EXPLORATION
Self-Assessment & Researching Opportunities

Sarah Dauchez
Assistant Director for Career & Alumni Services
Sarah.K.Dauchez@uth.tmc.edu
713.500.9025

CAREER DEVELOPMENT WORKSHOPS
Spring 2018

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
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

<table>
<thead>
<tr>
<th>Helping others</th>
<th>Must have</th>
<th>Would like</th>
<th>Least important</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

  * 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?

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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Like</th>
<th>Dislike</th>
<th>Learned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Clerk</td>
<td>Customer service, Creating displays</td>
<td>Performing inventory, Interpersonal, Creativity</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

  * Complete for school, work, and leisure activities (see worksheet)
  * Pick top 10 from your "likes" and "dislikes"
EXPLORATION WORKSHOP

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)

<table>
<thead>
<tr>
<th>COMMUNICATION</th>
<th>Self-rating (1-5)</th>
<th>Desire to develop (yes, no, maybe)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conversing with others</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

  * Complete for communication, interpersonal, initiative, technical, problem-solving, organizational, leadership, and creative skills (see worksheet)
  * Rank your top 5 skills from your self-ratings

<table>
<thead>
<tr>
<th>Skills demonstrated</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiative, organization</td>
<td>Proposed and coordinated bake sale for student association</td>
</tr>
<tr>
<td>Communication</td>
<td>Advertised event through social media</td>
</tr>
</tbody>
</table>

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

EXPLORATION WORKSHOP

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.”

- **Take Inventory: problem, action, and results**

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

  **Achievement:**

  * Identify as many as possible using the template (see worksheet)
  * Rewrite each in one *Achievement* sentence
ADDITIONAL RESOURCES & NEXT STEPS

- Self-assessment resources
  * 16Personalities: www.16personalities.com
  * MAPP Assessment: www.assessment.com
  * CareerOneStop: www.careeronestop.org/explorecareers/assessments/self-assessments.aspx
  * O*Net Career Exploration Tools: 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
EXPLORATION WORKSHOP

VISIT US ONLINE!

Up Next: CAREER TOOLS WORKSHOP

sph.uth.edu/alumni/for-students.htm