Self-Assessment: Interests, Skills, and Values

Handout available for download on the YRRP website at:
www.yellowribbon.mil/cms/event-handout

Interests

Think of three instances where you felt engaged and rewarded by your work (e.g., academic, extracurricular, athletic, volunteer). List them below.

1.

2.

3.

Skills

Rate yourself on a scale of 1–10 (1 is lowest and 10 is highest) in all specific skill areas. Then, total your score under each broad skill area to help you identify your top skill areas. These are **general transferable skills**.

Communication	Research & Planning	Human Relations	Organization, Management, & Leadership	Work Survival
Speaking:	Creating Ideas:	Developing Rapport:	Managing Groups:	Being Punctual:
Writing:	Solving Problems:	Motivating:	Delegating Responsibility:	Meeting Goals:
Listening:	Setting Goals:	Counseling:	Coaching:	Attending to Detail:
Negotiating:	Analyzing:	Being Sensitive:	Selling Ideas:	Organizing:
Total:	**Total:**	**Total:**	**Total:**	**Total:**

List any **specific skills** you have (e.g., foreign languages, technology):

Values

Rate each value according to its importance to you. Place an (X) in the appropriate column to mark your choice.

	Very Important	Somewhat Important	Not Important
Independence/Autonomy			
Change/Variety			
Risk			
Stability/Security			
Physical Challenge			
Mental Challenge			
Pressure			
Precise Work			
Power/Decision-Making			
Prestige			
Wealth			
Service			

What are your top five values? In order of importance to you, place a number from 1–5 beside each of your top five values in the table above.

This handout was adapted from the following source: The Cooper Union (2019, April 30). *Downloadable Self-Assessment Worksheet.* Cooper Union for Career Development. http://career.cooper.edu/students/art/selfassess.php

Transferable Skills Exercise

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Instructions: Choose one of your past experiences/positions/roles, and complete the table on page 2. In the Duty rows, list two of the main duties or responsibilities you had in that experience/position/role. In the Skills Used column, list up to four of the most prevalent skills you used in order to perform that duty/fulfill that responsibility. Then, rate each skill from 1 to 5 on how effectively you feel you used that skill using the Effectiveness Scale below. Finally, rate each skill from 1 to 5 on how much you enjoyed using that skill using the Enjoyment Scale below. An example is provided below.

Effectiveness Scale: 1 = Very Poor, 2 = Poor, 3 = Average, 4 = Effective, 5 = Highly Effective

Enjoyment Scale: 1 = Strongly Disliked, 2 = Disliked, 3 = Neutral, 4 = Enjoyed, 5 = Highly Enjoyed

Example

Experience/Position/Role: Tech Center Supervisor		
Duty 1: Ran staff meetings		
Skills Used	**Effectiveness (1–5)**	**Enjoyment (1–5)**
Delegating	4	5
Speaking	5	4
Motivating	3	2
Organizing	2	3
Duty 2: Coordinated training events		
Skills Used	**Effectiveness (1–5)**	**Enjoyment (1–5)**
Planning	3	2
Organizing	3	3
Negotiating	5	4
—	—	—

Experience/Position/Role:		
Duty 1:		
Skills Used	**Effectiveness (1–5)**	**Enjoyment (1–5)**
Duty 2:		
Skills Used	**Effectiveness (1–5)**	**Enjoyment (1–5)**

My Job Target

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This handout is meant to help you identify what you are looking for in an organization. Refer to Handout 1: Self-Assessment: Interests, Skills, and Values to help you complete this handout.

	First Choice	Second Choice	Third Choice
Position/ Occupation			
Industry/ Career field			
Geographic location			

1. Would you rather work for a small or large organization?

2. What is your ideal work environment?

3. What do you value most in a supervisor?

4. What other organizational characteristics are important to you?

My Job-Search Plan

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Goal #1 – Solidify My Job Target	
Strategies & Tasks	Time Frame (Start – End Date)
Identify my top transferable skills. Complete Handout 2: Transferable Skills Exercise.	
Read about jobs of interest. Review printed and online resources. List here:	
Talk to contacts who work in jobs and career fields of interest. Conduct information interviews with my contacts. List here:	
Establish my job target. Complete Handout 3: My Job Target.	

Goal #2 – Produce My Self-Marketing Package	
Strategies & Tasks	Time Frame (Start – End Date)
Develop and produce all versions of my resume. Develop and produce my general, all-inclusive resume. Develop and produce field-specific resumes.	
Develop and produce all versions of my cover letter. Develop and produce my general open-market cover letter. Develop and produce my hidden-market cover letter. Develop and produce field-specific cover letters.	
Produce and obtain all references. Develop my list of references. Obtain letters of recommendation from references.	

Goal #3 – Search Open and Hidden Job Markets	
Find a Job – Open Job Market	
Strategies & Tasks	Time Frame (Start – End Date)
Apply to jobs found on online job boards. Respond to online global/general job boards. List here:	
Respond to online military-related job boards. List here:	
Respond to online local/regional job boards. List here:	
Apply to jobs found on company websites. Respond to company websites. List here:	
Participate in job fairs.	
Register with employment agencies.	
Find a Job – Hidden Job Market	
Strategies & Tasks	Time Frame (Start – End Date)
Arrange and conduct information interviews.	
Discover and pursue jobs through targeted correspondence. Send my resume and tailored cover letter.	
Discover and pursue jobs through mass correspondence. Send my resume and general cover letter.	