



Career Development Process

Step 1

SELF ASSESSMENT

Career Services can help you define and explore your interests, values and skills; and help you identify degree programs and career fields that match.

<i>What do I need to do?</i>	<i>How do I achieve this?</i>	<i>Where are the resources?</i>	<i>Why should I do this?</i>
<p><i>Identify my skills, interests, and values.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review and identify areas and activities in which I have done well, including academic and extracurricular activities. <input type="checkbox"/> Visit academic departments that seem interesting to me and look at their curriculum. 	<ul style="list-style-type: none"> <input type="checkbox"/> Make an appointment with a Career Advisor in Career Services. <input type="checkbox"/> Take an interest assessment after meeting with a Career Advisor. <input type="checkbox"/> Participate in the QUEST Program. <input type="checkbox"/> Talk to my Academic Advisor about resources that are available to me such as activities in which I can get involved to help in my decision making. 	<ul style="list-style-type: none"> <input type="checkbox"/> Understand and articulate what my strengths and weaknesses are. <input type="checkbox"/> Narrow choices to at least two career areas (I can always change my mind later). <input type="checkbox"/> Gain knowledge of the available majors in areas of interest to me. <input type="checkbox"/> Investigate and explore areas of study that I may not have considered. <input type="checkbox"/> Understand the meaning of work and the importance of work values.

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Complete a Skills Checklist!

Sometimes, through skill identification, we discover that we are good at a particular type of activity which may lend itself well to a specific career. For example, if some one excels at calculating numbers and working with a high level of precision, accounting might be a great job choice. Look through the list below, marking the skills you have. For instance, if you have worked in customer service at a department store, you have developed skills like “Listening,” “Customer Relations,” and “Handling complaints.” If you were a lifeguard during the summer, you have skills like “Cooperating” and “Supervising.” Share this information with your Career Advisor.

COMMUNICATION SKILLS

- Public speaking
- Listening
- Writing
- Fundraising
- Persuading
- Reading

SOCIAL/INTERPERSONAL SKILLS

- Recruiting
- Negotiating
- Confronting
- Handling complaints
- Mediating

WORKING WITH OTHERS

- Teaching
- Cooperating
- Customer relations
- Demonstrating
- Encouraging
- Facilitating
- Supervising
- Coaching
- Advising

CREATIVE SKILLS

- Abstracting
- Conceptualizing
- Imagining
- Initiating
- Dealing with unknowns
- Predicting
- Adapting
- Designing
- Formulating

INVESTIGATIVE SKILLS

- Classifying
- Researching
- Analyzing
- Investigating
- Interpreting
- Compiling
- Synthesizing
- Evaluating

NUMERICAL SKILLS

- Record keeping
- Measuring
- Calculating
- Updating
- Budgeting
- Working with precision

MANUAL/PHYSICAL SKILLS

- Assembling
- Repairing
- Maintaining equipment
- Constructing
- Operating
- Physical agility/coordination
- Safety operations

MANAGERIAL SKILLS

- Administering
- Planning
- Deciding
- Coordinating
- Action planning
- Organizing
- Managing
- Delegating
- Allocating funds/resources

