

PERSONAL AND JOB APPRAISAL WORKSHEET

Once a person has committed to making a job change, the first step is to set specific goals. This applies to the individuals currently in the job market as well as individuals who are employed, but open to new opportunities.

Most individuals want to find a job that will provide them with personal satisfaction, competitive compensation, benefits and the opportunity for growth. It is important to be realistic about current qualifications, as well as the specific type of work you want to perform.

A self appraisal process can help you fine tune your career objectives.

Answer the following questions and realize your answers will help you respond to some of the more difficult interviewing questions you will be asked

Personal Appraisal

1. Honestly and in detail describe the kind of person you are (leader or follower)

Leader

2. Write down how your friends would describe you

Serious, organized

3. What do you want to accomplish with your life?

Excellence

4. What role does your job play in your life?

My road to all things good

5. What impact do you have on other people?

I make them cranky whenever possible

6. What are your accomplishments to date? Are you satisfied with them?

I have built a rocket ship and fly to mars every weekend. Yes I am satisfied

7. What role does money play in your values?

Money ranks fairly high

8. Is your career the center of your life or just a part of it?

Just a slice of the pie

9. What are your main interests?

Creating software that the world will use

10. What do you enjoy most?

Music

11. What displeases you most?

Lazy people

Job Appraisal

1. Start with your most recent employer and then work back toward your graduation. Describe in detail each job including your title, company, responsibilities, salary, accomplishments, successes, failures and your reason for leaving.

Good As Gold Training - Business Manager - Master of all Things Brilliant - I'm still here they have chained me to the desk Bank One - Systems Officer - Lead Helpdesk - responded to all level 1 issues, escalating to level 2 and 3 when necessary. Successes

2. How would you change your job history?

I wouldn't change it

3. In your career to date, what responsibilities have you enjoyed most? Why?

My 2:00 pm nap time

4. What kind of job do you think would be a perfect match for your talents and interests?

The one I have

5. What responsibilities do you want to avoid?

All of them, if at all possible

6. How prepared are you for that type of responsibility?

I'm ready!

7. If you want to advance in your career, are you prepared to pay the price? Longer hours? More pressure?

No - no advancement for this girl.

8. What have your superiors thought about you as an employee?

They love me.

9. Can your work make you happier? Should it?

Yes. Maybe

10. If you have been fired from any job, what was the reason?

I have never been fired - Don't even think it!

11. What have you done to improve your weaknesses?

I tell the person who interviews me about my weaknesses and then I follow through

12. How long do you want to work before retirement?

Good Lord - I'd like to retire now!
