

Self Assessment Summary Sheet

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| <p>My core values are:</p> <p>List your top 5 values from the “What do you value” exercise. Write a sentence about each value that describes what this value means to you and why it is important.</p> | <p><i>eg. Excellence. Excellence means always completing my work to the highest standard. It is important to me because I like to be recognised as a high achiever.</i></p> |
| <p>My personality strengths are:</p> <p>Refer to the Personality strengths exercise and list your top 5 strengths.</p> | <p><i>eg. logical, humorous, clear thinking, patient, supportive</i></p> |
| <p>My preferred work environment would involve activities such as:</p> <p>Refer to the preferred work environments exercise and list your top 3 preferences. List some of the work activities which fit with your preferred work environments.</p> | <p><i>eg. enterprising, conventional, investigative, work in leadership, business management, politics</i></p> |

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| <p><i>My transferable skills are:</i></p> <p>List your top 5 specialist skills and top 5 generic skills. Refer to the Skills Assessment Checklist.</p> | <p><i>eg. strategic planning, financial management, budgeting, innovation, analytical skills, written communication</i></p> |
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| <p><i>The skills I would like to develop are:</i></p> <p>List the specialist and generic skills you would like to develop. Refer to the Self Assessment Checklist. Column 2 and 4 may indicate potential development needs.</p> | <p><i>eg. verbal communication, networking skills</i></p> |
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| <p><i>The opportunities I would like to pursue are:</i></p> <p>Write some of the jobs you are considering or career options you would like to follow up)</p> | <p><i>eg. Political work, policy writing</i></p> |
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| <p>The barriers to me achieving my goals are:</p> <p>List the obstacles or barriers you think may stop you from achieving your career goals</p> | <p><i>eg. limited experience, family commitments, verbal communication skills</i></p> |
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You should now be ready to move to Stage 2 Develop & Investigate Options.