

CAREER ASSESSMENTS

Are you:

- Unsure of your career direction? Interested in a lot of things, but nothing in particular?
- Clear on the academic program you are interested in but not on careers related to it?
- Wondering what specific career/work options are a good fit for your interests?
- Know what professional degree you want to pursue after your undergraduate degree, but don't have a Plan "B" or "C"?
- Considering two possibilities, but aren't sure how to decide between them?

Speak with an experienced career development professional to see if career inventories, assessments and exercises may help you understand yourself better or to better evaluate occupational choices that might be right for you.

What career assessment tools can do

Assessments provide a snapshot of a dimension of what you are like at a particular time. As a student in an undergraduate program, you are continually learning, growing and changing – a process which will continue over all stages of your life.

Assessing yourself periodically allows you to:

- » capture and appreciate the unique growth you are undergoing;
 - » identify preferred situations to put into practice what you have learned;
 - » significantly enhance your ability to recognize, pursue and accept the most personally satisfying career and employment opportunities.
- ✓ Inventories, assessments and exercises help you think systematically about specific areas such as work values, preferred work styles, interests, job specific or transferable skills, personal preferences and areas to consider developing further for continued success.
 - ✓ Each tool will help you clarify what you want, what is important to you and gaps to work on in the context of possible career or work alternatives.
 - ✓ Doing informal assessments can be helpful simply by providing a structured way to put into words what you know and believe, how you feel and what you can do so it can be viewed from a new perspective.

What career assessment tools can't do

- × Assessments can't point you to a 'perfect fit' career or give you definitive answers about jobs, occupations or programs to pursue. They will not provide you with 'answers' to what you should do or take. You are the expert on yourself; the 'answers' come from knowing yourself and the world around you better.

2. Competencies/skills/abilities

Nobody is good at everything, but you have already developed a number of valuable competencies worth keeping in mind. Being able to speak about what you do well is extremely important, yet most of us have trouble identifying and quantifying our skills despite using them daily. We all have talents that go unmentioned and therefore unappreciated. In addition, skills are not static. We are always developing new skills, strengthening existing skills and losing skills we no longer use.

What are you good at?

Sample: What is one thing you do better than your friends, classmates or co-workers?

Sample: Describe how you showed leadership during a challenging situation.

Sample: Rate your skill level:

Speaking in Public: Delivering a speech/presentation to an audience or large group.

Unskilled Basic Skill Somewhat Skilled Skilled Highly Skilled

3. Work values, preferences, priorities and lifestyle considerations

Many of us are not aware of our personal priorities, or have not examined our assumptions and beliefs about occupations and characteristics of the workplace that are important to us. It is important for career satisfaction to ensure that the work and the work setting you choose reflects your values and preferences. Significant discrepancies may cause unhappiness, increased stress and disillusionment.

What do you find valuable in work?

Sample: Rank in order of importance to you the work values below:

____ Adventure/Excitement

____ Helping Others/Society

____ Receiving Recognition/Advancement

Sample: What was your favourite high school or University course and what were three aspects of this course that you found rewarding? _____

Sample: Choose one statement that best describes you. I like to:

accomplish tangible results

analyze facts and data

4. Work style/personality

Your personality makes you uniquely different from others and is a combination of the way you think, what you feel and how you naturally act. Personality is made up, in part, of common traits. Specific traits are often found more frequently in people working in specific careers and may be valued more or less highly in specific occupations. Career options which relate to your natural style may increase career satisfaction.

What does your work style reflect?

Sample: Choose the sentence ending that best describes you. I am:

careful, logical, rational and act with forethought

creative, imaginative, inventive and act on intuition

Sample: I enjoy meeting and spending time with people I have not previously met. TRUE / FALSE

Sample: Choose one statement that best describes you

I am competitive

I enjoy collaborating with others



