

A+ CAREER GUIDE

TURN YOUR PASSION INTO YOUR PURPOSE

Self Assessment Worksheets



P A T T Y A N N



TURN YOUR PASSION INTO YOUR PURPOSE

A+ Career Guide WITH SELF ASSESSMENTS

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TURN YOUR PASSION iNTO YOUR PURPOSE

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PREFERRED WORK ENVIRONMENT ASSESSMENT

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Examining Assessments

Since you'll spend most of your life's waking moments working, it's probably best to do something you really enjoy, right? Well, just think about these possibilities:

- Enjoying your work so much that it feels like playing.
- Waking up each morning and looking forward to your workday.
- Learning new social and vocational skills that are uniquely yours.
- Making new friends and gaining opportunities that comes from workplace settings.

These are just a few of the benefits of finding a career path that fits you.

Each of us has a knack for doing something that is unique. The key is discovering your specialty. The exercises in this chapter are designed to make you aware of your natural talents and abilities so that you can nurture them along and make the most of your gifts.

And that's most important: is that you will be happy making a living at what you do best. Life is too short to not do what you want to do. So let's get on with it!

First, we begin by evaluating your interests, your skills, and the kind of work environment you'd prefer.

At the end of each section there are **ASSESSMENTS** you can use to evaluate yourself. When you fill out these forms let your heart's desire guide you. Don't hold back on your dreams. I also recommend that you write or draw whatever comes to mind . . . doodle all over the paper if you must. Then keep these evaluations in a safe place for future reference and to gauge your growth over time. Down the road you will enjoy looking back over your recorded past and a chuckle is guaranteed.



Assess Your Interests

Here's a starting place to help you think about careers that make you excited. You might be thinking: How can a job excite me? Think of it this way:

- What are the things that motivate you?
- What things give you energy when you think about them?

These are the lifelines that will help you find your path and create a career. Nobody knows you better than you, no matter what anyone else may say.

- ♡ Not your teachers.
- ♡ Not your parents.
- ♡ Not your friends.
- ♡ Not a psychic.
- ♡ Nobody.

Only you know you!

So, since only you know you, let's begin by getting better acquainted with yourself.

In a sense make friends with yourself like you would when you meet someone new for the first time. How? Ask questions. Lots and lots of questions.

And make sure you write down all the answers. This will give you good informative feedback and you may be surprised at what you learn. So let's begin!

What Do You Like To Do?

Make a list of things you want and like to do. Don't think of this list as job related items. Just write down what you like to do for fun.

Think of everything you like to do, or want to do, in your free time. Even if you have not been able to actually do these activities because of financial or logistical reasons, write it down.

Write it ALL down.... (You may want to use the evaluating interests survey at this point so you can write down your interests.)

For Example, Do You Like To . . .

bicycle
hike ■ sew
play sports ■ skateboard
play chess ■ swim ■ camp
kayak ■ garden ■ do comic books
watch parades ■ draw on blackboard
jump rope ■ roller blade ■ make jewelry
repair cars ■ watch TV ■ read books
write poems ■ exercise ■ backpack
ride horses ■ talk on cell phone
put on makeup ■ sing
what else?



Gathering Information . . .

Say What? Did I hear you say you're shy? That's okay. Really!

Information gathering may be a totally new experience for you, but it is one well worth the time spent. Let me reassure you that 99.9% of the people on this planet love to talk about themselves and what they do. Asking for an expert's advice compliments them. Your shyness will quickly disappear when you talk to someone who has the same passion as you. You might even gain a mentor, counselor, and lifetime friend.

When you do talk to professionals in your field of interest, find out all you can about their experience. Ask questions like:

- How did they get started in their profession?
- How many years have they been doing it?
- Are they content in this line of work?
- If yes, why? If not, why not?
- How- and where did they develop their skill?
- What type of ongoing training is required?
- What kind of conditions/environment do they work in?

What is the salary range, and what is the starting pay?

- Does the long term outlook for this profession appear promising?

Tell your professional mentor your experience and ask them where you might look for employment to start in their industry. Or, perhaps they created their own living doing what they loved. Ask how they began and what path they recommend.

You will probably have more great questions to ask — write them down and don't forget to take the questions to the interview. Make sure you record their answers for future reference.

Write out some more of your questions here:

- 1) _____.
- 2) _____.
- 3) _____.

Other Information can be gathered from books and the internet, but the best place to acquire workplace knowledge is by visiting the actual work environment. It's best to call first, and make an appointment, so that the person can give you their undivided attention.

Also, do yourself a favor and interview lots and lots of people to get a broad perspective of a profession that fascinates you.

Dream of becoming a professional surfer or singer?
Talent, determination and information will help you on your path!



STEP 1: INTEREST ASSESSMENT

- 1) An activity that interests me: _____.
- 2) How often I perform this activity: _____.
- 3) How many months or years I've done this activity: _____.
- 4) Reasons I like this activity: _____
_____.
- 5) Things I don't like about this activity: _____
_____.
- 6) Some of the challenging aspects of this activity include: _____
_____.
- 7) Presently, the location of this activity is: _____.
- 8) How I get to this activity:
_____. It's at my home. _____ Parents transport me. _____ I drive myself.
- 9) My experience in the activity includes: _____
_____.
- 10) My (professional) accomplishments with this activity include: _____
_____.

Assess Your Skills

Sure You Have Skills! Now let's look at what skills you have to offer. Interests and skills are very different!

Interests are:

- 1) Hobbies
- 2) Leisure pursuits
- 3) Things you do for fun

Skills are:

- 1) An Expertise
- 2) A Competence
- 3) A Talent

For instance, someone may like to garden (interest) and is also a good writer (skill). So this person might write for a gardening magazine. Let's look at some other skills and their possible professions:

Skills & Possible Professions:

- Accurate, fast typist = Secretary
- Repairs Engines = Mechanic
- Marine biologist = Oceanographer
- Knows punctuation = Proofreader
- Video editing = Editor
- Nutritional expert = Dietitian
- Trumpeter = Musician



GOOD TIP. Make a list of skills that you have, are developing, or want to attain. Then list professions that are of interest to you that use these skills.

If it is easier for you list possible professions that you might like to do. Then list the skills that go along with these careers. This approach will give you an idea of the skills you will need to acquire. Again, write out the **SKILLS EVALUATION EXERCISES** to assist in this process.

STEP 3: INTEREST, SKILLS & PERSONALITY ASSESSMENT

Fill out this form several times. One for each different skill and interest combination so you can evaluate many different career options.

1) A skill or competency that I possess is: _____.

2) One career area of interest is: _____.

3) What careers are available in this area of interest?

- _____.
- _____.
- _____.

4) What skills (that you possess) are necessary to perform in this area of interest?

- _____.
- _____.
- _____.

5) How do my characteristics fit into my preferred area of interest?

- _____.
- _____.
- _____.

6) My preferred profession that interest me and appeals to my personality could be:

- _____.
- _____.
- _____.

Job Hunting

Overview:

A Job Hunting We Will Go!
Where to Look for Your Next Job
You're the Boss



A Job Hunting We Will Go!

Determining where to go to find out about work opportunities might seem an overwhelming task, but don't let it scare you.

>>> It's simple. Really!

The first order of business is to make job-hunting a top priority. In other words, putting employment in the forefront of your mind and keeping it there on a conscious level (at least most of the time) will open up more doors. This will lead you into possible job openings, places that are hiring, and other work opportunities that may cross your path.

When stepping into the world of employment possibilities, remember the:

INTERESTS,
SKILLS, and the
WORK ENVIRONMENT you desire.
Because ► *Nothing less will do!*

Applications

Overview:

Where To Get Application Forms
Application Preparation Tips
Filling Out An Application Form
Helpful Hints
Sending An Application by Mail



Where To Get Application Forms

- Call the company you're interested in. Most places will send out an application in the mail, or email it to you.
- Online. Download off the Internet, fill out and send back online, or through the mail.

Application Preparation Tips

Come prepared with:

- **Current addresses** for you and former employers; **Working phone numbers** for you, your former employers, and work related references; **Alternate phone numbers** as well.
- Be sure to call and check the accuracy of phone numbers for references and former employers before writing them down on an application.
- Get an application from the job location. Be advised some companies will not release their job applications off their company property.
- Have all employment dates readily available, from month/year started to month/year completed.

APPLICATION EXERCISES

Name three places where you can acquire a job application:

- 1) _____.
- 2) _____.
- 3) _____.

What are three important pieces of information to bring with you if you need to fill out an application form at a company's job site?

- 1) _____.
- 2) _____.
- 3) _____.

As you fill out an application form, what are three things you can do to complete it?

- 1) _____.
- 2) _____.
- 3) _____.

Name three helpful things to do to prepare for your job application process:

- 1) _____.
- 2) _____.
- 3) _____.

Challenge Question ► You are filling out a job application at a job recruiting session. Looking over your application you discover you misinterpreted the application questions and wrote down the wrong information, and it's written in ink! How would you handle this situation? _____

_____.

Let's see
I've been a
waitress,
dog sitter,
cashier,
artist,
librarian,
manicurist,
dancer ...



Work History

Overview:

What's a Work History?
Work Histories on Resumes
A Short Word on Resumes

What's a Work History?

A work history is a track record of sorts. Remember history class from high school where you learned about:

- ◆ The Declaration of Independence,
- ◆ World War I & II, and
- ◆ The Vietnam War?

Well, you also have a history. It includes everything you have done since the first day you were born up to the present.

It's the same with a work history. If you were to list all the places you've ever worked, you'd be creating your work history. Typically the older you become the more work history you'll acquire, and the younger you are the shorter your work history is.

Work Histories on Resumes

Resumes highlight a job applicant's work history. How much work history you should include on a resume is a matter of opinion. When you are younger list as many experiences as possible including:

- Internships
- Volunteer work
- Paid employment
- Assistant or helper positions

As you gain years of employment, you usually become more selective toward what goes into your resume. The reasons for this can vary.

Presenting too many jobs may indicate to a prospective employer that you are a job-hopper. Showing too few jobs may point to inexperience in your field. So, somewhere in between lies the answer. The key is to:

- Highlight the jobs that are the most relevant for the type of work you are seeking.
- Emphasizing your set of skills followed by the work places you acquired these proficiencies.

Well there you have it. If you ever wanted to know about work histories.

Just remember your work history has probably already started with those dishes you had to wash after the family meal.

On a Final Note . . . A Short Word on Resumes

A resume writing section was not included in this guide because there are many good books and internet resources that have modern templates dedicated to this subject.

Perceptions

Overview:

What is a Perception?
How Do Perceptions Influence Our Attitudes?
How Recruiters View You as a Prospective Employee
Perceptions: the Employer's vs. Yours



What is a Perception?

First, let's tackle the definition of a perception. A perception is:

- How you view the world.
- It's a frame of reference by which you judge situations or other people.
- Perceptions are deep-rooted because you learn many of them from your parents or guardians.
- Since everyone is raised in a different family, we all have our own individual perceptions.
- As you grow older your perceptions continue to be molded by life's experiences.
The good news is you can change your perceptions if you wish.

PERCEPTION EXERCISES

In your own words, describe three perceptions you have. They do not need to be job related. A perception is how you feel about anything. For example: A certain fashion style, an internet website, or a current trend. Opinions, become a person's beliefs, which shape their perceptions!

- 1) _____
- 2) _____
- 3) _____

Describe one of your perceptions. Then explain where you think you learned the belief. (Example: your parents, friends, a social situation, or school.)

Do you feel this is a perception that needs to change, or perhaps be reevaluated because it influences your life in a certain way? Yes ☐ No ☐

Explain your answer:

What are three steps you can take to change a perception you have? (You may answer this in a general way, or use the example from above.)

- 1) _____
- 2) _____
- 3) _____



Too many job applicants? Let your skills speak for you.
Please apply. You may be the best candidate.

During the Interview

- Dress appropriately. Business casual — a nice pair of slacks and a tailored shirt — is fine for labor positions. Professional positions require suit attire.
- Give a firm handshake to the interviewer upon meeting and exiting.
- Make and keep eye contact.
- Introduce yourself by first and last name.
- Follow the interviewer's questioning.
- Never act desperate for the job. Don't tell the recruiter how much you need the job.
- Keep your internal dialogue active. Think about whether the job is a good fit for you; whether you like the company; or if there are long-term opportunities available to you.
- Ask about the company; show an interest.
- Don't ask to rush for a wage until a job is offered. They may only be pre-screening.
- It's okay to ask about job duties, hours, work conditions, and opportunities. If you're a teenager, it is usually fine to ask about the wage. However, in the professional work environment — and especially for management positions — wages are never discussed until a decision maker calls you back.

INTERVIEW EXERCISES

Name four things you can do to prepare for an interview:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

During the interview name four appropriate gestures to use and/or avoid:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Once you get the job, name some common on-the-job behaviors that are expected:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Challenge Question ► Suppose you call back and talk to the person who interviewed you and were told the job was given to another applicant. How would you handle the telephone conversation?
(Share your ideas with your classmates.)

Drug Testing

Overview:

Myths
Poppy Seeds
Prescription Drugs
A Sad (and True) Story
Drug Testing Pointers

Myths

First, let's distill some myths about drug testing.

- No blood is taken from your veins, so no worry there!
- Most times it's just a simple urine sample given at a medical clinic.
- Drug testing methods are constantly updating, so this info may change.

Although there are new variations on this procedure, here are the traditional steps for taking a typical drug test. You can expect:

1. An attendant documents you, it's your urine sample by asking for identification such as a driver's license.
2. The attendant stands guard at the bathroom door as you go inside alone, with a cup and a small plastic bottle.
3. You will be asked to urinate in the cup, pour it into the bottle, and not flush the toilet or wash your hands. (Other ways: no running water.)
4. When you return with a bottle full of urine the attendant flushes the toilet and seals the tube.
5. Before and after, you will need to wash your hands.

NOTE! It is very important you fill up the test bottle because if the quantity is inadequate you will be asked to do it over.

Background Checks

Overview:

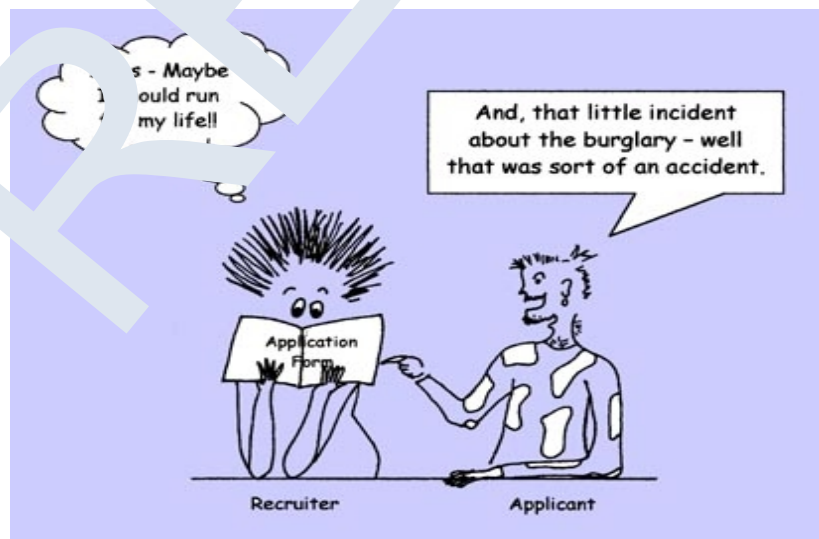
- Criminal Checks
- Automatic Rejects
- Questionable Rejects
- Somewhat Excusable Offenses
- Other Types of Background Checks

Criminal Checks

Nowadays it is common for companies to complete background checks. Although there are other types of background checks the most common is a criminal search.

Criminal background checks search the immediate past several years of your life, but it is not unusual to have a crime report show misdemeanors that are still on record from your youth. Most company policies state time limits that applicants must have a clean record such as for the last three, five, or seven years. Recruiters shouldn't be prejudiced by an applicant's past, but often they are because (a) they want to hire the best candidate for the job, which routinely means someone with a clean record, and (b) they may think a person's past behavior is an indicator of future performance.

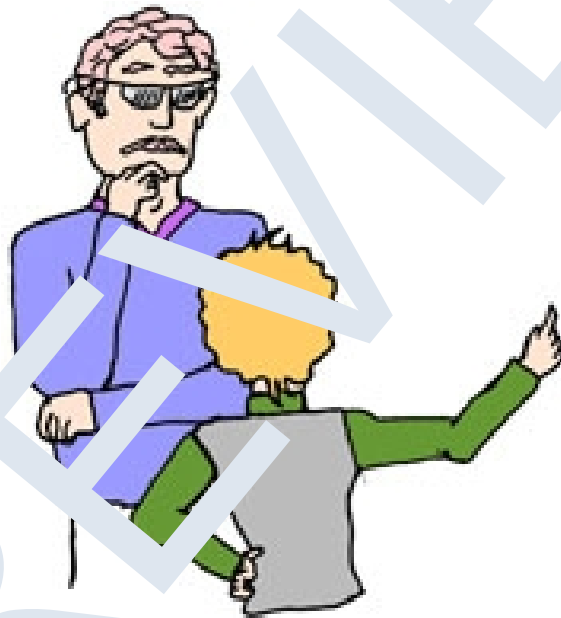
What's the moral of this story? Never clear of trouble and take responsibility for your conduct or you may suffer hiring setbacks when job hunting. Here is an alphabetized list of most-all criminal offenses.



Termination

Overview:

Who Decides Termination:
You or Your Employer
A Case Study on Being Terminated/Fired
Take Responsibility and Be Proactive
Guidelines When Giving Notice
Advice to Employers



Who Decides Termination: You or Your Employer?

Whether you choose it or not, at some point in every job there comes an end.

Of course, it always feels much better if YOU are the one to give notice to your employer FIRST. However, there are situations when an employer may terminate you, and without cause.

Although it's difficult for you not to take a termination personally, do your best to learn something from the experience. Try to be proactive, not reactive. Let's illustrate a situation.

Opportunity

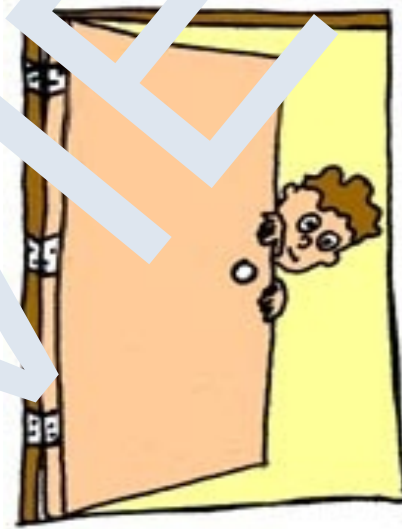
Overview:

What Does Opportunity Look Like?
Make Yourself an Opportunity!
How to Create Opportunity

What Does Opportunity Look Like?

An opportunity can be labeled as a:

- A break
- Prospect
- An option
- A doorway
- A possibility
- An occasion
- An alternative
- A second chance
- A portal to an opening that leads to another direction



Opportunities can turn into a reality. But how do you know where to look? Opportunity can present itself in many different forms. It may come by way of:

- A conversation
- A class or course
- A mailing brochure
- A newspaper or online article
- Information from a friend, relative or neighbor

OPPORTUNITY EXERCISES

Name four sources, or places, opportunity can be found:

- 1) _____
- 2) _____
- 3) _____
- 4) _____.

From your Interest, Skills, and Work Environment survey you discovered some possible careers. List one of your career options and where you might find opportunities with it:

List four (opportunity) sources that might open up employment, in a direction towards getting experience, in this line of work:

- 1) _____
- 2) _____
- 3) _____
- 4) _____.

Have you researched schooling or credentials for this career? ____ Yes ____ No

Describe the steps you would take to move forward with the career you are interested in, starting with where you need to go to school to train for this profession:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Thank YOU for Enjoying
TURN YOUR PASSION INTO YOUR PURPOSE
A+ Career Guidebook 4 Success



Your Ratings and Comments on this Guide are Appreciated!

THANK YOU!
YOUR PURCHASE SUPPORTS

