



# CAREER KICK OFF QUESTIONNAIRE

## SKILLS, INTERESTS, AND VALUES

Please answer the following questions. Take your time, and really stop and think about your answer for several minutes before you type your response. The main questions to respond to are the numbered questions in bold. The questions in grey italics are there just to help the thought process, but feel free to answer them directly if you would like to. Have fun with it, and don't limit yourself or your answers in any way!

# SKILLS

## I. WHAT SKILLS DO YOU HAVE (NATURALLY) OR HAVE YOU DEVELOPED OVER TIME?

- *What do people ask you to do because you are good at it?*
- *What would your boss and co-workers say if you asked them what your skills/talents are?*
- *What do you do easily and well and better than most people?*
- *Look at your past jobs – how was the performance different because you were the one doing it?*

## 2. PLEASE REVIEW THE LIST OF SKILLS BELOW AND CONSIDER HOW MUCH YOU ENJOY USING THE SKILL AND HOW GOOD YOU ARE AT PERFORMING IT.

Next, put the skill in the appropriate box in the bottom table. Remember, there are no right and wrong answers. The highly proficient and total delight in using box will reveal your motivated skills and the lack desired skill but total delight in using box will reveal your areas for development.

MANGEMENT/LEADERSHIP	ANALYTICAL	RELATIONSHIP
Set Goals Coach Envision Organize/Plan Build a Team Manage Projects Implement Coordinate Lead Make Decisions	Analyze Forecast Evaluate Solve Problems Research Compute Estimate Categorize/Classify Budget Manage Data or Records	Collaborate Advocate Counsel Train/Instruct Serve Clients & Customers Provide Care and Support Demonstrate Social/Cultural Sensitivity Serve as a Liaison Facilitate Groups Resolve Conflict
CREATIVE	COMMUNICATION	PHYSICAL/TECHNICAL
Demonstrate Foresight Visualize Conceptualize Synthesize/Integrate Use Intuition Brainstorm Create Images Design Perform Author/Compose	Listen Consult Interview Promote Negotiate Speak/Interact Write Sell Persuade Speak to Groups	Observe Body Coordination Inspect/Test Hand Dexterity Operate Equipment Install Repair Restore/Renovate Build/Construct Sketch/Draw

	HIGHLY PROFICIENT	COMPETENT	LACK DESIRED SKILL
TOTAL DELIGHT IN USING			
ENJOY USING VERY MUCH			
LIKE USING			
PREFER NOT TO USE			
STRONGLY DISLIKE USING			

## INTERESTS & PASSION

An interest is something that awakens your curiosity. A passion is something you feel you MUST do, regardless of any rewards that come from pursuing it – the pursuit itself is the reward.

### I. ARE YOU MORE INTERESTED TO WORK WITH THINGS, PEOPLE, INFORMATION, OR IDEAS? PLEASE ORDER THEM IN TERMS OF PREFERENCE.

- Do you like to work with machines, plants, or animals (things)?
- Do you like doing research, editing, analyzing data, or working with systems (information)?
- Do you enjoy marketing, writing, design, or creating art (ideas)?
- Do you enjoy talking to people, sales, counseling friends, managing people problems (people)?

## 2. WHAT ARE YOU PASSIONATE ABOUT? WHAT TOPICS/SUBJECTS LED YOU TO TURNING POINTS IN YOUR LIFE? WHICH ONES FILLED YOU WITH ENERGY?

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- *What do you get energized about? What topics get you fired up?*
- *If you could teach courses on any subject, what subjects would you teach? If you produced a documentary film, what would the subject be? If you were a writer, what topics would you write about?*
- *What local, societal or world problems interest you?*
- *What is one activity or subject you enjoy so much that you would do it regardless of any benefits or rewards that come from doing it? Something that you get enjoyment from simply by doing it?*

## 3. WHAT JOB RELATED OPPORTUNITIES ARE YOU (OR WERE YOU) PASSIONATE ABOUT? WHAT JOB RELATED EXPERIENCES HAVE YOU HAD THAT EXCITED YOU?

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- *If you owned your own business, what type of business would it be?*
- *If you had \$500,000 to invest in three business ventures, what kind of businesses would you invest in?*
- *You have become a consultant in areas that interest you. What are they?*

# VALUES

## 1. WHO DO YOU WISH YOU COULD BE? WHAT WOULD YOU MOST LIKE TO BE ACKNOWLEDGED FOR SO FAR IN YOUR LIFE?

Or: If you could switch jobs with any three people, what jobs would you select and why?

## 2. IN TERMS OF WORK, WHICH ASPECTS YOU VALUE MORE THAN OTHERS?

This is a three step process. On the next page you will rank the values. The first step is to identify your top 10 values. Next, narrow to your top 10 down to your top 5 values. The final step is to narrow your top 5 to your top 2-3 values. This is a really difficult process because it makes you prioritize what is most important to you.

Also, feel free to make any comments you may have about your top 10, or the values you don't choose. Note: this exercise is sometimes more satisfying and easier if you print out the list and do it on paper first (but that's up to you!).

- **Advancement opportunities:** to grow and learn; take on increasing responsibilities
- **Autonomy/independence:** the chance to work on projects alone and with my own discretion
- **Challenge:** work that is not routine and keeps me on my toes
- **Creativity:** work that allows me the freedom to think about alternatives and the possibility to implement some of my own ideas
- **Clearly defined responsibilities:** a workload and expectations that are clearly articulated and understood by me and my supervisor
- **Decision-making authority:** the ability to become an authority on a topic area within my work
- **Developing professional expertise:** the ability to become an authority on a topic area within my work
- **Diversity of tasks:** to be involved in a variety of different projects
- **Fringe benefits:** excellent health, dental, vacation time, tax-deferrable options, etc. available to me as an employee
- **Fame/notoriety:** to have people recognize my name as an authority on something
- **Flexibility of schedule:** to have the ability to shape my own schedule
- **Geographic location:** where I work is an easy commute and short distance from where I live
- **Good supervision:** a supervisor who is accessible, clear, constructive w/ feedback, supportive, etc.
- **Intellectual stimulation:** work that challenges my intelligence
- **Interdisciplinary setting:** to work with people from several different professions
- **Job security:** not having to worry about the funding of my position or the importance of my work to the institution
- **Knowledgeable/ expert co-workers:** to be surrounded by co-workers who are intelligent and who have a great deal of knowledge about the work we have in common

- **Lack of stress:** a relaxed atmosphere w/out a lot of pressure from deadlines and/or heavy workload
- **Leadership responsibilities:** the chance to take charge of projects and/or facilitate a process
- **Power:** the ability to create change and see that things work the way I want them to
- **Respect:** feeling that my co-workers, constituents, and superiors admire and express their respect for me and my work
- **Salary:** to make a wage I feel is consistent with the quality of work that I do
- **Social justice/creating change:** feeling like my work makes a difference
- **Support:** co-workers who are understanding and support me in my goals, approach to my work, etc.
- **Seeing things through:** being able to complete tasks from beginning to end
- **Team work:** being the member of a team that works together to address a common goal

