Self-assessment is the first step in the career planning process; it will guide you in determining both what you hope to put into a career and what you hope to get out of it. The insights gained can help you narrow your interests and, ultimately, identify a more specific focus for your career field.

### CAREER PLANNING PROCESS

- Self-assessment of values and interest
- Academic and career option exploration
- Assess career path and establish goals
- Gain relevant and practical experience
- Review career goals and pursue opportunities
- Job search and/or post-graduate preparation

With a clear understanding of your personal values, you will be able to effectively convey that information to a potential employer and use it to make decisions. Through self-assessment, you will become more familiar with your strengths and weaknesses – and with practice – be able to articulate the experiences and personal characteristics that set you apart from others applying for the same job.

Some individuals get caught up in the “job of the hour” or in the “salary race.” They forget the importance of determining clear, long-range goals in light of skills needed for a given career. Without a careful self-assessment, the likelihood of experiencing job dissatisfaction is significantly increased. For that reason, self-assessment is important. You can begin by asking yourself four basic questions.

### BASIC CAREER SELF-ASSESSMENT

- What do I most enjoy doing?
- Where do I excel?
- What are my interests?
- In what ways do others compliment me?
- What do I least enjoy doing?
- When do I feel most valued?
- Where do I like to work?
- What often frustrates me?

How well do you know yourself and the potential “fit” between you and your chosen major (or career focus)? Assessing – or evaluating – your values, interests, personality, and skills can help you understand yourself more fully, and provide insight into how well you may be suited for a given major or career focus. That insight also can also help you to have better informed decision-making.
What are the benefits of taking a career assessment?

- Helps you to evaluate yourself, your interests, your values, and the like.
- Serves as a guide when you are determining your career goals.
- Gain information to help you narrow your interests and identify a possible career field.
- Assist you in making a decision between multiple job offers.
- Identify a clear understanding of your personal values so you will be able to effectively convey that information to a potential employer and use it to assist in your decision making process.
- Familiarize you with both your strengths and weakness, allowing you to articulate the unique characteristics that set you apart from others applying for the same jobs.

You may be very decided about what field or industry interests you, or you may be exploring your options. It makes no difference. Answering these questions will challenge you to reflect about how you currently spend your time and what excites or deters you. It will encourage you to decide how you may want that to change as you proceed along your career path. Additionally, it may spark an interest in previously unfamiliar areas. There is no better time to explore available options.

Questioning yourself about your areas of interest is the most critical step in beginning the career exploration process. Career satisfaction depends on more than the monetary benefits of being employed. Becoming a successful professional encompasses your wants and needs for job fulfillment with regards to job responsibilities, work environment, location, and many other factors. Ask yourself the following questions to identify what will likely influence and direct your future career goals.

- What do I like to do?
- What are my favorite free-time activities?
- What do I like most about my major?
- What is my ideal work environment?
- Do I want to work in a small business or in a large company?
- Do I envision working for a government agency or a non-profit organization?
- Do I prefer a desk job, an outdoor job, or a combination of both?
- Do I have a geographic preference?
- Do I want to work with people, data, or things?
- Do I want to follow the lead of others or establish the direction?
- Do I prefer to be self-guided or closely supervised?
- Do I prefer projects or regular routines?
- Do I want to do mental work or physical work?
- What are 3-5 occupations I would consider after college & why?
- Who has a job I would like to have, what do they do, and why is it appealing to me?
- What are my strongest/most useful skills?
- What are other skills/traits I have? How can they help me in my job?
- What are skills/traits others tell me I have?

These are also great preparation questions for interviews, cover letters, and personal statements – or other times when you are expected to talk about yourself.
• What type of compensation is most important to me?
• What's the order of importance for salary, benefits, job security, promotion opportunities, continuing education/professional development, and creative authority?
• What kinds of working conditions do I want?
• Do I want to work more as part of a team or more independently?
• Do I thrive with a structured work schedule or one in which I can set my own hours?
• Do I thrive in a high-stress atmosphere, or would I prefer something more relaxed?
• Do I want an office position or one that involves travel?
• Do I want to settle in a particular city, or do I want to frequently relocate?
• Do I want a set salary, or would I prefer to work on commission?
• What would I most like to be doing in my job?
• Where do I want to be in my career after five years? After ten years?

Answering basic questions is a great place to start, but it is not the only means of career self-assessment. There are many resources available to help you determine what you hope to do in the future. These include basic career exploration resources, interests and values surveys, personality instruments, and web sites that evaluate your communication strengths. All of these resources are available to help you learn more about who you are, as well as to inform you about additional career opportunities that lie ahead of you.

OSU CAREER SERVICES – CAREER ASSESSMENTS

There are six (6) assessments available through OSU Career Services. Three (3) of the assessments are available at no additional cost; three (3) are a premium service and have an additional charge to complete. Below is a basic overview of each of the assessments. For more complete information about an assessment and to discuss which one may be useful for you, visit with our Human Sciences Career Consultant.

FREE

This fast, mobile-friendly activity allows you to discover careers based on your personality and preferences. The assessment takes 2 - 5 minutes to complete from any device.

Visit the Woofound site at https://okstate.woofound.me/sessions/new to get started. Note: You will need an "@okstate.edu" email address to create an account.

FREE

Do you want to find ideas of what you could do and would enjoy based on your personality? Take the Do What You Are personality assessment test and learn about the link between personalities and careers. To get started, go to www.HireOSUgrads.com >> Explore Careers >> Take a Career Assessment.
FREE
Kuder Journey is an innovative, Internet-Based system combining research-based interest, skills, and work values assessments with portfolio development, and comprehensive educational and occupational exploration resources.

To access Kuder Journey, create a free account at OKCareerGuide [okcareerguide.kuder.org]. Be sure to select your campus for "Oklahoma State University" as your school in the User Name and Password section of your registration. Once you’ve accessed the system, choose to complete the Career Interests assessment, Skills Confidence assessment, or Work Values inventory.

PREMIUM
StrengthsQuest is a strengths development program for college-aged and college-bound students. Designed by Gallup, it gives you the opportunity to develop strengths by building on your greatest talents - the way you naturally think, feel and behave as an unique individual. StrengthsQuest can provide you with guidance and ideas for your career.

PREMIUM
The Myers-Briggs Type Indicator identifies sixteen personality types that can be used to describe people. Learning your type will help you better understand yourself, improve your daily life, and focus your career.

To take the MBTI, contact your college’s Career Consultant. Access will be made available via the HIRE System.

PREMIUM
The Strong Interest Inventory assesses interests, not skills or abilities, the results can help guide you to a rewarding major and career.

To take the Strong Interest Inventory, contact your college’s Career Consultant. Access will be made available via the HIRE System.