

Planning: Skills & Interests Analysis

Skills

Note: May/may not be related to your current field.

Think of a time at work when you were successful. What skills were you using?

What other skills make you attractive to a company/organization?

Specialized Skills

Note: May/may not be related to your current field.

Think of a time at work when you were very successful. What specialized/unique skills were you using?

Transferable Skills

What skills can you transfer to other careers/ jobs?

Interests *Note: May/may not be related to your current field.*

Think of a time at work when you were very energized and motivated. What were your passions? What else do you enjoy doing that motivates you to perform well at work?

Careers/Jobs: Review your interests and skills... ***Think outside the box.*** *May/may not be related to your current field.*

What careers/jobs are a strong match?

What careers/jobs are a good match?

Work Environment: What environment fits you the best?

Check the choices:

How do you want to work?

- Self Partner Company Contractor Consultant

Where do you want to work?

- Home Office Company Office Other's Office Field/Outside Travel

What kind of organization do you want to work in?

- Profit Non-profit Government Union

What's the focus of the kind of work you want to do?

- Mental Emotional Physical Creative

What level do you want to apply for?

- Staff Supervisor Mid-Level Executive Management

With whom or what do you prefer working?

- People Objects/things Tasks/projects

What kind of organization do you want to work in?

- Start-up Turnaround (i.e., organization performing poorly, with plans to improve or already improving)
Stable

What kind of schedule is comfortable for you?

- Set schedule Flexible Schedule

What kind of work do you like?

- Routine Project
Routine Variety
Independent Structured
Fast Paced Slow Paced
Multi-tasking One assignment at a time
Other:

Write a brief statement about the environment that best suits you.