

The Right Type of Work for YOU!

By Phil Gale

A self-assessment toolkit.

www.philgale-writer.com



Table of Contents

INTRODUCTION.....	1
STRENGTHS AND INTERESTS	2
EMPLOYMENT SKILLS LIST.....	3
EMPLOYMENT SKILLS WORKSHEET.....	7
EDUCATION AND TRAINING WORKSHEET.....	9
EMPLOYMENT POSITIONS WORKSHEET.....	11
TRANSFERABLE SKILLS WORKSHEET.....	13
SELF-MANAGEMENT SKILLS WORKSHEET.....	19
WORKSHEET SUMMARY.....	21
WORK REVIEW QUESTIONNAIRE	22
IN CONCLUSION.....	24

INTRODUCTION

A fulfilling career is possible for those who are willing to put in the necessary effort to achieve the desired dream. We all need to follow certain steps which will ensure success in our search for accomplishment and achievement. I am aware that there are hundreds of books and online articles available to help us to discover our hidden skills, abilities and aptitudes. But, what is needed after all that reading and completing all those exercises, is....ACTION!

Thousands, if not millions of men and women every year end up having to decide what area of work to go into. Many drift into jobs they are not suited for and as a result just waste away, become bored or even give up. It can all seem too easy if you know what you want to do, or are highly qualified in a particular area. But what about the people who don't fall into either of these categories? They need help.....is that YOU? You can find a better direction in life; you can aim for a more fulfilling job; and lastly, you can know what you are good at and what you enjoy.

In the following pages, you will find some exercises which will serve to point you in the right direction for an appropriate career for you. If these exercises are done diligently, and followed up with the necessary action, they will help you to discover a line of work that will fit with your particular personality and character. The worksheets are tools for people who have found themselves in the position of not really knowing what it is they want to do in life. You may have been in the work force for a number of years, been looking for work for a while, or you may be new to the decisions you are now facing about what to do with your working life. This is a simplified version of many assessments out there, yet it will open up your mind to all your aptitudes, abilities, skills and potential. At the very least, it will move your thoughts in the right direction towards rediscovering yourself, your skills and interests as they pertain to finding meaningful employment.

There is an Employment Skills List, as well as 5 worksheets and a Work Review Questionnaire to work through. Print out this document in its entirety, and work through the exercises at your own pace. If you need more blank lines to enter your information into, simply print that particular worksheet twice. Don't feel you have to rush the process, give yourself plenty of time to consider the information that is requested. Be as accurate as possible, and write out as fully as possible the answers to the Work Review Questionnaire section which appears at the end. And, have fun with this. Diving more deeply into who you are can be an enlightening and enjoyable process.

Thank you for allowing me to help you with your self-assessment journey.

Phil Gale

STRENGTHS AND INTERESTS

By answering the following questions, you will become more aware of your skills and abilities, interests and goals. Any work you put in to discover what you want to do, will gradually focus you in on the area that will be the most fulfilling and profitable for you. These exercises are by no means exhaustive, and for some, they seem tedious, but for those who are looking for a career change, or to return to work, the more effort you put in, the better equipped you will be in determining an appropriate career match for you. And I have worked with many clients, for which I know this to be true.

As you work through each worksheet, look back over your resume and ask the questions:

- What have I been doing all my working life?
- What did I enjoy doing?
- What did I dislike doing? AND
- What do I want to do with the rest of my working life?

You're looking at things you did well, enjoyed doing and took pride in. It can be:

- Paid or unpaid work
- Volunteer service
- Social activities
- Hobbies or other interests
- Other life experiences

REMEMBER—it doesn't matter how large or small the assignment was; maybe it was your regular job, or the volunteer work you did, or perhaps you organized a family occasion; or it could have been a story or song you wrote. Analyze them all, and extrapolate the tasks that had to be done in order to complete the task or job.

NOW—look at the following worksheets and complete them as fully as possible.

EMPLOYMENT SKILLS LIST

Go through each category separately and circle all the skills you have had any experience with, paid or unpaid. The point of this exercise is to show you what skill areas you have experience in, and how often that skill is highlighted under separate headings. And remember this is not an exhaustive list. It's just a place to start. Add in your own skills along the way.

Administration Skills

Receptionist, typing, filling, answering telephones, switchboard operation, stenography, word processing, data entry, typing from dictating machines, making appointments, running office machines, (examples: memo, duplicating, photocopy, printing, etc.), list all experiences with: proof-reading, clerk, sorting and delivering mail, greeting clients, order processing, calling clients, directing clients, public speaking, keeping records, public relations researcher, supervisory experience.

Beauty/Esthetics

Hair cutting and styling, shampooing hair, giving permanents and body waves, cosmetics consulting, facials, manicures, scalp treatment, hair colouring, hair lightening, appointment scheduling, money handling, public relations, attending classes and lectures, studying current beauty supplies and styles, ordering supplies, record keeping, sales.

Accounting/Book-keeping

Accounting, using computers, using calculators, using adding machines, accounts payable, accounts receivable, payroll, income tax, typing, billing, money handling, keeping records, supervisory experience (in a job, in a club or organization you belong to, etc.), compiling and analyzing data.

Carpenter/Painter

Sanding, house painting, cabinet building, ornamental woodwork, building additions, house framing, paneling, welding, dry-walling, other trades, furniture making, insulation installation, furniture refinishing, money handling, relating to other people, directing customers, sales, budgeting, supervisory experience (Anywhere).

Computer Skills

Data entry, word processing, using software packages (which ones), writing programs, testing/debugging programs, equipment used (e.g. printers, modems, hard drives and any specialized capabilities).

Construction Skills

Concrete work, electrical wiring, maintenance repairs, plumbing, heavy equipment operation, truck

driving, brick laying, trenching, roofing, sheet metal work, heating installation, refrigeration work, carpentry, heavy labour, tools and machines you can use money handling, public relations, directing customers, inventory, scheduling, supervisory experience (in a job, a club or organization you belong to, etc).

Counseling Skills

Group counseling (list what types of problems), individual counseling (list what types of problems), teaching (adults and/or children, volunteer of paid), inter-agency work, interviewing, writing programs, supervising clients, directing procedures, scheduling, formulation new ideas, keeping records, public relations, researcher, public speaking, money handling, writing reports, crisis work, other supervisory experience (etc).

Driving/Delivery

Driving taxi, limo, bus, small trucks, diesel trucks, large trucks, tractor, trailers, city driving, long distance driving, hooking and unhooking trailer from tractor, backing large truck into small openings, mechanical repairs, diesel repairs, changing truck tires, loading and unloading, handling money, keeping records, keeping on schedule, customer relations, supervisory experience, delivering newspapers, pizzas, etc courier driver, indicate class of license.

Factory Skills

Soldering, assembly line work, computer operation, list all machinery you know how to use, (examples, grind lathe, drill press, milling machine, etc), electrical wiring, stockroom work, unloading or loading, inventory, quality control, packing, filling orders, welding, box making, supervising others, parts clerk, keeping records, stocking shelves, directing procedures.

Mechanical Skills

Pumping gas, car tune-up, customer relations, changing tires, auto body repairs, minor auto repairs, other kinds of auto repairs, electronic diagnosis equipment, repairing and maintaining diesel engine vehicles, money handling, selling, truck driving, inventory, stocking shelves, directing customers, public relations, keeping records, supervisory experience.

Gardening/Landscaping

Lawn care, flower gardening, landscaping, tree trimming, pesticide application, farming skills (please list your skills), transporting trees, vegetable gardening, pruning trees, grafting, greenhouse work, sales, surveying, farm labourer (list skills and machinery you can use), public relations, money handling, book-keeping, directing customers, supervisory experience.

Health Care

Caring for the sick and disabled, washing patients, feeding patients, administering bed pans, tests, etc, public relations, supervisory experience, nursing, senior care.

Household Skills

Sewing, child care, making clothes, money management, budgeting, directing procedures, teaching, decorating, laundry skills, food preparation, counseling others, relating to other people, keeping records, public relations, formulating new ideas, ironing, and supervisory experience.

IT/Technology

Logical thinking, teamwork, creativity, communication, organization, leadership, detail- oriented, analysis of data, coding, knowledge of the digital world and social media, networks, passion for new learning, project management.

Kitchen Skills

Preparing food, cooking food, operating grill, deep fryer, broiler, microwave, dishwasher, washing dishes, planning meals, inventory, ordering supplies, supervisory experience (in a restaurant, fast food outlet, institution, club, or organization you belong to, etc.), stocking shelves, hiring, budgeting, scheduling, directing procedures.

Maintenance/Janitorial Skills

Dusting, sweeping floors, washing floors, waxing, washing windows, cleaning rugs or carpets, cleaning bathrooms, buffing, polishing furniture, plumbing repairs, electrical repairs, window repairs, carpentry work, public relations, money handling, supervisory experience.

Maintenance Repair Skills

General repair skills (list all your areas of experience), servicing office machines (examples: typewriter, photocopier, computer etc.), servicing equipment (telephone electronic equipment, lawnmowers, appliances etc.), mechanically inclined, customer relations, inventory, money handling, sales, keeping records, supervisory experience.

Restaurant Skills

Cashier, waitress, waiter, bartender, busboy, directing customers, handling money, public relations, hostess/maitre d', dishwashing, budgeting, short order cook, main cook, cook's assistant, ordering supplies, inventory, hiring, supervisory experience, public speaking, interviewing, correctly filling orders, employee relations, customer relations.

Sales Skills

Public relations, money handling, cash register operation, keeping records, greeting customers, customer service, order processing, book-keeping, directing customers, inventory, displaying samples, demonstrating products, writing reports, experience in the role of persuading, servicing goods, delivering goods, supervisory experience.

Sales Associate

Greeting customers, keeping records, customer service, customer relations, employee relations, clerk, order processing, inventory, directing customers, sales, book-keeping, money handling, ordering supplies, correctly filling orders, using office machines (list those used), billing, typing, directing procedures, supervisory experience, decorating store, inventory, stocking shelves.

Teaching/Instructing

Writing lesson plans, formulating new ideas, writing and grading tests, keeping records, public relations, writing reports, supervising adults and or children within a school setting (what type of supervision), scheduling, directing procedures, individual and group counseling (list types), decorating classrooms, teaching various subjects or special events, organizing projects, relating to parents and people in the community, working with different adult and/or child populations (what type), other supervisory experiences (in a job, club, other organization), making assignments, setting up classroom interest centres, art skills relating to your teaching, music skills related to you teaching.

SUMMARY

List your top 5 Employment Skills (that you enjoyed using):

1.	
2.	
3.	
4.	
5.	



SUMMARY

List your top 5 Education and Training Skills:

1.	
2.	
3.	
4.	
5.	



SUMMARY

List your top 5 Employment Skills:

1.	
2.	
3.	
4.	
5.	



TRANSFERABLE SKILLS WORKSHEET

Go through the list of skills. If you have had experience in that skill, write in the second column where you used it. Complete by filling in your ability level for that skill. Upon completion of this exercise, go through your list and write in the summary below what you consider to be your top 5 transferable skills.

Ability Level A=High B=Average and C=Low.

TRANSFERABLE SKILL	WHERE EXPERIENCED	ABILITY LEVEL
ANALYZING situations or data	e.g. Inventory clerk	A
ASSEMBLING equipment or information		
CALCULATING mathematical computations		
COACHING guiding or tutorings		
COMPILING data or facts		
CONSTRUCTING objects or buildings		
CO-ORDINATING activities or events		
COUNSELLING		

TRANSFERABLE SKILL	WHERE EXPERIENCED	ABILITY LEVEL
CREATING new, artistic ideas or creations		
DECIDING alternatives, resources or materials		
DELEGATING tasks or responsibilities		
DESIGNING products or systems		
DISPLAYING ideas, products or equipment		
EDITING newspapers or magazines		
ESTIMATING costs, income, space		
EVALUATING performance, programs, processes		
FUNDRAISING		

TRANSFERABLE SKILL	WHERE EXPERIENCED	ABILITY LEVEL
GROUP FACILITATING		
HANDLING COMPLAINTS		
INSPECTING OR EXAMINING products, admin		
INTERPRETING data, terminology		
INTERVIEWING		
INVESTIGATING information, events etc		
MAKING LAYOUTS for printed media or public displays		
MEETING THE PUBLIC receptionist, representative, salesperson, personal or public servant, tour guide		

TRANSFERABLE SKILL	WHERE EXPERIENCED	ABILITY LEVEL
MONITORING progress of people, processes or equipment		
MOTIVATING		
OBSERVING physical phenomena, human behaviours, or changing situa- tions		
OPERATING equipment, machines or vehicles		
ORGANIZING people, information or events		
PLANNING budgeting, goal-setting or scheduling		
PROGRAMMING equipment or activities		
PROMOTING through media		

TRANSFERABLE SKILL	WHERE EXPERIENCED	ABILITY LEVEL
RECORDING numerical or scientific data		
RECORD KEEPING logs, files or time sheets		
REPAIRING equipment, vehicles, household items		
RESEARCHING obtaining information from libraries, surveys or physical data		
SELLING ideas, products or policies		
SERVING a product or an individual		
SKETCHING pictures, diagrams or charts		
SPEAKING in public, to groups or via electronic media		

TRANSFERABLE SKILL	WHERE EXPERIENCED	ABILITY LEVEL
SUPERVISING people or processes		
TEACHING formal or informal		
TIMING organizing time or events		
TROUBLESHOOTING equipment or situations		
UPDATING information or records		
USING INSTRUMENTS engineering, medical etc.		
WRITING creative or expository scheduling		

SUMMARY

List your top 5 Transferable Skills:

1.	
2.	
3.	
4.	
5.	

SELF-MANAGEMENT SKILLS WORKSHEET

Do the same as the previous worksheet.

SELF-MANAGEMENT SKILL	WHERE EXPERIENCED	ABILITY LEVEL
ALERTNESS		
COMMITMENT		
CONCENTRATION		
EMOTIONAL STABILITY		
ENTHUSIASM		
OPTIMISM		
FLEXIBILITY		
HONESTY/INTEGRITY		
INITIATIVE/DRIVE		
GOOD JUDGEMENT		
PATIENCE		
PERSISTENCE		
PERFORMANCE UNDER STRESS		
POSITIVE ATTITUDE		
QUICK LEARNER		
RELIABILITY/DEPENDABILITY		
RESOURCEFULNESS		
SELF-DISCIPLINE		

SELF-MANAGEMENT SKILL	WHERE EXPERIENCED	ABILITY LEVEL
SENSE OF HUMOUR		
TACT/DIPLOMACY		
TEAMWORK		
THOROUGHNESS		
TOLERANCE/OPEN-MINDEDNESS		

SUMMARY

List your top 5 Self-Management Skills:

1.	
2.	
3.	
4.	
5.	



WORKSHEET SUMMARY

In this summary of all the worksheets, remember you picked out your top 5 skills from each section. From that 5, take the top 3 and record them here.

FROM WORKSHEET 1

List your top 3 Employment Skills:

1.	
2.	
3.	

FROM WORKSHEET 2

List your top 3 Education and Training Skills:

1.	
2.	
3.	

FROM WORKSHEET 3

List your top 3 Employment Position Skills:

1.	
2.	
3.	

FROM WORKSHEET 4

List your top 3 Transferable Skills:

1.	
2.	
3.	

FROM WORKSHEET 5

List your top 3 Self-Management Skills:

1.	
2.	
3.	

WORK REVIEW QUESTIONNAIRE

This final exercise is extremely beneficial. After completing the previous exercises, doing the Work Review Questionnaire will help to reinforce and flush out your skills and interests under four categories: Work/Volunteer History, Work Strengths, Work Rewards, and Work Environment .

On a separate sheet, write the answers to the following questions as fully as possible.

WORK/VOLUNTEER HISTORY

1. Throughout my work history, where have I been able to make the best contributions using my skills, aptitudes and abilities?
2. What skills and personal characteristics have helped to make those contributions?
3. What difficulties have I encountered in present and past jobs? How did I resolve them?
4. Am I a leader or a follower?
5. What work related activities have given you the most satisfaction in the past?

WORK STRENGTHS

1. What are my main strengths? How have my past jobs made use of those strengths?
2. Which areas do I enjoy but require further development or training?
3. Are there new skills I would like to learn?
4. What work related strengths or attributes do you most get complimented on?
5. What have you most excelled at doing in the workplace?

WORK REWARDS

1. Does the job require room for personal freedom or initiative?
2. Are monetary rewards or good benefits of major importance?
3. Must my job have social status or recognition?
4. Must the job offer opportunities for advancement?
5. How about job security?
6. Write a full description of what you expect from a future job.
7. How do your values (and what you stand for) fit into your professional life?
8. Picture yourself getting up each morning to go to work. What would motivate you to do so?

WORK ENVIRONMENT

1. What is important to me in a job? List the components that are important to you.
2. Do I want to work in a setting where helping others is the primary objective of the job?
3. Do I prefer working primarily alone or in a moderate or highly interactive environment?
4. Are co-workers important to me?
5. Do I wish to work outdoors?
6. Am I able to stand for long periods or would I prefer a desk job?
7. Do I need a fixed schedule or is shift work acceptable?
8. Do I prefer routine or a variety of work experiences in my job?
9. Do I see myself working for an employer or working for myself?
10. What features must be part of a future job or career?
11. What features do you not wish to be part of a future job or career?
12. Write a description of your perfect job environment.



IN CONCLUSION

Putting this all together now requires that you consider all the items on your Summary page, as well as the answers to your Work Review Questionnaire.

Perhaps you can begin to see the pattern that has developed from doing all the worksheets. Skill areas, likes and dislikes, strengths and weaknesses etc., begin to emerge. The next step is to apply what you've learnt in these exercises, and find a career that matches your skills, aptitudes, abilities, and experience. This can lead to a new and exciting work situation that is fulfilling, satisfying and enjoyable.

Look at all the information, read it over again and again. I cannot stress this too much. The more you look at it, the more you see the possibilities that lie within. Research is next, to find out what is actually happening in the world of work today. There are many books in the careers reference section of your local library and much information to be had online. Armed with your answers, the next step is to match up what YOU are with an actual work situation.

This task is NEVER easy! Many people have trodden the same path as you, and some have persevered and found their vocation. Sadly some give up at the last hurdle, and will never know what could have been in store for them. I can only encourage you to keep at it, and become aware that your skills are unique to you.

Remember: you are unique, you have a lot to offer, and you fit somewhere!