

## Self-Assessment Worksheet

Complete the worksheet according to the directions below. Then, make an appointment with the career adviser (HECareers@hca.ac.uk) to discuss what your interests, skills and values reveal about your career development path.

### Interests

Close your eyes. Think of three instances where you felt engaged and rewarded by your work (can be academic, extracurricular, athletic, volunteer, etc). 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 areas to help in identifying your top skill areas.

Communication	Research & Planning	Human Relations	Organization, Mgmt, & 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 Communication		Total Research & Planning		Total Human Relations		Total Organization, Mgmt & Leadership		Total Work Survival	
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### 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		Very Important	Somewhat Important	Not Important
Independence/Autonomy				Pressure			
Change/Variety				Precise Work			
Risk				Power/Decision-Making			
Stability/Security				Prestige			
Physical Challenge				Wealth			
Mental Challenge				Service			

What are your top 5 values? List them in order of importance.

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Name your least favoured 5 values. List them in order of least importance.

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