conceived/created a new program, system, service, procedure, plan
- Satisfied a customer
- Won an account
- Initiated, devised and carried through a project
- Successfully handled an emergency situation or crisis

Next, use the SOAR acronym to assist you in developing your accomplishments.

S = situation, purpose, project, intent, idea, problem, or objective

O = obstacle, barrier, blockage, hindrance, difficulty

A = *action* or approach you took

R = *results* that you obtained

Then write a statement that incorporates the SOAR into one sentence.

Accomplishment Statements should begin with a past tense, action verb and contain quantifiable results if possible.

EXAMPLE 1:

S: Company had several inventory systems which reduced accuracy and was costly

O: Getting buy-in from all the different users

A: Led a task force to consolidate all inventory records into one user- friendly system & identified redundant processes

R: Based on the new system and the newly available information, we reduced redundancy and inventory by 20%

Accomplishment Statement



Reduced excess inventory 20% by identifying redundant inventory through consolidating and centralizing records.

EXAMPLE 2:

- S:** Comptroller division was running 20% over its projected budget
- O:** Competition for dollars among departments was stiff
- A:** Launched functional analysis which resulted in a consolidation of accounting, finance & forecasting areas
- R:** My study provided data to make organizational changes which yielded \$500K in annual cost savings

Accomplishment Statements

- S:** Saved \$500,000 annually by spearheading functional analysis of comptroller division which consolidated accounting, finance & forecasting areas.

Evaluate the following accomplishments:

- Reduced accounts receivables from 45 days to 30 days. **(needs a little information regarding how this was accomplished)**
- Worked as an Analyst for the Human Resources Department. **(not an accomplishment-this is a job function)**
- Increased sales activities with new prospects and static accounts expanding sales by 35%. **(good-has results and how they were achieved)**
- Managed six Accountants. **(responsibility, not an accomplishment)**
- Created product market potential of \$12M per year by designing equipment and techniques for a new chemical process. **(good-has results and how they were achieved)**
- Reduced annual security operating budget 22% by developing and implementing several cost savings projects which increased the level of security. **(good, but define specific projects with names)**
- Reduced internal project rejections from 14% of sales to 2% and customer returns from 3% to 0.1%. **(could use a little information regarding how results were achieved)**



SAMPLE ACCOMPLISHMENT STATEMENTS

- Achieved 20% reduction in excess inventory by identifying redundant inventory by consolidating and centralizing records
- Yielded annual savings of \$500,000 by spearheading functional analysis of comptroller division to consolidate accounting, finance & forecasting.
- Saved > \$3 million in IT costs by delivering IT solutions throughout the Credit organization and by developing new MIS applications to enhance tracking, reporting and measurement of processes.
- Consistently achieved 10% under budget while creating and maintaining four cost center budgets totaling \$3M.
- Reduced project start time by six months with a smaller team size that achieved maximum functional coverage by creating a new validation methodology.
- Received state recognition for innovative technology programs and received numerous awards for their advancement in Internet marketing.
- Effectively managed the 2010 & 2011 budget (\$35M, \$57M respectively) within 1% of target and increased technology benefit estimations by 26%. Utilized strong collaboration and investment principles to maximize benefits to the company.
- Led cross-departmental project team for new technology integration, which was completed on time and \$98,000 under budget.
- Reduced excess inventory 20% by identifying redundant inventory through consolidating and centralizing records.
- Redesigned department's accounts payable process resulting in a decrease in extraneous payments and late fees.
- Provided professional staff support to director, multiple managers, project managers and technicians resulting in reduced costs and improved productivity.

Write twelve to fifteen accomplishments you have achieved over the past ten to fifteen years.



Write Your Accomplishments Here:







INTEGRATING YOUR SELF-ASSESSMENT

Next copy the summaries from each of the previous exercises into the table below to create a composite picture of yourself. Note: you will either have taken the WOWI or the Strong Assessment, but not both.

Top 5 Values	Top 3-5 Strengths
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
Top 3-5 Career Interests (WOWI)	Top 3-5 Career Recommendations (WOWI)
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
Top 3-5 Job Satisfaction Indicators (WOWI)	Top 3-5 Training Potentials (WOWI)
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
Top 3-5 Assets (Competencies for the future)	Top 3-5 Liabilities (Competencies for the future)
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
Top 5 Accomplishments	
1.	
2.	
3.	
4.	
5.	



REFLECTION QUESTIONS FOR SELF ASSESSMENT

1. What are the common threads you see reflecting on all of the assessments?
2. What business are you in? In other words, what skills, strengths, talent, and expertise are you selling?
3. What is your competitive edge or advantage?
4. How do you sell your talents internally?
5. How well do your skills, attributes, and attainments match up today?

