

The “U” in Occupation

Having a sense of self and understanding your own personality can be extremely valuable when completing a job search. In this activity, you will be able to identify and apply your individual skills, values, and traits to career paths that interest you. This could help you determine if they will bring you satisfaction in the workplace by matching with your unique personality profile.

Workplace Skills: The core knowledge, behaviors and attitudes a person needs to succeed in the workplace.

Values: Something (such as a principle or quality) intrinsically valuable or desirable.

Personality Type: A cluster of personality traits commonly occurring together.

Introvert: A typically reserved or quiet person who tends to be introspective and enjoys spending time alone.

Extrovert: A typically gregarious and unreserved person who enjoys and seeks out social interaction.

***Definitions sourced from: Biz Fluent, Collins Dictionary, Merriam Webster*

In the space below, brainstorm 3-5 qualities you have that you think an employer would desire.

Consider what you know to be true about your personality at this time in your life. What do you already do/practice/value/implement that makes you employable? You can think of a one specific career, or the professional world as a whole while you complete this.

Workplace Skills

The following are a list of “workplace skills” that could be sought after by an employer.

Rate each workplace skill according to how strong you feel that you are in that area (1 is low and 10 is high – **do not rank any skills the same**).

Provide reasoning for your rankings, be honest when you consider your own personality in these areas (it is unlikely that you are very high or very low in all of them!).

Communication	Why did you assign the Number Score you did?
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10

Enthusiastic Attitude	Why did you assign the Number Score you did?
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10

Teamwork	Why did you assign the Number Score you did?
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10

Problem-Solving	Why did you assign the Number Score you did?
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10

Professionalism	Why did you assign the Number Score you did?
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10

Values

Choose 3 of the values listed below that are the most important to who you are. Then scroll down to write a brief explanation for a time when this value played an important role in your life. Use your tools to look-up words you don't know.

Attractiveness	Autonomy	Balance	Being the Best
Benevolence	Boldness	Brilliance	Calmness
Caring	Challenge	Charity	Cheerfulness
Cleverness	Community	Commitment	Compassion
Cooperation	Collaboration	Consistency	Contribution
Creativity	Credibility	Curiosity	Daring
Decisiveness	Dedication	Dependability	Diversity
Empathy	Encouragement	Enthusiasm	Ethics
Excellence	Expressiveness	Fairness	Family
Friendships	Flexibility	Freedom	Fun
Generosity	Grace	Growth	Flexibility
Happiness	Health	Honesty	Humility
Humor	Inclusiveness	Independence	Individuality
Innovation	Inspiration	Intelligence	Intuition
Joy	Kindness	Knowledge	Leadership
Learning	Love	Loyalty	Making a Difference
Mindfulness	Motivation	Optimism	Open- Mindedness
Originality	Passion	Performance	Personal
Proactive	Professionalism	Quality	Development Recognition
Risk Taking	Safety	Security	Success
Teamwork	Thankfulness	Thoughtfulness	Traditionalism
Trustworthiness	Understanding	Uniqueness	Usefulness
Service	Spirituality	Stability	Peace
Perfection	Playfulness	Popularity	Power
Punctuality	Relationships	Reliability	Resilience
Resourcefulness	Responsibility	Responsiveness	Security
Self-Control	Selflessness	Simplicity	Stability
Versatility	Vision	Warmth	Wealth

Well-Being

Wisdom

Zeal

Important Values to Me

1	Value <i>Give an example of a time when this value played an important role in your life (at least two sentences).</i>
2	Value <i>Give an example of a time when this value played an important role in your life (at least two sentences).</i>
3	Value <i>Give an example of a time when this value played an important role in your life (at least two sentences).</i>

Personality Type

Most people are not 100% introverted or 100% extroverted. Use the range below to divide the line into two sections that represent your own judgement of how extroverted and how introverted you are.

1

Why did you divide the wheel the way you did?

Write at least three sentences.

Finding the "U" in Occupation

Considering what makes you unique in terms of skills, values, and personality, research an occupation of your choice via the Career Browser on Next Steps Idaho.

[Open the Career Browser](#)

Occupation Title

What are the duties/responsibilities of this occupation?

What does a typical day look like?

What skills/background training do they need for this occupation?

Is this occupation a good match for your Skills according to your Profile? Why or why not?

Is this occupation a good match for your Values according to your Profile? Why or why not?

Is this occupation a good match for your Skills according to your Profile? Why or why not?

Reflect

How does having a sense of your personality (soft skills, values, and personality type) help when considering or choosing a career? Why could it be beneficial to be knowledgeable about these things when applying or interviewing for jobs/colleges?

Keep Learning

Click [HERE](#) to learn more about the six soft skills you learned about today, and see why they are valuable in the workplace. You can also gain tangible tips for how to improve in each area.

Or, visit [Idaho LAUNCH](#) it's a great tool for jobseekers to connect with career planning/advice once they understand their goals and values for the workplace.