

Self-Assessment Worksheet

Go through the following questions in a peaceful environment where you won't have too many interruptions. The right mindset is important, so don't rush to try to finish all the questions at once. Go through one section at a time, according to your own timelines, asking yourself each of the questions listed. The more time and effort you put into this, the more it will reveal of your optimal work environment.

Skills / Interests

- What am I good at?
- What was my favourite job? Why?
- What was my least favourite job? Why?
- Which hobbies do I enjoy most? Why?
- Which hobbies did I start but quit shortly after starting them? Why?
- What motivates me?
- What were my biggest accomplishments during high school, university and my previous jobs?
- What kind of tasks can I accomplish easily and do I enjoy working through them?



- What kind of company culture brings out the best/worst in me?
- What skill sets would I like to improve?
- What skill sets do I not currently have but would like to develop?_
- What makes me tired?
- What do I feel proud of?
- Do I enjoy continuous learning? If so, do I learn best in teams or through individual study?
- What is my ideal time span for a project? (Do I prefer projects with short turnaround times or long term projects?)
- Do I enjoy managing people?

Additional notes:

Values / Attitudes

- Which kind of organization do I like to support in my free time (either volunteering or financially)?
- What work situations have made me angry?
- How important are the following to you? *Place a check mark under the appropriate heading for each.*

	Very Important	Somewhat Important	Not At All Important
Variety			
Job security			
Creativity			
Recognition/Status			
Regularity			
Business travel			
Balanced lifestyle			
High earnings			
Expertise			
Ability to see the outcome of my work			
Independence			
Flexibility			
Being admired, respected, famous or rich			

Additional notes: _____

People Around Me

- What kind of people do I like to be surrounded by?

- Do I like to be exposed to people that I did not know previously?

- What kind of people do I not want to be associated with in a professional working environment?

- Am I interested in being in active contact with people outside of the organization?

- In my next position, how much time (in percentage) would I like to work:
 - In a team environment? %
 - Alone? %
 - With other people, but in an expertise role? %

- Who are the people that I consider my mentors?

- Do I make friends easily? Why or why not?

- What kinds of people make me envious?

- Do I enjoy networking? Why or why not?
- What would be my optimal work environment?
- What kinds of colleagues do I like working with?
- What are the characteristics that I feel are necessary for my supervisor to have?
- How would I be described by my friends? Previous colleagues? Previous supervisors?
- What are the main characteristics that differentiate me from my classmates?

Additional notes: _____

Work Environment

- In my next position, how much time (in percentage) would I like to spend:
 - In the office? %
 - Out of the office, on the road? %
- What kind of communication methods do I prefer?
- Do I have a strong preference for my work environment?
- Can I work well in a hierarchy?
- How important is a strong organizational culture to me?
- How important is it to me to have the same ideologies and values that the corporation/people around me promote?
- Typically job enhancements are based on seniority, expertise level, productivity, etc. In my ideal work environment, promotions should be based on:

Sacrifices

	YES	NO
Am I willing to relocate nationally or internationally to achieve my main career goal?		
Am I willing to separate from my family/friends to achieve my career goal? If so, for how long?		
Am I willing to compromise my time with my family/friends in order to be successful in my career?		
Is my family willing to give their support if my main focus is in my work?		
Am I willing to take further degrees, designations or courses to reach my career goal?		
How long is my optimal work week?	hours	

Additional notes: _____

Career Interests

- I am currently interested in this list of 3-5 fields and occupations. Why am I interested in them?

- Do I have an accurate picture of the day-today activities in these fields?

- Do I know what kinds of skill sets are required in these fields?

If you answered 'no' to any of the previous questions, please take a look at the information on "Informational interviews" found in Step 2: Researching Options.

- Is there any kind of additional training I should take to enter these fields?

Additional comments:

Career Accomplishments

Review your work history and note your top ten accomplishments in the spaces below. An accomplishment can be an action for which you were acknowledged or rewarded, that created a significant return or result, that required you to learn new/complex skills, and/or that you are particularly proud.

What I've Accomplished
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

The Next Step

After responding to all of the questions, take some time to find common patterns and themes. You may want to return to your responses during a study break or during the summer to revisit whether your interests have changed since you last completed this assessment. You may also want to book a coaching appointment with a career manager to discuss your answers.