

Self-Reflection

In the section below, describe three major achievements that were rewarding and gratifying to you in your personal, academic or professional life. For each achievement, list the specific skills you utilized and what it was about the experience that made it most enjoyable to you.

Achievement One:

Achievement Two:

Achievement Three:

Reflect on a workday that flew by for you. What types of things were you doing?

Reflect on your current and previous job positions. List below the specific aspects of the position(s) you have enjoyed and those you dislike:

ENJOY

DO/DID NOT ENJOY

What interests and hobbies do you enjoy outside of work? What skills and abilities do you utilize when doing these activities?

INTERESTS/HOBBIES

WHAT I ENJOY ABOUT THEM

SKILLS/ABILITIES USED

If you could do any type of work you wanted (no limitations or restrictions), what would that be? Consider kinds of tasks, environment, location, type of people with whom you like to work, pace of the work, travel, schedule, etc.)

Name three reasons why you chose this type of work:

Do you have the skills, experience, behaviors and knowledge to do the work you listed above? If not, what are you missing?

Based on your answers to these questions, do you see any trends related to your skills, interests, behaviors and abilities?

Others Perspective

Other people's perception of you can provide tremendous insight for helping you to understand your strengths and opportunities related to your skills, abilities, behaviors and interests. The questions below provide you an opportunity to consider feedback you have received from co-workers, customers and supervisors.

What have your co-workers, customers and supervisor praised you for in the past?

CO-WORKER

CUSTOMER

SUPERVISOR

In contrast, have your co-workers, customers or supervisor expressed displeasure in your work, approach or manner? If yes, what was the perception?

Reflecting on previous performance evaluations, what would your supervisor say are the areas where you excel and what are the areas you might have some room for improvement?

EXCEL

IMPROVEMENT

Would your co-workers, customers and supervisors agree with this assessment? If not, where are the variations? What might explain the difference in perception?

Gather Your Thoughts

Considering skills, activities and tasks you are currently performing or have performed in a previous role, fill in the four quadrants below with:

- Things you like and are good at
- Things you do not like, but are good at
- Things you like, but are not good at
- Things you do not like and are not good at

LIKE AND DO WELL	DO NOT LIKE, BUT DO WELL
LIKE BUT DO NOT DO WELL	DO NOT LIKE AND DO NOT DO WELL

Review your answers in Self-Reflection, Others Perspective and the information in the above matrix to answer the questions on the next page.

Follow Up Questions

1. Are there any trends that you see when reviewing your answers?
2. Are there any surprises?
3. How do your answers correspond with your current responsibilities?
4. To what extent does your current role satisfy your interests? What, if anything, is missing from your current role?
5. Based on your current knowledge skills, abilities, behaviors and interests how could you contribute more, or differently, in your current role?
6. What additional knowledge, skills, behaviors and abilities do you need to acquire to be able to contribute more in your role or to prepare you for your desired future role?
7. Do you have a network of support to help you develop additional knowledge, skills, behaviors and abilities? If not, what steps can you take to strengthen or expand your network?
8. When considering a job transition, list four factors that are most important to you (consider job function, job title, professional growth/opportunities, salary, benefits, job location, supervisory relationship, co-worker relationships, work schedule):