

# Career Self-Assessment

This playbook outlines the procedure for conducting a self-assessment to gain a deeper understanding of personal career interests and skills. It is designed to aid individuals in making informed decisions about their career development.

## Step 1: **Goal Setting**

Identify specific career goals or areas of interest that you would like to explore or develop further.

## Step 2: **Tool Selection**

Choose appropriate self-assessment tools that align with your career interests and the competencies you wish to evaluate. Popular tools include personality tests, skills assessments, and interest inventories.

## Step 3: **Self-Assessment**

Complete the selected self-assessment tools. Ensure you provide honest answers to get the most accurate insights.

## Step 4: **Analysis**

Review the results from the self-assessment tools to identify key themes about your interests, strengths, and potential areas for development.

## Step 5: **Reflection**

Reflect on the assessment results. Consider how the identified competencies and interests align with your current career path or goals.

## Step 6: **Action Plan**

Develop a realistic action plan based on your self-assessment results. Set short-term and long-term goals, and outline steps to enhance your skills or explore new career opportunities.

## Step 7: **Progress Review**

Periodically review your goals and the progress you've made. Adjust your action plan as necessary to reflect any new insights or changes in your career aspirations.

# **General Notes**

## **Continuous Process**

Remember, career development is a continuous process. Regularly revisiting your self-assessment can provide fresh perspectives and help guide your career path.

## **Documentation**

Keep a record of your self-assessment results and action plans. This documentation can serve as a valuable reference for future assessments and career decisions.