

# CAREER DECISION PYRAMID

## Self-Exploration Services (Yellow Level)

### Evaluating Yourself

*Adapted from So You're Looking for a Job, with permission of the National Association of Colleges and Employers, copyright holder.*

### Know Yourself!

A process of self-evaluation can help you to zero in on your career preferences and analyze what's important to you in your work.

Following is a list of 12 traits employers rate as highly important in job candidates. You can use this list—and the self-grading checklists—as a guideline for evaluating yourself. As you do so, try to think of an example or two from your experience that demonstrates each trait. Not all of the examples need to be related to your academic work. They may have to do with extracurricular activities, or with summer or part-time employment. Some may be connected with an experience or accomplishment from years ago. But all are important. Together, they'll help you to gain a better understanding of yourself.

### Communication Skills

- Do you have the ability to organize your thoughts and ideas effectively?
- Can you express them clearly when speaking or writing?
- Can you present your ideas to others in a persuasive way?

HOW I RATE MYSELF ON THIS TRAIT	Below Average or Unknown	Moderately Well	Very Well	Outstanding

Example of your communication skills:

### Honesty/Integrity

- Are you truthful in word and deed?
- Do you follow a code of ethical and moral values?
- Do you follow through on what you say you'll do?

HOW I RATE MYSELF ON THIS TRAIT	Below Average or Unknown	Moderately Well	Very Well	Outstanding

Example of your honesty/integrity:

### Interpersonal Skills

- Can you bring out the best efforts of individuals so they become effective, enthusiastic members of a team?
- Do you have an awareness of the reactions of others?
- Are you able to adjust your own behavior to fit the situation?

HOW I RATE MYSELF ON THIS TRAIT	Below Average or Unknown	Moderately Well	Very Well	Outstanding

Example of your interpersonal skills:

### Strong Work Ethic

- Are you willing to come in early and stay late to get the job done?
- Are you willing to give each assignment “your best,” regardless of how important the assignment may or may not be in the greater scheme of things?
- Do you get satisfaction from knowing you’ve done your best?
- Are you willing to go above and beyond requirements?

HOW I RATE MYSELF ON THIS TRAIT	Below Average or Unknown	Moderately Well	Very Well	Outstanding

Example of your strong work ethic:

### Teamwork Skills

- Are you willing to share information and work load with others to reach goals?
- Can you assist and support other team members when necessary?
- Do you have a positive attitude when working with others?

HOW I RATE MYSELF ON THIS TRAIT	Below Average or Unknown	Moderately Well	Very Well	Outstanding

Example of your teamwork skills:

### **Analytical Skills**

- Do you make decisions on sound reasons?
- Are you able to pinpoint pros and cons and develop alternative solutions when problem solving?
- Are you able to effectively evaluate a variety of opinions on how to perform a task?

HOW I RATE MYSELF ON THIS TRAIT	Below Average or Unknown	Moderately Well	Very Well	Outstanding

Example of your analytical skills:

### **Motivation/Initiative**

- Are you willing to assume responsibility?
- Do you have the ability to identify purposeful work and to take action?
- Do you see a need and try to fill it?

HOW I RATE MYSELF ON THIS TRAIT	Below Average or Unknown	Moderately Well	Very Well	Outstanding

Example of your motivation/initiative:

### **Flexibility/Adaptability**

- Are you capable of change and receptive to new situations and ideas?
- Are you able to work on more than one thing at a time (multi-task)?
- Are you able to change your approach or course of action as needed?

HOW I RATE MYSELF ON THIS TRAIT	Below Average or Unknown	Moderately Well	Very Well	Outstanding

Example of your flexibility/adaptability:

### Computer Skills

- Are you able to use the Internet to conduct searches, send, and retrieve e-mails?
- Are you capable of using the computer for word processing—including editing, printing, and, saving?
- Can you use spreadsheet and data base software?

HOW I RATE MYSELF ON THIS TRAIT	Below Average or Unknown	Moderately Well	Very Well	Outstanding

Example of your computer skills:

### Detail-Orientation

- Do you check your work to ensure you have spelled everything correctly and that it is grammatically correct?
- Do you check your work to ensure that you have included everything that needs to be included and that nothing important is missing?
- Do you check your work for accuracy? (For example, if your work includes numbers, do you check that the numbers are accurate and/or that they add up properly?)

HOW I RATE MYSELF ON THIS TRAIT	Below Average or Unknown	Moderately Well	Very Well	Outstanding

Example of your detail orientation:

### Leadership Skills

- Do you typically take a leadership role when working with others?
- Can you motivate others to achieve goals?
- Are able to recognize needs and problems of others?

HOW I RATE MYSELF ON THIS TRAIT	Below Average or Unknown	Moderately Well	Very Well	Outstanding

Example of your leadership skills:

### Organizational Skills

- Are you able to prioritize your projects?
- Do you use timetables or checklists to complete your work?
- Are you able to set and meet deadlines?

HOW I RATE MYSELF ON THIS TRAIT	Below Average or Unknown	Moderately Well	Very Well	Outstanding

Example of your organizational skills: