



Castleton

Career Services

Self-Assessment Roadmap

Self-Assessment: The First Step

- ✓ Self-assessment is the first step in the career planning process
- ✓ Having a good understanding of your **values, skills, interests, and personality** will be very helpful in choosing an academic major and future career.

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 Castleton 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.
- ✓ **Gallup StrengthsFinder**
- ✓ **Motivated Skills Card Sort**

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.

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:

Interests which could be part of my work:

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

Interests important to my leisure time:

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

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:

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

Five more skills I could use in my work:

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

Interests I'd like to incorporate into my work:

1. _____
2. _____

Values important in my work:

1. _____
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:

1. Search O*Net for descriptions of jobs and internships.
2. Speak with people about their career fields during informational interviews. Also consider:
 - ❖ Alumni on LinkedIn.
 - ❖ Contacts suggested by faculty, supervisors, friends, family, and others you meet.
 - ❖ Anyone whose career path and professional achievements interest you.

Connect with Career Services!

To discuss your findings and plan your next steps.

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Class of 1987

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Your Success is Our Success!

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