**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Anthony Meunier\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Week 2: Self-Assessment**

This document contains the template you will use to complete this assignment. Save the file by adding your last name to the filename (e.g. Week2\_Self\_Assessment\_Template\_Smith.docx). Be sure to proofread and spell check your work before you submit it.

A grading rubric is also available at the end of this document.

There are FOUR parts to the Self-Assessment.

**Part 1:** Reflect on your results from the self-assessment exercises you’ve done from the textbook, as well as others you might have done in the past, and complete the table below. Review current or past jobs to identify your transferable skills. Develop an inventory of your most marketable career-related skills *(minimum 15)*, instances where you have demonstrated these skills *(minimum three)*, and the core values you want your work to reflect *(minimum five)*. Take into consideration the traits employers are seeking, including technical and transferable skills and general abilities. (30 POINTS)

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| **SELF-ASSESSMENT EXERCISES & MY RESULTS** |
| **I completed the following assessments/inventories as part of my self-assessment activities:**  1. Marketing Readiness Quiz  2. Self-Awareness Checklist  3. Ability Assessment  4. Transferable Skills Checklist  5. Work Environment and Life Preferences  6. Self-Assessment Summary Sheet |
| **My most marketable career-related skills are . . .** *(minimum 15)*(Remember to include technical and transferable skills on this list!)  1. Communication  2. Organizing  3. Analyzing  4. Commitment  5. Responsibility  6. Leadership  7. Computer Programming  8. Network Administration  9. Database Management  10. Writing  11. Integrity  12. Decisiveness  13. Time Management  14. Punctuality  15. Analytical |

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| **Examples of instances where I have demonstrated these skills include . . .** *(minimum 3)*  1. On a daily basis in a retail environment, one needs to be decisive in their actions and decision making in order to balance work load in terms of satisfying customers. Giving a customer the correct answer in a reasonable timeframe or delegating them to a supervisor for assistance is imperative in maintaining satisfaction.  2. In my store, we operate with a very low night time staff which emphasizes responsibility in the sense that we are given a core set of tasks and are expected to perform them adequately with little to no supervision or guidance. The store is basically left in our hands, and personally I am tasked with running and maintaining the entire sales floor operations. Again, performing these tasks alone emphasizes responsibility – I can be trusted to get the job done.  3. In terms of time and management and more so punctuality, I have never been recorded as being late to a job, ever. In addition, I have only called out for one sick day in nearly 5 years of job experience. I do what is needed of me, and I do what I say I will do. I am always prompt and reliable. |
| **Core values I want my work to reflect are . . .** *(minimum 5)*  1. A balance between work and my personal life; when I’m at work I give my all, and when I am not at work I do not want this to carry over and create a strain on my personal life.  2. I prefer routine and predictable work projects as over time you start to really hone in on a “best” way to approach the work, and I think this creates very positive results in my experience.  3. Having pride in my work is of utmost importance to me, and helps me stay motivated.  4. I do not ask for or want prestige or notoriety, but being recognized for my work or being considered an expert at what I do is something that drives me.  5. Having work that is highly structured and well defined is important as well, as all I need is the starting direction – “this is what we need” – being presented the guidelines, and I can be trusted to meet the criteria. |

**Part 2:** Describe your ideal job. (20 POINTS)

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| **MY IDEAL JOB** |
| **In my ideal job, I would be . . .** *(state what you see yourself doing as part of your ideal job)*  **My ideal job is not so much a specific career or trade, but rather a job that offers some key elements that not only help me, but helps the employer get the most out of me as well. I am looking for a job that first and foremost offers an environment that is conducive to some of the core values which I would like my work to reflect. I prefer a job that offers structured, well defined work that may of course take some training and time to get used to, but ultimately presents the same type of work on a daily basis from which a routine can be created. I am a methodical and analytical worker, and from routine and gathered facts I can create very efficient ways to meet and exceed job requirements. I would of course prefer this job to utilize some of the skills that I have from my technical background, related to computer science, preferably in a line of work that is structured and routine; perhaps some form of quality assurance as this would perfectly suit my personality and allow me to emphasize my core values. In addition, working in an office place in which I am not required to travel frequently, if at all, would be beneficial in me maintaining a work and personal life balance, as I prefer to keep the two separate. Overall, a workplace that allows me to utilize both the skills I have learned in my technical training as well as the skills and values that I personally uphold would be critical points in defining my ideal job.** |

**Part 3:** Identify your one-, two-, and five-year career goals, create a list of possible employers of choice in your career field *(minimum 3)*,possible job titles for your one-, two-, and five-year *goals (one for each goal),* and current salary ranges for those job titles. (30 POINTS)

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| **CAREER GOALS** | | | |
| **Career Goals** | **Potential Employers** *(minimum 3)* | **Possible Job Titles** *(minimum 3)* | **Current Salary Ranges** *(for each job title)* |
| My one-year career goal is . . . *Attain an entry-level position in a relevant technical field; unknown, lesser companies may be the starting point here due to lack of experience* | 1. Booz Allen Hamilton  2. Medtronic  3. Siemens | 1. Jr. Systems Analyst  2. Jr. Data Analyst  3. QA Tester | 1. $42,827 - $95,711  2. $35,215 - $80,810  3. $38,149 - $77,370 |
| My two-year career goal is . . . *Advance to a higher level position in respective job field, preferably at a more known, higher prestige company to help open some doors for my long-term career* | 1. Kaiser Permanente  2. Sony Entertainment  3. Intel | 1. Systems Analyst  2. Data Analyst  3. Senior QA Tester | 1. $42,827 - $95,711  2. $35,215 - $80,810  3. $38,149 - $77,370 |
| My five-year career goal is . . . *Secure a lead/senior position at one of my favorite and most respected video game development companies* | 1. Activision  2. Blizzard  3. Microsoft | 1. Senior Test Engineer  2. Senior Analyst  3. QA Lead | 1. $51,075 - $96,452  2. $42,827 - $95,711  3. $38,149 - $77,370 |

**Part 4:** Provide a summary of what you have learned about yourself and the characteristics of your dream job as a result of the reflection and research you have done as part of this assignment *(minimum 100 words)*. (20 POINTS)

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| **MY LEARNINGS** |
| After performing all of the sections of the self-assessments and now this overall self-assessment document, I feel much more well-defined in who I am as a job seeker. My skills, core values, and ideal job may not be what others are looking for, but being realistic about who I am as a job seeker is what ultimately led me to these conclusions and I think will say a lot when it comes time to search for a career. Being realistic is key in the process, from start to finish. If at any point in this sequence you are not realistic or true to yourself, I believe you may end up somewhere you ultimately do not want to be. Following the core values that I would like my work to reflect directly led me to my definition of an ideal job, and hence helped shaped my career goals in terms of potential employers as well as possible job titles. While these may not work out 100% in the way they were written here, they can still serve as a good guideline for which paths I may want to spend my time researching before I ultimately head down one or another. I am satisfied with the results of this self-assessment and would be happy to see any/all of these goals materialize and help guide me down an ideal career path. |

**Grading Rubric: Self-Assessment**

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| **Component** | **Points** |
| Part 1: Award full credit if all sections meet minimum requirements. Deduct up to 20 points depending on how incomplete the responses are. No points awarded if the section is not completed. *Deduct up to 5 points for spelling and grammatical errors.* | 30 |
| Part 2: Award full credit if the ideal job is described sufficiently. Deduct up to 10 points for incomplete responses. No points awarded if the section is not completed. *Deduct up to 5 points for spelling and grammatical errors.* | 20 |
| Part 3: Award full credit if all sections meet minimum requirements. Deduct up to 20 points depending on how incomplete the responses are. No points awarded if the section is not completed. *Deduct up to 5 points for spelling and grammatical errors.* | 30 |
| Part 4: Award full credit if the student has provided a reflective summary of their learnings. Deduct up to 10 points if the response is incomplete. No points awarded if the section is not completed. *Deduct up to 5 points for spelling and grammatical errors.* | 20 |
| **TOTAL POINTS** | **100** |