



career guide

career worksheet: personality

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It's Personal: This is your personal Career Worksheet. You can use this worksheet to track what you identify as most important to you in each of the assessment categories. Your answers will help to narrow your choices as you explore potential majors and careers. You may have blanks or the entire form may be filled. Use this tool to consolidate some of what is important to you and assist in your major and career exploration.

Self-Assessment Section	Results and Responses	Why is this important? How does it relate to what I want in a major or career?	How important is this to me, on a scale of 1 to 100?
Personality			
What motivates you?			
How do people describe your personality?			
What is your personality type on the Myers-Briggs Type Indicator®?			
What other thoughts or ideas do you have about your personality that are important to your major or career?			



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career worksheet: values

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Self-Assessment Section	Results and Responses	Why is this important? How does it relate to what I want in a major or career?	How important is this to me, on a scale of 1 to 100?
Values			
Think about a time when everything was going well and you were happy. What was it about that time that made it good for you?			
What were your top values on the VIA Survey of Character Strengths or on the Values Checklist?			
Which of the following work values are most important to you (circle 2 or 3)?	<ul style="list-style-type: none">▪ achievement/accomplishment▪ independence▪ recognition▪ service to others▪ support from management▪ job security and good working conditions		
What other values are important to you?			



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career worksheet: skills and strengths

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Self-Assessment Section	Results and Responses	Why is this important? How does it relate to what I want in a major or career?	How important is this to me, on a scale of 1 to 100?
Skills and Strengths			
Which of these soft skills are among your strengths?	<ul style="list-style-type: none">▪ communication skills, both written and verbal▪ teamwork▪ leadership▪ initiative▪ analytic thinking▪ flexibility▪ problem solving		
What hard skills do you have? These are easily measurable skills such as math, acting, operating lab or camera equipment, CPR, etc.			
What other skills or strengths have you been told you have?			



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career worksheet: interests

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Self-Assessment Section	Results and Responses	Why is this important? How does it relate to what I want in a major or career?	How important is this to me, on a scale of 1 to 100?
Interests			
What do you do in your free time?			
What school subjects do you like?			
What topics do you enjoy learning about or discussing?			
What social or community groups are you involved in?			



career guide

career worksheet: interests (cont.)

Self-Assessment Section	Results and Responses	Why is this important? How does it relate to what I want in a major or career?	How important is this to me, on a scale of 1 to 100?
Interests			
What internet sites do you browse?			
What other interests have you been told you have?			
What were your interests on the Strong Interest Inventory?			
What careers are of interest to you? What job titles have you found interesting and why, either currently or in the past when you were a child?			



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career worksheet: life experience

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Self-Assessment Section	Results and Responses	Why is this important? How does it relate to what I want in a major or career?	How important is this to me, on a scale of 1 to 100?
Life Experiences			
Are there any life experiences that have influenced you to explore a certain career area? If yes, what are they? Winning at sports? A specifically inspiring teacher? Travelling abroad? Volunteering?			
Think about a job, project or volunteer experience you liked. What was it that you liked about it and why?			



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career worksheet: needs and wants

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Self-Assessment Section	Results and Responses	Why is this important? How does it relate to what I want in a major or career?	How important is this to me, on a scale of 1 to 100?
Needs and Wants			
Time: Do you have a particular time line to get a job, make a decision and finish school?			
Geography: Do you need or want to live in a certain area?			
Financial: Do you have a certain salary range you want or require?			
Cultural: Are there any special cultural traditions that will influence your choice?			
Significant Others: Is there anyone else that you need to consider in making your decision?			
Legal: Are there any legal issues affecting your options?			
Work Environment: Is there a specific physical setting you desire in your work? i.e.: outdoors, office, nautical, etc.			