

## START YOUR SELF-ASSESSMENT

1. Establish what career success means for you

- o Write down your personal definition of Career Success at the top of a blank page
- o Avoid any "should's"

2. Describe your talents

Take a new blank page. Write down your talents, if any, yet there must be some. Be honest and give a few details.

3. Achievements

Take another blank page. Write down the achievements that have meant the most to you. Then for each comment according to the following:

- o Are these connected to your talents? If yes, in what way.
- o What words would describe you from those achievements?
- o Write headlines for your achievements, as if they appear in a newspaper/blog.

4. Skills

- o What are the skills you are good at and enjoy?
- o Select your top skills (10 would be great, 15 would be awesome!)
- o These are your 'motivated skills' – you should search for a job where you can use these
- o Avoid jobs which require only a few of your skills

5. Strengths

- o Write down a list of your strengths
- o Consider technical, academic, interpersonal, administrative, management, communication
- o Ask people who know you well to write a list of the strengths they see you possess.
- o Compare lists.

6. Personality

There are many ways of assessing personality. The best idea is not to take one as gospel truth, but to try out a few. You are looking for common threads.

7. Discover your purpose in work and life

- o Examine a list of commonly held values, and decide your top 5-6
- o Add any that are important to you
- o Decide the 5-6 values you least prefer
- o Chose jobs or careers where you can best realise your top values
- o Avoid jobs or careers which rely on your least preferred values

8. Describe the work environment in which you will flourish

Take a blank piece of paper. Consider the following and give reasons for your choices:

- o Indoors / outdoors
- o Open plan office / your own office
- o Working with people who are similar to you or different
- o Working in a team or working alone
- o Contact with the public
- o Overseas or in my country
- o Big city / small city
- o Closely supervised or left to get on with the job

9. Set goals and write them down

Divide a page into 3 and allow yourself 4 minutes on each section:

- o What do you want to do in your life time?
- o What do you want to do in the next 3-5 years?
- o What do you want to do in the next 6 months?

10. Imagine it is the year 2025 (write down how old you will be)

You are being interviewed for a magazine, newspaper article or you are featured on a webpage:

- o Write down the name of the magazine/ newspaper, or website
- o Why are you being interviewed?
- o What have you achieved?
- o What do they say about you?

11. Analyse the article (from 10)

- o Are you on track with your course of study to get to this point?
- o Do you need to develop other skills outside of tertiary study?
- o Do you need to find out more about this industry, field or career?