

LINX EDUCATIONAL INSTRUCTOR'S GUIDE

CAREER ASSESSMENT: FINDING A CAREER THAT FITS

Activity 1: SKILLS, INTERESTS, ABILITIES... SELF ASSESSMENT

Directions: Complete the Self Assessment by writing your responses in the following table.

Area of Interest or Experience (Skills, Abilities, Talents)	Things I Like To Do (Interests and Aptitudes)	Things I Do Well
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HOBBIES:

SPORTS:

HOME/FAMILY:

SCHOOL:

WORK:

COMMUNITY:

OTHER:

LINX EDUCATIONAL INSTRUCTOR'S GUIDE

Activity 2: ASSESS YOUR SKILLS

Some jobs require a variety of skills, while others require limited skills. Circle your skill level on the form below. Zero and 1 are "least skilled;" 2 "needs improvement;" 3 "average;" 4 "above average;" and 5 "highly skilled." Then list specific skills you have in each area.

Skill

My Skill (list)

Accounting Skills (spread sheets, bookkeeping, etc.)

0 1 2 3 4 5

Computer Skills (can operate 3 or more programs)

0 1 2 3 4 5

Math Skills

0 1 2 3 4 5

Word Processing Skills

0 1 2 3 4 5

Management and Leadership Skills (time, energy, money, people, etc.)

0 1 2 3 4 5

Interpersonal Skills (work well with people, can resolve conflict situations)

0 1 2 3 4 5

Critical Thinking/Problem Solving Skills

0 1 2 3 4 5

Communication Skills: Verbal

0 1 2 3 4 5

Communication Skills: Writing

0 1 2 3 4 5

Communication Skills: Listening

0 1 2 3 4 5

LINX EDUCATIONAL INSTRUCTOR'S GUIDE

Activity 3: EMPLOYABLE SKILLS

Directions: Write the definitions of the following skill types; then list specific skills YOU have in each type.

1. Work Content Skills: _____

2. Transferable Skills: _____

3. Personal Characteristics: _____

Activity 4: MY CAREER MISSION

Directions: Write your Career Mission Statement for the next 5 years.

Activity 5: CAREERS- DOING THE RESEARCH

Directions: This program reviewed many ways to research career fields for information, to learn if a specific career field is for you. List 4 ways

1. _____
2. _____
3. _____
4. _____

LINX EDUCATIONAL INSTRUCTOR'S GUIDE

Activity 6: USING THE INTERNET IN YOUR CAREER SEARCH

Direction: Use the Internet to explore career fields and complete self-assessments.

Career Assessment web sites:

- www.self-directed-search.com
- www.careerkey.org
- www.jobhuntersbible.com
- www.assessment.com
- www.acinet.org
- www.bls.gov/oco/cg
- www.doi.gov.octc

Also go to your favorite search engine and type in "assessment" or "career assessment"

ANSWER KEY

Activities 1, 2, 4 and 6:

Answers will vary

Activity 3:

1. Job specific, such as hair styling, construction, interior design.
2. Portable skills that go with you, organization, computer, etc.
3. Adaptive skills, people skills, work ethic, attitude, etc.

Activity 5:

- Part-time job
- Job shadowing
- Internship
- Volunteer
- Internet
- Informational interview
- Ask questions