

# EXPLORATION

## *Self-Assessment & Researching Opportunities*

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CAREER DEVELOPMENT WORKSHOPS

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### *EXPLORATION WORKSHOP*

## SELF-ASSESSMENT

- Know who you are and make a plan
  - \* Incorporate that knowledge into your vision for your life
  - \* Learn to articulate your interests, skills, achievements, and values
- Take Inventory
  - \* **Values**
  - \* **Interests**
  - \* **Skills**
  - \* **Achievements**



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# VALUES INVENTORY

■ What are values?

\* Fundamental beliefs, you should align your work with your top values

\* Definition:

*"The regard that something is held to deserve; the importance, worth, or usefulness of something."*

Retrieved from <https://en.oxforddictionaries.com/definition/value>

■ Take Inventory: identify, prioritize, and examine

	Must have	Would like	Least important
Helping others			
.....			



\* Complete for life and work values (see worksheet)

\* Pick top 8 from "must-have" (4 for life, 4 for work) & rank them

\* Reflect on your top values, why are they so important to you?



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# INTERESTS INVENTORY

■ What are interests?

\* What you like to do, your activities.

\* Definition:

*"An activity or subject which one enjoys doing or studying."*

Retrieved from <https://en.oxforddictionaries.com/definition/interest>



■ Take Inventory: describe and prioritize

Activity	Like	Dislike	Learned
Sales Clerk	<ul style="list-style-type: none"> <li>Customer service</li> <li>Creating displays</li> </ul>	<ul style="list-style-type: none"> <li>Performing inventory</li> </ul>	<ul style="list-style-type: none"> <li>Interpersonal</li> <li>Creativity</li> </ul>
.....			

\* Complete for school, work, and leisure activities (see worksheet)

\* Pick top 10 from your "likes" and "dislikes"



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# SKILLS INVENTORY

■ What are skills?

- \* Your knowledge and abilities.
- \* Definition:

*"The ability to do something well; expertise."* Retrieved from <https://en.oxforddictionaries.com/definition/skill>



■ Take Inventory: rate, rank and demonstrate

*There are different types of skills (e.g., technical, functional, soft, transferable)*

COMMUNICATION	Self-rating (1-5)	Desire to develop (yes, no, maybe)
Conversing with others		
.....		

\* Complete for communication, interpersonal, initiative, technical, problem-solving, organizational, leadership, and creative skills (see worksheet)

\* Rank your top 5 skills from your self-ratings

Skills demonstrated	Examples
Initiative, organization, communication	Proposed and coordinated bake sale for student association. Advertised event through social media.
.....	

\* List concrete situations (from school, work, etc.) during which you demonstrated your skills



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# ACHIEVEMENTS INVENTORY

■ What are achievements?

- \* Took action to address a problem or situation
- \* Demonstrate your abilities, skills, potential for initiative, and problem-solving.
- \* Definition:

*"A thing done successfully with effort, skill or courage."* Retrieved from <https://en.oxforddictionaries.com/definition/achievement>

■ Take Inventory: problem, action, and results



1. The initial <b>problem</b> you faced, task that needed doing, or situation that needed improving
2. The <b>action</b> you took to resolve the problem or task, or to improve the situation
3. The <b>results</b> you obtained (quantify if possible, %, \$, #)
<b>Achievement:</b>

- \* Identify as many as possible using the template (see worksheet)
- \* Rewrite each in one *Achievement* sentence



## EXPLORATION WORKSHOP

## ADDITIONAL RESOURCES & NEXT STEPS

### Self-assessment resources

- \* 16Personalities: [www.16personalities.com](http://www.16personalities.com)
- \* MAPP Assessment: [www.assessment.com](http://www.assessment.com)
- \* CareerOneStop: [www.careeronestop.org/explorecareers/assessments/self-assessments.aspx](http://www.careeronestop.org/explorecareers/assessments/self-assessments.aspx)
- \* O\*Net Career Exploration Tools: [www.onetcenter.org/tools.html](http://www.onetcenter.org/tools.html)

### Next Steps



- \* Seek work environments that are compatible with your values and interests for a satisfying career
- \* Enhance your career tools and interviews with your skills and achievements



## EXPLORATION WORKSHOP

## RESEARCHING OPPORTUNITIES

### Getting to know industries, employers, and occupations

Key questions to get started:

- \* What would you like to do?
- \* Where would you like to do it?
- \* Does the occupation match your interests, skills, education and training?
- \* Does the employer match your values and interests?

### Finding information

- \* Online
- \* Informational interviews
- \* Job Shadowing
- \* Practicum
- \* Volunteering
- \* Extra-curricular



**NEXT STEPS:**  
Use the industry,  
occupation & employer  
search forms



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VISIT US ONLINE!

The screenshot displays the UTHealth School of Public Health website. At the top left is the UTHealth logo. Below it are two main navigation bars: 'SIX CAMPUSES >' and 'FOUR DEPARTMENTS >'. A vertical sidebar on the left lists categories: ACADEMICS, RESEARCH, PRACTICUM, PROSPECTIVE STUDENTS, CURRENT STUDENTS, FACULTY & STAFF, and CAREER & ALUMNI (highlighted in yellow). A central banner features the text 'April 2-8, NATIONAL HEALTH CAREER FAIR UTHealth!' with a large arrow pointing right. Below this is the 'Career and Alumni Services' page, which includes a group photo of staff and a 'Welcome to Career and Alumni Services at UTHealth School of Public Health!' message. To the right, a 'Students' section is visible, featuring a 'Contact Us' button and a large image of a compass with the word 'CAREER' written on its face. Below the compass image are links for 'JOB SEARCH TIPS', 'TOOLS AND GUIDES', 'SERVICES', 'EVENTS', and 'ADDITIONAL RESOURCES'. A 'Job Search Tips' section follows, with a bullet point: 'Have a positive attitude. Approach your job search with a positive frame of mind and realistic expectations of the time and effort you will have to exert. It can be a daunting task and at times goes on you can become discouraged. Know that you can do this! Enlist your support system to help keep your spirits high.'

[sph.uth.edu/alumni/for-students.htm](http://sph.uth.edu/alumni/for-students.htm)



Up Next: CAREER TOOLS WORKSHOP

