

KNOW YOURSELF: A SELF-INVENTORY WORKSHEET

Use this worksheet to think through what are your strongest personal traits and work-related traits. This will help you think through what's the best kind of work for you to do, and therefore what kinds of jobs it makes the most sense for you to apply to. There are no right or wrong answers. Just answer as you think these things apply to you.

Put a check mark in each column that fits you: rate yourself as high, medium, or low for each trait.

Personal Quality/ Work Performance Trait	Your Rating		
	High	Average	Low
Dependable/ responsible			
Hard worker			
Flexible			
Creative			
Patient			
Perseveres			
Punctual			
Takes Initiative/ resourceful/ self-starter			
Diplomatic			
Intelligent			
Plans, organizes, prioritizes work			
Outgoing personality			
Ability to handle conflict			
Optimistic			
Realistic			
Enthusiastic			
Confident/ high self-esteem			
Willing to take on new assignments			
Orderliness of work			
Attention to detail			
Ability to manage time well			
Honest, high integrity			
Ability to multi-task			
Good at teamwork			
Can work well independently			

In the blanks, above, you can add other traits that you think also apply to you.

Next, answer these short essay questions (add more space as you need it):

1. List the five high-rated items you feel best describe you.
2. Describe five examples of how you have used or demonstrated these traits in the past.
3. For each of your top five rated items, explain why an employer might want to hire a person with this quality or trait.