



Active Placement Self Assessment



Name:

Date:

Self-Assessment

When considering career options, it's essential to reflect on who you are and what's important to you, label your competencies, personal characteristics, skills, and achievements, consider your interests and values, and review your overall experience.

Your first step to creating a professional objective that reflects who you are is to conduct a self-assessment to ensure that the direction you choose is a good fit for you and that you're seen as capable and qualified. Your work history and accomplishments are also an excellent focus for consideration.

The results of this self-assessment will also help you see more clearly what career alternatives and options are possible for you – using different combinations of your strengths. The exercises are designed to assist you in developing a broader professional objective, career vision and plan.

Assessing Your Personal Characteristics

Each of us possesses certain personal characteristics – or traits that make us unique and enhance our ability to perform different tasks successfully. To help determine your personal characteristics, follow the three steps in this exercise. When you are finished, you may wish to confirm your personal assessment with a friend.

1. Review the list below and select the six traits that describe you best. Check the box next to each. Be sure that there is clear evidence of your accomplishments for the traits you check.
2. Of these six that you checked, circle the three that represent your most prominent traits.
3. Now look for any traits that an interviewer might consider a weakness. Put an 'X' next to those traits.

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Accurate | <input type="checkbox"/> Dependable | <input type="checkbox"/> Intelligent | <input type="checkbox"/> Productive |
| <input type="checkbox"/> Adventurous | <input type="checkbox"/> Efficient | <input type="checkbox"/> Intuitive | <input type="checkbox"/> Rational |
| <input type="checkbox"/> Assertive | <input type="checkbox"/> Emotional | <input type="checkbox"/> Kind | <input type="checkbox"/> Responsible |
| <input type="checkbox"/> Challenging | <input type="checkbox"/> Entertaining | <input type="checkbox"/> Leader | <input type="checkbox"/> Responsive |
| <input type="checkbox"/> Civic-minded | <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Loyal | <input type="checkbox"/> Self-controlled |
| <input type="checkbox"/> Committed | <input type="checkbox"/> Expressive | <input type="checkbox"/> Original | <input type="checkbox"/> Self-starter |
| <input type="checkbox"/> Communicate well | <input type="checkbox"/> Good attitude | <input type="checkbox"/> People-oriented | <input type="checkbox"/> Sense of humour |
| <input type="checkbox"/> Compassionate | <input type="checkbox"/> Hard worker | <input type="checkbox"/> Perfectionist | <input type="checkbox"/> Sensitive |
| <input type="checkbox"/> Confident | <input type="checkbox"/> High standards | <input type="checkbox"/> Personable | <input type="checkbox"/> Sociable |
| <input type="checkbox"/> Creative | <input type="checkbox"/> Imaginative | <input type="checkbox"/> Persuasive | <input type="checkbox"/> Stable |
| <input type="checkbox"/> Curious | <input type="checkbox"/> Independent | <input type="checkbox"/> Physically fit | <input type="checkbox"/> Tolerant |
| <input type="checkbox"/> Dedicated | <input type="checkbox"/> Inquisitive | <input type="checkbox"/> Practical | <input type="checkbox"/> Trustworthy |

Assessing Your Interests

The choices we make about work – no matter what field – are influenced by our interests. This exercise will help you assess your interests: the things you like and do not like to do.

Your interests are another important part of career decision making. One way to identify your interests is to think back on your career and determine what you liked and disliked about each of your jobs, starting with your most recent. Summarise your likes and dislikes below.

Likes

Dislikes

Assessing Your Personal Values

Taking the time and effort to discover what is valuable to you in life enables you to recognise internal guideposts that will help you make career decisions. Making value choices is not that easy, and, at times, values conflict.

Number these values in order of importance with 1 being most important and 10 being least important. No ties allowed. If you add another value in the “other” category – make 11 the least important.

_____ **Independence and Autonomy:** Doing things on your own; not having too many rules and restrictions placed on you.

_____ **Power:** Controlling the situation around you in order to make things happen in organisations.

_____ **Leadership/Management:** Coordinating the work of others and taking responsibility for the overall results.

_____ **Technical Expertise:** Being strong in specific skill areas, such as finance, marketing, engineering, or human resources.

_____ **Lifestyle:** Being holistic about unifying all of the various parts of your life, such as career, family and interests.

_____ **Service:** Contributing to the welfare of others; dedicating yourself to a worthwhile cause.

_____ **Friendship:** Being liked by others; maintaining important relationships and having companionship.

_____ **Security:** Reducing worries about future financial welfare; preferring stability and predictability.

_____ **Challenge:** Desiring to take on and win the “tough ones” in any field of endeavour.

_____ **Wealth:** Accumulating a large amount of money – more than average and much more than necessities require.

_____ **Other(s):**

Know Yourself and Your Value

Understanding how you add value is a core component of your Professional Brand. Identifying your Skills includes identifying:

The things you can do: **Actions**, the things you know: **Experiences**, and the **Roles** you can play – the hats you wear.

1. What would your ideal work and work environment be?

2. What things can you do?

Employers want to know the specific actions you can take, such as “organise an effective presentation” or “develop a project timeline.”

3. What things do you know?

Jobs require knowledge as well as skills. Employers want to know if you know the essentials for the job.

4. What roles can you play?

Employers want to know how you can combine skills, knowledge and personal characteristics to fulfill particular workplace roles.

Know Your Value

Adding value = showing you make a difference. How? By showing results, impact, solutions, improvements, and change. Answer the following question to highlight your value:

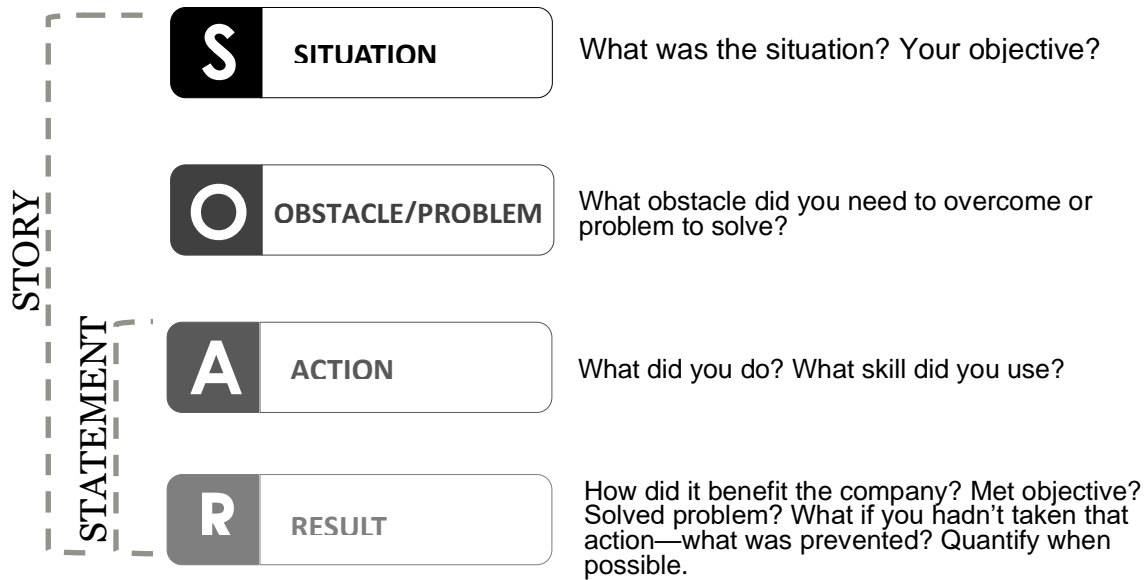
What value do you bring to your next role?

Identifying Accomplishments

This exercise is designed to help you identify your accomplishments at work. Review the questions and place a check next to those that apply to you. Beside each item you check, specify a key word that will remind you of the accomplishment. Each accomplishment is an indicator of one or more skills in action. Later you will name these skills. Remember, you will also use accomplishments to communicate your achievements in your résumé and when interviewing.**

Accomplishments	Key Word
<ul style="list-style-type: none">• Did you identify a problem and solve it? What were the results?• Did you introduce a new system or procedure that made work easier or more accurate?• Did you save the company money or time? How much? What positive impact did the savings have on the company?• Did your efforts increase the company's profit line? By how much?• Did you increase productivity or reduce downtime? By how much?• How did the savings affect the bottom line?• Did you effectively manage systems or people? What were the results of your efforts?• Did you initiate a sales or incentive program that worked? What were the results in dollars and cents? On company image? On morale?• Did you participate in decision making or planning? What contributions did you make to the team? What were the results of your efforts?• Did you write any major reports, programs, publications, promotions, or newsletters? What was the intended audience? What was the distribution or readership?• Did you improve the efficiency of people or operations? What were the savings?• Were you responsible for reducing staff or trimming an operation?• How were you able to do this efficiently?• Were you involved in a start-up or shutdown? What were the challenges you faced?• Did you automate or create systems or procedures? How many people did you train? How much money was involved in the automation?• Were you a liaison between departments? How were you able to make things run more efficiently?• Did you produce reports or data that enabled management to make more informed decisions?	

SOAR Stories



SOAR Stories

Using the questions below as a guide, create a SOAR story.

Create a SOAR story for each of your accomplishments so that you can then consider your SOAR Statements (Accomplishment Statements) using the “A” and “R” of your SOAR Stories.

Story #1 _____

Situation – What was the situation? Your objective?

Obstacle/Problem – What obstacle did you need to overcome or problem to solve?

Action – What did you do? What skill did you use?

Result – How did it benefit the company? Met objective? Solved problem? What if you hadn't taken that action—what was prevented? Quantify when possible.

Story #2 _____

Situation – What was the situation? Your objective?

Obstacle/Problem – What obstacle did you need to overcome or problem to solve?

Action – What did you do? What skill did you use?

Result – How did it benefit the company? Met objective? Solved problem? What if you hadn't taken that action—what was prevented? Quantify when possible.

Story #3 _____

Situation – What was the situation? Your objective?

Obstacle/Problem – What obstacle did you need to overcome or problem to solve?

Action – What did you do? What skill did you use?

Result – How did it benefit the company? Met objective? Solved problem? What if you hadn't taken that action—what was prevented? Quantify when possible.

Story #4 _____

Situation – What was the situation? Your objective?

Obstacle/Problem – What obstacle did you need to overcome or problem to solve?

Action – What did you do? What skill did you use?

Result – How did it benefit the company? Met objective? Solved problem? What if you hadn't taken that action—what was prevented? Quantify when possible.

Story #5

Situation – What was the situation? Your objective?

Obstacle/Problem – What obstacle did you need to overcome or problem to solve?

Action – What did you do? What skill did you use?

Result – How did it benefit the company? Met objective? Solved problem? What if you hadn't taken that action—what was prevented? Quantify when possible.

SOAR (Accomplishment) Statements

Using SOAR Stories, you will craft your Resume and LinkedIn® Accomplishment Statements.

- Create succinct sentences that commence with an Action word (the skill) outlining the Actions and Results you delivered or achieved
- Remember these statements will be invaluable in your Resume as they present the value that you bring to your next role

Accomplishment Statements

- Designed and implemented standard Financial Model that assured data integrity and accessibility, eliminated analytical/data inconsistencies and reduced workload by two days.
- Provided on-going support for modification and de-bugging of manufacturing and material handler automation equipment, resulting in a major reduction in down time.
- Coordinated, resolved, and responded to 300-500 consumer letters in a 5-day turnaround, measurably improving customer satisfaction.
- Researched and determined status of errors and created system to help track future unclaimed obligations, which resulted in initial savings of \$184,000 and \$20,000 annually.
- Streamlined departmental operations on a continuing basis through improved equipment reliability and operator development, which reduced cycle time by 20%.
- Introduced two new products that resulted in \$400,000 in additional sales.
- Analysed factory returns, conferred with work personnel to determine sources of problems, implemented solutions in priority order, resulting in 35% reduction in one month.
- Prepared and presented training on computer system for 28 people, saving company \$51,000 annually.
- Implemented policy and procedure for auditing reports, increasing accuracy rate from 65% to 90%.
- Restructured 450 construction projects to ensure completion on time and within budgetary limitations, reducing overall cost of project by more than \$200,000.
- Reduced complaint response time from 21 days to 7.

Accomplishments start with an action word – a verb

Action Verbs

<p> accomplished achieved acted adapted addressed administered advanced advised allocated analysed appraised approved arranged assembled assigned attained audited authored automated balanced budgeted built calculated catalogued chaired clarified classified coached collected compiled completed composed computed conceptualised conducted </p>	<p> consolidated contained contracted contributed controlled coordinated corresponded counseled created critiqued cut decreased delegated demonstrated designed devised diagnosed directed dispatched distinguished diversified drafted edited educated eliminated enabled encouraged engineered enlisted established evaluated examined executed expanded expedited </p>	<p> explained extracted fabricated facilitated familiarised fashioned focused forecast formulated founded generated guided headed up identified illustrated improved increased indoctrinated influenced informed initiated innovated inspected installed instigated instituted instructed integrated interpreted interviewed introduced invented launched lectured led </p>	<p> maintained managed marketed mediated moderated monitored motivated negotiated operated organised originated overhauled oversaw performed persuaded prepared presented prioritised processed produced programmed projected promoted provided publicised published purchased recommended reconciled recorded recruited reduced referred regulated rehabilitated </p>	<p> remodeled repaired represented researched restored restructured retrieved revitalised saved scheduled schooled screened set shaped Solidified Specified stimulated streamlined strengthened summarized supervised surveyed systemized tabulated taught trained translated traveled trimmed upgraded validated worked wrote </p>
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This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

About Us

Lee Hecht Harrison helps companies simplify the complexity associated with transforming their leadership and workforce so they can accelerate results, with less risk. We do this by helping their employees navigate change, become better leaders, develop better careers, and transition into new jobs.

As the world's leading integrated Talent Development and Transition company, we have the local expertise, global infrastructure, and industry leading technology required to simplify the complexity associated with executing critical talent and workforce initiatives, reducing brand and operational risk. Teams in more than 60 countries around the world leverage our proven programs and global experience to deliver tailored solutions to clients that align talent with the needs of their business.