Self-Assessment Roadmap: Navigating Your Future

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Self-Assessment: The First Step

Wondering how to get started thinking about your future?

Start with you.

Assessing your skills, interests, values, and personality type can help you:

- **Decide “What’s next?”** – whether it’s finding your first job after Smith, gaining internship experience, pursuing further study, or taking some time out.

- **Determine** what careers and fields of study might be a good fit.

- **Market yourself** to potential employers and graduate/professional schools.

This handout is designed to help you identify your skills, interests, and values and plan for your next steps.

Defining Skills, Interests, and Values

*Skills are competencies developed through everything you do:* jobs and internships, activities, courses, and pastimes. A Smith degree builds highly marketable skills transferable to a variety of fields.

*Interests are issues, activities, or fields of knowledge important to you.* Connecting with people who share your interests is an important part of researching jobs, internships, and options for further study.

*Values are qualities you consider important about your work and life.* Your definition of career success may reflect the work values most meaningful to you.

After completing the exercises in this handout, feel free to discuss your findings with a career advisor.

Other Self-Assessment Tools

*The Myers-Briggs Personality Indicator (MBTI)* is a personality questionnaire that suggests work settings, careers, and academic fields that might be a good fit. A career advisor may suggest you take the MBTI as a follow-up to an appointment. The assessment takes less than 30 minutes to complete, and a one-hour interpretation appointment is needed. MBTI group workshops are offered each semester.

*The SkillScan Advance Pack* is a fun and interactive card sort which helps you identify core skills and connect them to career options. To take SkillScan, meet with a career advisor.

Self-Assessment: An Ongoing Process

As you gain new skills and experiences, always take time to re-assess before moving ahead. Your decisions will be more focused, and as a result, you’ll have more confidence in them and yourself.
**Skill Sort**

**Directions:**
1. On the list below, check all of the skills you’re capable of using.
2. Of the skills you’ve checked, circle the ones you most enjoy using.
3. Below, list the five skills you most want in your work; when you use them, you’re at your best and happiest.
4. List five additional skills you’re good at and would be able to use at work, even if they aren’t your favorites.

<table>
<thead>
<tr>
<th>Leadership/Management Skills:</th>
<th>Physical Skills:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Organize</td>
<td>□ Sketch/draw</td>
</tr>
<tr>
<td>□ Implement</td>
<td>□ Hand dexterity/use tools and equipment</td>
</tr>
<tr>
<td>□ Make decisions</td>
<td>□ Install</td>
</tr>
<tr>
<td>□ Manage projects</td>
<td>□ Body coordination</td>
</tr>
<tr>
<td>□ Coordinate</td>
<td>□ Observe</td>
</tr>
<tr>
<td>□ Build a team</td>
<td>□ Build/construct</td>
</tr>
<tr>
<td>□ Envision</td>
<td>□ Restore/renovate</td>
</tr>
<tr>
<td>□ Coach</td>
<td>□ Inspect/test</td>
</tr>
<tr>
<td>□ Set goals</td>
<td>□ Repair</td>
</tr>
<tr>
<td>□ Lead</td>
<td>□ Operate equipment (electronic, mechanical)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relationship Skills:</th>
<th>Analytical Skills:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Collaborate</td>
<td>□ Analyze</td>
</tr>
<tr>
<td>□ Serve clients and customers</td>
<td>□ Categorize/classify objects or information</td>
</tr>
<tr>
<td>□ Resolve conflict</td>
<td>□ Evaluate</td>
</tr>
<tr>
<td>□ Facilitate groups</td>
<td>□ Calculate/compute data</td>
</tr>
<tr>
<td>□ Demonstrate social/cultural awareness</td>
<td>□ Forecast</td>
</tr>
<tr>
<td>□ Provide care and support</td>
<td>□ Research</td>
</tr>
<tr>
<td>□ Advocate</td>
<td>□ Solve problems</td>
</tr>
<tr>
<td>□ Serve as liaison</td>
<td>□ Budget/allocate resources</td>
</tr>
<tr>
<td>□ Counsel</td>
<td>□ Manage data or records</td>
</tr>
<tr>
<td>□ Train/instruct</td>
<td>□ Estimate/make rough calculation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Creativity Skills:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Perform artistically</td>
<td></td>
</tr>
<tr>
<td>□ Synthesize/integrate</td>
<td></td>
</tr>
<tr>
<td>□ Use intuition</td>
<td></td>
</tr>
<tr>
<td>□ Conceptualize</td>
<td></td>
</tr>
<tr>
<td>□ Visualize</td>
<td></td>
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<tr>
<td>□ Brainstorm</td>
<td></td>
</tr>
<tr>
<td>□ Demonstrate foresight</td>
<td></td>
</tr>
<tr>
<td>□ Design</td>
<td></td>
</tr>
<tr>
<td>□ Author/compose written work</td>
<td></td>
</tr>
<tr>
<td>□ Create images</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Communication Skills:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Listen</td>
<td></td>
</tr>
<tr>
<td>□ Consult</td>
<td></td>
</tr>
<tr>
<td>□ Negotiate</td>
<td></td>
</tr>
<tr>
<td>□ Interview</td>
<td></td>
</tr>
<tr>
<td>□ Speak to groups</td>
<td></td>
</tr>
<tr>
<td>□ Persuade</td>
<td></td>
</tr>
<tr>
<td>□ Speak/interact</td>
<td></td>
</tr>
<tr>
<td>□ Sell</td>
<td></td>
</tr>
<tr>
<td>□ Write</td>
<td></td>
</tr>
<tr>
<td>□ Promote</td>
<td></td>
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</tbody>
</table>

**Five skills I most want to use in my work:**
1. __________________________________
2. __________________________________
3. __________________________________
4. __________________________________
5. __________________________________

**Five more skills I could use in my work:**
1. __________________________________
2. __________________________________
3. __________________________________
4. __________________________________
5. __________________________________

Adapted from SkillScan Advance Pack Card Sort. For a SkillScan appointment, meet with a career advisor.
**Interest Inventory**

What if you could get paid to do what you find most interesting and important? Use this exercise to start thinking about what you really enjoy and interests that might become part of your work.

1. What course have you found most interesting and why?

2. What do you find most interesting about your major or intended major?

3. What do you most enjoy reading and why?

4. How do you like to spend your free time and why?

5. If you had time each week to volunteer, what organization, cause, or population would you serve and why?

6. What three local, national, social, or global issues most interest you and why?

7. Think of the jobs and internships you’ve held, and the activities you’ve been involved in. What has been the most interesting and why?

8. What themes do you see most often in the above answers?

Based on your answers above, complete the following:

<table>
<thead>
<tr>
<th>Interests which could be part of my work:</th>
<th>Interests important to my leisure time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. _________________________________</td>
<td>1. _________________________________</td>
</tr>
<tr>
<td>2. _________________________________</td>
<td>2. _________________________________</td>
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<tr>
<td>3. _________________________________</td>
<td>3. _________________________________</td>
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<tr>
<td>4. _________________________________</td>
<td>4. _________________________________</td>
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<tr>
<td>5. _________________________________</td>
<td>5. _________________________________</td>
</tr>
</tbody>
</table>
Career Values

Understanding what motivates you can help you make career decisions that are a good fit. Review the following values and check those most important to you. Add any you like.

Rank your top five career values in order of priority and record them below.

- Work as part of a team
- Work independently
- Work with people one-on-one
- Work with groups of people
- Lots of public contact
- Little public contact
- Competitive workplace
- Time flexibility
- Structured work environment
- Help others
- Geographic flexibility
- Contribute to a cause important to me
- Professional status
- Physical challenge
- Intellectual challenge
- Aesthetic work environment
- Risk-taking, adventure
- Friendly, collegial co-workers
- Co-workers I respect
- Use skills I already have
- Life/work balance
- Detail-oriented workplace
- Ideas-oriented workplace
- Develop new skills, learn
- Variety of daily tasks
- Financial reward, wealth
- Creativity, self-expression
- Job security and benefits
- Fast-paced environment
- Relaxed, casual environment
- Recognition, respect
- Ability to advance
- See the results of my work
- Predictable, routine schedule
- Unpredictable environment
- Supportive, mentoring supervisor

Other values important to me:

My five most important career values:

1. _________________________________
2. _________________________________
3. _________________________________
4. _________________________________
5. _________________________________

Definition of Success

Describe the time you felt most successful.

Now think of a person who epitomizes success, as you define it. What characteristics or competencies make this person a success, in your opinion?

Based on the above, write a definition of what it means to you to be successful.
Putting It All Together: Next Steps

Transfer your findings from the skills, interests, and values exercises to the spaces below:

Five top skills to use in my work: Five more skills I could use in my work:

1. ___________________________________ 1. ___________________________________
2. ___________________________________ 2. ___________________________________
3. ___________________________________ 3. ___________________________________
4. ___________________________________ 4. ___________________________________
5. ___________________________________ 5. ___________________________________

Interests I’d like to incorporate into my work: Values important in my work:

1. ___________________________________ 1. ___________________________________
2. ___________________________________ 2. ___________________________________
3. ___________________________________ 3. ___________________________________
4. ___________________________________ 4. ___________________________________
5. ___________________________________ 5. ___________________________________

My definition of success (may include interests important to your leisure time):

_____________________________________________________________________________________________
_____________________________________________________________________________________________

If there are work options you’d like to explore suggested by the above, list them below.

Options to explore: _____________________________________________________________
_____________________________________________________________________________________________

To generate and research additional options, try the following:

1. **Search E-Access for descriptions of jobs and internships.** Read a variety of descriptions (regardless of location), and think about what you find appealing.
   - In the keyword field, enter a skill that you’d like to use in your work (ex: writing), an issue that interests you (ex: sustainability), or a population you’d like to focus on (ex: women). Run different searches to net the greatest number of descriptions.
   - In Advanced Search, select Job Function or Industry settings for additional results.
   - Identify positions for which your major is sought, also in Advanced Search.

2. **Browse Career Field Links on the Lazarus Center website for field-specific information.**

3. **Speak with people about their career fields during informational interviews.** Consider:
   - Alums in the online directory (access using your 99#) and on LinkedIn.
   - Contacts suggested by faculty, former supervisors, friends, family, and others you meet.
   - Anyone whose career path and professional achievements interest you.

4. **Take the Myers-Briggs Type Indicator and research the job titles listed in your results.**

5. **Meet with a career advisor to discuss your findings, generate new ideas, and plan your next steps.**