



CAREER ASSESSMENT

Interests Skills Values Checklist

**Activities and
Personality**

**Career Exploration
Career Planning**

FOR EDUCATIONAL PURPOSES ONLY



Activities & Values Checklist
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CAREER ASSESSMENT

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Career Planning | Career Exploration
Activities | Personality
Sorting and Ranking Exercise

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NAME: _____

Part One

In part one you will be considering your activities.

Read each activity description. For each activity, answer two questions: Do you LIKE this activity very much? Are you especially GOOD at this activity?

Put a check mark in the LIKE column if the activity is something you like or enjoy or have an interest in doing.

Put a check mark in the GOOD column if the activity is something you are good at doing or something you do well or an activity that represents your skill or talent.

Put a check mark in both columns if the activity represents both responses.

Put no check mark in either column if the activity represents neither response.

Part Two

In part two you will be considering your values and needs.

Read each description of a particular work-related value. For each value, determine its relative level of importance to you.

Rank your values using the following scale and insert the appropriate number.

- 1 Not Important
- 2 Desirable
- 3 Very Important
- 4 Essential

PART ONE: ACTIVITIES

WORKING WITH PEOPLE

LIKE

GOOD

Training/Instructing

Advising/Counseling/Interviewing

Persuading/Negotiating/Selling

Assisting/Protecting/Providing Care

Coordinating Work With Others

Supervising/Directing/Assessing

WORKING WITH HANDS OR EQUIPMENT

LIKE

GOOD

Operating Machines or Equipment

Using Tools/Measuring

Maintaining/Inspecting/Repairing

Installing/Setting Up/Constructing

Drafting/Drawing

Designing Equipment/Developing Systems

COMMUNICATING

LIKE

GOOD

Following Written & Oral Instructions

Explaining/Answering Questions

Making Presentations

Writing/Preparing Reports

Public Speaking/Broadcasting/Entertaining

ORGANIZING INFORMATION

LIKE

GOOD

Keeping Records/Cataloging

Gathering Information/Conducting Research

Making Diagrams

Analyzing/Interpreting/Evaluating

Planning/Making Decisions

Developing Ideas

WORKING WITH MATH

LIKE

GOOD

Mathematical Reasoning

Calculating/Computing/Applying Formulas

Developing Budgets

Analyzing Numerical Data

SPECIAL ACTIVITIES

LIKE

GOOD

Attention to Detail

Quick Thinking

Memorizing

Working With Computers

Fine Arts/Performing Arts

Spatial Visualization

PART TWO: VALUES

_____ CONTRIBUTION TO SOCIETY

How important is it for your work to make an important contribution to the functioning and improvement of society?

_____ HIGH INCOME

How important is it for your occupation to pay high income?

_____ INDEPENDENCE

How important is it to be your own boss and make your own decisions about your work?

_____ LEADERSHIP

How important is it to direct other people in their work and be responsible for their motivation and performance?

_____ LEISURE

How important is it to be able to take a lot of time off from work?

_____ PRESTIGE

How important is it to be doing work that causes people to respect you and look up to you?

_____ SECURITY

How important is it for your work to offer steady employment and regular income?

_____ VARIETY

How important is it for your work to offer different challenges, problems, activities, people or places?

_____ ADVANCEMENT

How important is it for your work to offer opportunities of getting ahead?

_____ CHALLENGE

How important is it for your work to be challenging?

_____ EASY COMMUTE

How important is it to get to and from work easily?

_____ FLEXIBLE HOURS

How important is it for your work to be flexible?

_____ ON-THE-JOB TRAINING

How important is it for you to learn skills on the job?

_____ PLEASANT CO-WORKERS

How important is it to enjoy being with your co-workers?

_____ STAYING PUT

How important is it to be able to find work without relocating?