



Mother Jai's LLC

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CAREER ASSESSMENT

Determining your career values can help you discover your dream career. Rate the following according to their importance to you. 1=least important, 5=most important

CAREER VALUES	CIRCLE ONE				
Advancement Opportunity – ability to move up the ladder	1	2	3	4	5
Adventure & Taking Risks – physical, financial, or social risk taking	1	2	3	4	5
Aesthetics – appreciating/studying the beauty of things	1	2	3	4	5
Affiliation – recognized as a part of particular organization	1	2	3	4	5
Authority – making the decisions and being in charge	1	2	3	4	5
Challenge – regularly feeling challenged with new activities	1	2	3	4	5
Change & Variety – having different daily routines at work	1	2	3	4	5
Collaboration – working with others to complete tasks	1	2	3	4	5
Commitment – feeling committed to the job/employer	1	2	3	4	5
Competition – measuring my abilities against others	1	2	3	4	5
Competence – demonstrating mastery of skills and knowledge	1	2	3	4	5
Creativity – being able to be creative at work	1	2	3	4	5
Enjoyment – feeling high level of satisfaction from work	1	2	3	4	5
Entrepreneurial – working for yourself	1	2	3	4	5
Ethical – following the law when conducting business	1	2	3	4	5
Excitement – feeling enthusiastic about being at work	1	2	3	4	5
Fast Paced – work environment/activities/clients rapidly change	1	2	3	4	5
Financial Reward – earning larger than average income	1	2	3	4	5
Friendships – develop personal relationships from work activity	1	2	3	4	5
Fun – opportunities to be playful and humorous at work	1	2	3	4	5
Harmony/Tranquility – avoiding pressures and stress at work	1	2	3	4	5
Independence – working by yourself with minimal supervision	1	2	3	4	5
Influence Others – in a position to affect attitudes and opinions of others	1	2	3	4	5
Informality – work in a casual and relaxed atmosphere	1	2	3	4	5
Knowledge/Research – develop new ideas, pursuit of knowledge and understanding	1	2	3	4	5
Labor Demands – ability to choose physical labor or sedentary work	1	2	3	4	5
Leadership – direct, manage, or supervise work done by others	1	2	3	4	5
Location – where you go to work	1	2	3	4	5
Make Decisions – determining course of action, new policies, activities of others	1	2	3	4	5
Moral/Spiritual Fulfillment – work is consistent with ideals or moral values	1	2	3	4	5
Personal Growth – work that enables growth as a person	1	2	3	4	5
Personal Space – having own office, desk, space to work in	1	2	3	4	5
Physical Challenge – requires bodily strength, dexterity, speed, agility	1	2	3	4	5
Public Contact – regular day-to-day contact with the public, people in general	1	2	3	4	5

Recognition – being recognized by peers for achievements	1	2	3	4	5
Security – stable work environment and feeling secure in your position	1	2	3	4	5
Social Service – contributing to bettering your community	1	2	3	4	5
Stability – work routine and job duties that are largely predictable, little change	1	2	3	4	5
Status & Prestige – gain respect by having a prestigious/high status position	1	2	3	4	5
Structure – clearly defined responsibilities and hierarchy in workplace	1	2	3	4	5
Teamwork – working closely as a group with co-workers	1	2	3	4	5
Time – having more time for family and friends	1	2	3	4	5
Travel – having to travel for your position	1	2	3	4	5
Vacation – scheduled time away from work	1	2	3	4	5
Work Environment – ability to choose indoor or outdoor work	1	2	3	4	5
Work Hours – able to choose hours and times worked	1	2	3	4	5
Work-Life Balance – having time for both	1	2	3	4	5

From the list above, list your top 10 values in order of importance to you, 1 most important.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

From your top 10 list, pick your top 3, and explain why this value is important to you.

- 1.
- 2.
- 3.

Looking at these values, how can you incorporate them in to your daily life?

Complete 3 sentences beginning with 'It is important to me that...'

Which value is the one you cannot live without? Why?

How will this top value impact your career choices?

How do you see your top 3 values expressed in your work?

How can changing your values improve your chances for new opportunities?

What kind of work situation would you be willing to work for less than average pay simply because you love the work so much?

Career Interest Areas: 6 basic areas of careers

REALISTIC

- You enjoy and are good at working with animals, plants, tools, machines, or mechanical drawings.
- You value practical things you can see, touch, and use.
- You see yourself as practical, mechanical, realistic, honest, modest, and natural.
- You would probably not enjoy social jobs such as teaching or working with patients.

INVESTIGATIVE

- You enjoy and are good at studying and solving math or science problems.
- You value science.
- You see yourself as independent, precise, curious, complex, scientific, and intellectual.
- You would probably not enjoy sales or jobs that involve leading or persuading people.

ARTISTIC

- You enjoy creative activities such as art, drama, crafts, dance, music, or creative writing.
- You value creative arts such as drama, music, art, or literature.
- You see yourself as emotional, expressive, original, imaginative, independent, and open.
- You would probably not enjoy highly ordered or repetitive activities.

SOCIAL

- You enjoy and are good at doing things to help people, such as teaching, nursing, giving first aid, or providing information.
- You value helping people and solving social problems.
- You see yourself as helpful, friendly, tactful, kind, and trustworthy.
- You would probably not enjoy using machines, tools, or animals to achieve a goal.

ENTERPRISING

- You enjoy and are good at leading and persuading people and selling products, services, and ideas.
- You value success in politics, leadership, or business.
- You see yourself as energetic, ambitious, adventurous, popular, and sociable.
- You would probably not enjoy activities that require careful observation and scientific analysis.

CONVENTIONAL

You may enjoy a career as a bookkeeper, accountant, court reporter, stenographer, financial analyst, banker, cost estimator, tax expert, office manager, or medical records technician.

Which of the career interest area(s) best describe you? Why?

What job positions can you find in those career interest areas?

Work Personality Types: 4 dominant temperaments of employees

ARTISAN

- You enjoy working with any and all kinds of equipment, implements, machines, and instruments, from bulldozers to paintbrushes.
- You enjoy crafts of many kinds—athletic, culinary, literary, martial, mechanical, rhetorical, theatrical, political, or industrial.
- You can identify with other artisans such as Amelia Earhart, Steven Spielberg, Bob Dylan, Lance Armstrong, Frida Kahlo, J.K. Rowling, Yao Ming, and Maya Angelou.

GUARDIAN

- You enjoy occupations that involve gathering, storing, recording, measuring, and distributing data or people.
- You are talented at arranging, scheduling, establishing order, and creating organizations.
- You can identify with other guardians such as George Washington, Colin Powell, Mother Teresa, John McCain, Harry Truman, and Martha Stewart.

IDEALIST

- You are enthusiastic, have insight into people, and are good at influencing others and helping them reach their full potential.
- You are talented at teaching, counseling, interviewing, and tutoring people.
- You can identify with other idealists such as Oprah Winfrey, Mohandas Gandhi, Eleanor Roosevelt, César Chávez, the Dalai Lama, Rosa Parks, and Martin Luther King, Jr.

RATIONAL

- You are interested in complexity and are good at understanding it.
- You are interested in complex machines, such as airplanes, or in complex biological organisms, such as humans, plants, and animals.
- You can identify with other rationals such as Albert Einstein, Charles Darwin, Neil deGrasse Tyson, Maya Lin, and Bill Gates.

Which of the work personality type(s) best describe you? Why?

What job positions can you find that fit this temperament?

Looking at the jobs you listed in the career interests and personality types sections:

Which job positions repeat in these sections?

Of those that are repeated in both sections which do you feel would be a good fit? Why?

Do you feel you have the skills necessary to fulfill your duties in this position? If not, what can you do to acquire the necessary skills?

Job Research: once you have an idea of positions take a look at their requirements online. One great tool is the Occupational Outlook Handbook found at <http://www.bls.gov/ooh/> Also at America's Career InfoNet <https://www.careeronestop.org/Toolkit/ACINet.aspx>

What are the main tasks and responsibilities of this position?

What do you think is a typical day on the job?

Of the values listed which are a good fit for this position?

What values does this position support?

What is your next step?

Skills Improvement Plan: determining the skills needed for the position and the skills you need to improve to be successful.

BASIC SKILLS	
Active Learning	Understanding the implications of new information for both current and future problem solving and decision making.
Active Listening	Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
Critical Thinking	Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
Learning Strategies	Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
Mathematics	Using mathematics to solve problems.
Monitoring	Monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
Reading Comprehension	Understanding written sentences and paragraphs in work-related documents.
Science	Using scientific rules and methods to solve problems
Speaking	Talking to others to convey information effectively
Writing	Communicating effectively in writing as appropriate for the needs of the audience.
Complex Problem Solving	Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
RESOURCE MANAGEMENT SKILLS	
Financial Resources	Determining how money will be spent to get the work done, and accounting for these expenditures.
Material Resources	Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
Personnel Resources	Motivating, developing, and directing people as they work; identifying the best people for the job.
Time Management	Managing one's own time and the time of others.
SOCIAL SKILLS	
Coordination	Adjusting actions in relation to others' actions.
Instructing	Teaching others how to do something.
Negotiation	Bringing others together and trying to reconcile differences.
Persuasion	Persuading others to change their minds or behavior.
Service Orientation	Actively looking for ways to help people.
Social Perceptiveness	Being aware of others' reactions and understanding why they react as they do.
SYSTEMS SKILLS	
Judgment and Decision Making	Considering the relative costs and benefits of potential actions to choose the most appropriate one.
Systems Analysis	Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
Systems Evaluation	Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

TECHNICAL SKILLS

Equipment Maintenance	Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
Equipment Selection	Determining the kind of tools and equipment needed to do a job.
Installation	Installing equipment, machines, wiring, or programs to meet specifications.
Operation and Control	Controlling operations of equipment or systems.
Operation Monitoring	Watching gauges, dials, or other indicators to make sure a machine is working properly.
Operations Analysis	Analyzing needs and product requirements to create a design.
Programming	Writing computer programs for various purposes.
Quality Control Analysis	Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
Repairing	Repairing machines or systems using the needed tools.
Technology Design	Generating or adapting equipment and technology to serve user needs.
Troubleshooting	Determining causes of operating errors and deciding what to do about it.

Of the skills listed which do you need for your chosen position?

[illegible]

What skills do you feel you're lacking? How will you change that?
