

## Assessment

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The more you understand yourself, the clearer your life goals and the way to reach them will become. Ask yourself these 10 basic questions:

- What activities do you really enjoy? What types of magazines, books or sections of the newspaper are you most likely to read?
- What are your favorite school subjects?
- What do you think you're good at?
- What is important to you in a job?
- What do you want to be remembered for?
- What type of working environment interests you? (an office, a healthcare setting, a school, someplace outside, home?)
- What are the most important considerations when choosing a major/career?
- What are the things you are most proud of?
- Who do you most admire...and Why?
- Think about what jobs you have liked and disliked and why?

Self-assessment is about doing a realistic self-appraisal; it is the starting point for career planning. While there is no test that can determine what you should be, there are tools that can help you evaluate yourself and find occupations and careers that fit with you. Another important factor to consider when making decisions about your future is to assess your personality, skills, abilities and strengths.

1. Meet individually with a Career Counselor to discuss all the factors that contribute to your career decision-making process (i.e., your interests, personality, skills, values, learning/decision-making styles, barriers, etc) and receive a referral for self-assessments.
2. Contact Career Services to Complete College Central Career Assessment

## Examine Work Values

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Examining your values can help you learn more about your underlying work needs and motivations and can help you decide what is important to you in a job.

Do You Know the [Work Values](#) You Most Want in a Job and an Employer?

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### Workplace Values Exercise

Here's the premise. Before you even think about continuing with this exercise, make sure you have plenty of free time to spend with it; time to think and reflect on what you truly value. Are you ready?

Your first step is to rate the importance of each of the workplace values on our list. We've left a few blank lines at the end of our list in case we have missed something that you value in your

work. Finally, be sure to be honest with yourself; no one is judging nor scoring your results, so lying to yourself does no good.

Rate the degree of importance that you place on each of the following workplace values using this scale:

- 1 = Very important to me
- 2 = Reasonably important to me
- 3 = Somewhat important to me
- 4 = Not important to me at all

*I am interested in jobs and careers that include:*

- \_\_\_\_\_ creating/building things
- \_\_\_\_\_ mental challenge/mentally demanding/problem-solving
- \_\_\_\_\_ physical challenge/physically demanding
- \_\_\_\_\_ opportunity for balance between work life and family life
- \_\_\_\_\_ flexibility in work structure
- \_\_\_\_\_ intellectual status, an acknowledged "expert" in a given field
- \_\_\_\_\_ order and structure
- \_\_\_\_\_ high degree of competition
- \_\_\_\_\_ integrity and truth
- \_\_\_\_\_ rewarding loyalty and dependability
- \_\_\_\_\_ having self-respect and pride in work
- \_\_\_\_\_ stability and security
- \_\_\_\_\_ strong financial compensation and financial rewards
- \_\_\_\_\_ being recognized for quality of work in a visible/public way
- \_\_\_\_\_ having a positive impact on others and society
- \_\_\_\_\_ using creativity, imagination; being innovative
- \_\_\_\_\_ variety and a changing work pace
- \_\_\_\_\_ professional development and on-going learning and growth
- \_\_\_\_\_ friendships and warm working relationships
- \_\_\_\_\_ teamwork and work groups
- \_\_\_\_\_ glamour, prestige, respect, or a level of social status
- \_\_\_\_\_ routine, predictable work projects
- \_\_\_\_\_ deadlines and time demand/pressure challenges
- \_\_\_\_\_ clear advancement tracks/opportunities for advancement
- \_\_\_\_\_ tranquility, comfort, and avoidance of pressure
- \_\_\_\_\_ dealing with the public/day-to-day contact with the public
- \_\_\_\_\_ using cutting edge or pioneering technologies or techniques
- \_\_\_\_\_ opportunities for supervision, power, leadership, influence
- \_\_\_\_\_ making decisions, having power to decide courses of action
- \_\_\_\_\_ respect, recognition, being valued
- \_\_\_\_\_ autonomy, independence, freedom
- \_\_\_\_\_ precision work with little tolerance for error
- \_\_\_\_\_ adventure and excitement

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Your second step is to try and identify the 10 most important values to you. Circle each of these most important values from the list above.

Your third step is to now narrow down your list of 10 to the five core values you hold most sacred -- that you can't live without in your job/workplace -- and place them below:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Congratulations! You now have a list of core workplace values that represent who you are.

**Learn More about [Work Values](#).**

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Source: [http://www.quintcareers.com/workplace\\_values.html](http://www.quintcareers.com/workplace_values.html)