



INTERESTS | SKILLS | VALUES

"What the world needs is more people who know what they really want to do, and who do it at their place of work as their chosen work. The world needs more people who feel true enthusiasm for their work. People who have taken the time to think out what they uniquely can do, and what they uniquely have to offer the world."

-RICHARD BOLLES, *What Color Is Your Parachute?*



MATCH GAME

Effective goal setting and decision making begin with a serious consideration of one's interests, skills, and values. These personal characteristics, when integrated with real world options, become the starting point for career and life planning. Effective career and life planning seeks to match your unique personality with specific job requirements.

Once you have defined the internal realm of your personality, you then must explore the external world of your career options. Through serious assessment of your personal traits and thorough investigation of various job-related factors, you can effectively make a good match and find a good fit.

DECISIONS

Sound decision-making and goal setting is greatly enhanced when you are able to describe your preferred activities and define the setting and circumstances in which you are the most satisfied and productive. When you have a strong sense of self-awareness and a broad knowledge of your options, you are better able to make decisions about things that affect your life. You are able to make important choices concerning such things as academic major, activities, marriage, lifestyle, leisure, and career direction.

"What you can become is the miracle you were born to be through the work that you do."

-KURT VONNEGUT

WHO ARE YOU?

Knowing yourself prepares you to be more effective in making decisions and setting goals. In attempting to determine where you want to go and what you want to do, it is particularly important to determine who you are. It is vital in career and life planning to gain a clear understanding of yourself and firm determination of who you are.

"We were meant to work in ways that suit us, drawing on our natural talents & abilities as a way to express ourselves & contribute to others. This work is a key to our true happiness & self-expression."

-MARSHA SINETAR, *Do What You Love, The Money Will Follow*

ACTIVITIES

Think about the activities that you perform on a daily basis. Which ones are your favorite? Which ones are you particularly good at? Which ones do you particularly enjoy? Which ones are the most important to you? Which ones are the most meaningful? These questions are the key to considering how you feel about the activities you're engaged in. Your activities typically reflect three things...

Passion (or Interests) - Is this activity something I like to do? Something you love to do?

Talent (or Skills) - Is this activity something I am good at doing? Something I do well?

Purpose (or Values) - Is this activity consistent with what I believe is important? Something that aligns with what I consider to be meaningful?





INTERESTS

Your interests are sometimes called your passions. They are represented by activities that you like to do or love to do. Interests are things you find desirable, enjoyable, fun, or pleasant. Engaging in activities that match your interests provides enrichment, excitement, and energy.

SKILLS

Your skills are sometimes called your talents. They are represented by activities that you are good at doing. Skills are expressed by ability, strength, and aptitude. Skills determine expertise, competency, proficiency, and dexterity. Skills may be defined in terms of mastery, power, knowledge, and intelligence. Skills are oftentimes reflected in your accomplishments, achievements, and successes. Engaging in activities that match your skills provides a sense of confidence.

VALUES

Values are represented by activities that are important to you. Values are reflected in beliefs, priorities, attitudes, feelings, and principles. Values relate to your dispositions, orientations, opinions, and preferences. Values address what really matters most to you in your life and what is essential. Clarifying values provides the criteria by which you determine meaning in your life. Engaging in activities that match your values provides a sense of purpose.

UNIQUE PERSONALITY

Can you effectively and accurately describe your personality? Can you define yourself in terms of your interests, skills, and values?

Once you have examined your unique personal style and given serious thought to your interests, it is time to consider your career options. What occupation matches your personality? What vocation aligns with your interests? What career is the best fit for someone with your unique traits and characteristics?

The secret to selecting the right goal, the right career, and the right academic major lies in knowing yourself and knowing your options and bringing the two together. Your ability to match your personality to the right work environment is the key to your success and satisfaction.

SKILL AREA

What gives you the most satisfaction when applying your talents? Which skills do you wish to use in your job? What skills do you primarily want to work with? Would you rather work with data? people? ideas? or things?

DATA - Working with data involves tasks that are numerical, statistical, precise, or mathematical.

PEOPLE - Working with people involves tasks that are social, service-oriented, interpersonal, managerial, or educational.

IDEAS - Working with ideas involves tasks that are creative, conceptual, innovative, artistic, or expressive.

THINGS - Working with things (or animals) involves tasks that are scientific, physical, manual, athletic, mechanical, or technical.



WORK VALUES

What work environments and employment situations are most conducive to you? What kind of people do you like to work with? Are your personal and emotional needs being addressed? Which job-related values relate to you? In a particular career, occupation, or work setting, what features are desirable, most important, or essential?

- Contribution to Society - Helping and improving humanity
- High Income - Making a lot of money
- Independence - Being your own boss, making decisions
- Leadership - Directing, motivating and managing others
- Leisure - Having a lot of time off
- Prestige - Respect, esteem, status, people look up to you
- Security - Steady employment and regular income
- Variety - Different challenges, activities, people, places
- Advancement - Promotions, upward mobility
- Challenge - Work keeps you motivated and interested
- Easy Commute - Getting to and from work easily
- Flexible Hours - Schedule is flexible
- Training - Learning new skills on the job
- Pleasant Co-Workers - Working with nice people
- Staying Put - Finding work without relocating