

People, Data, Things, Ideas Assessments

Worksheet #1: Interest Assessment

Understanding your likes and dislikes will help when planning for a career. The more interested you are in your work, the happier you will be on the job. The following interest inventory activity will help you organize your likes and dislikes into 4 categories: people, data, things or ideas.

Assess Yourself

Audience: Awareness, Explore
Length: 5-15 minutes per worksheet; 20-45 minutes total

Directions: In each section, answer every question by checking the YES or NO box. Total all the YES checks for each section then, at the bottom of the page, circle the area of interest where you had the most YES answers.

PEOPLE

Do you like to:	YES	NO
Entertain a child		
Listen to a friend's personal problems		
Teach someone how to do something		
Help someone who is sick		
Lead a group or club activity		
Work with the public		
Run for an office		
TOTAL		

DATA

Do you like to:	YES	NO
Research a topic of interest to you		
Be a treasurer of a club		
Work scientific experiments		
Work with numbers/statistics		
Figure a car's gas mileage		
Balance a bank statement		
Write a computer program		
TOTAL		

THINGS

Do you like to:	YES	NO
Bake a cake		
Repair car/machinery		
Sew or make crafts		
Build something from wood		
Operate a cash register or calculator		
Do landscaping/lawn care		
Operate camera/video equipment		
TOTAL		

IDEAS

Do you like to:	YES	NO
Decorate a room		
Write a poem or story		
Publish school yearbook or newspaper		
Write lyrics or rap		
Perform or act in school play		
Play musical instrument		
Invent a new product		
TOTAL		

My highest INTEREST section at this time is (circle one): PEOPLE DATA THINGS IDEAS

Worksheet #2: Skills & Abilities Assessment

Jobs require different skills and abilities. You might not have all the skills or abilities necessary for some occupations, but you do have an aptitude to learn new skills. Aptitudes measure the ease with which you can learn something new.

Directions: In each section, place a check mark next to the skills you have now. Then go back and place a check mark next to the skills you might not have yet, but feel you could learn with a little work. Total the checks in each section then, at the bottom of the page, circle the area where you had the most skills and aptitude.

PEOPLE

Do you have the ability for:	<input checked="" type="checkbox"/>
Teaching	
Supervising	
Caring for others	
Host or hosting	
Presiding over meetings	
Leading others	
Listening and counseling	
Selling goods and services	
TOTAL <input checked="" type="checkbox"/>s	

DATA

Do you have the ability for:	<input checked="" type="checkbox"/>
Accounting or record keeping	
Statistical work	
Research	
Testing products or ideas	
Investigating problems	
Computer programming	
Working scientific experiments	
Collecting information	
TOTAL <input checked="" type="checkbox"/>s	

THINGS

Do you have the ability for:	<input checked="" type="checkbox"/>
Repairing things or objects	
Operating machinery or equipment	
Assembling parts	
Using tools	
Cooking or baking	
Operating a sewing machine	
Woodworking	
Construction work	
TOTAL <input checked="" type="checkbox"/>s	

IDEAS

Do you have the ability for:	<input checked="" type="checkbox"/>
Writing stories and poems	
Composing music	
Designing new products	
Drawing	
Inventing new products	
Acting or singing	
Playing a musical instrument	
Organizing new clubs or activities	
TOTAL <input checked="" type="checkbox"/>s	

My highest SKILLS section at this time is (circle one): PEOPLE DATA THINGS IDEAS

Worksheet #3: Personality / Temperament Assessment

Your personality is a combination of emotional and behavioral characteristics that make you different from others. How you think, feel and act with people and in different situations is influenced by your personality. Different careers appeal to people, partially based on their personality traits.

Directions: Think about your temperament when you answer the following questions. Which situations or circumstances would you prefer to involve the major part of your working day?

PEOPLE

Are you / Do you ...? <input checked="" type="checkbox"/>	
Cheerful to those around you	
Helpful to friends and family	
Cooperative when working in a group or on a team	
Responsive to the needs of others	
A leader or organizer of a group	
Outgoing and enjoy meeting new people	
An influencer of people's opinions and attitudes	
Understanding and sympathetic to others	
TOTAL <input checked="" type="checkbox"/>s	

DATA

Are you / Do you ...? <input checked="" type="checkbox"/>	
Keep organized	
Pay close attention to details	
Prefer to work with numbers and statistics	
Prefer to perform repetitive tasks	
Prefer to work on a set schedule	
Think logically	
Prefer practical ways of doing things	
TOTAL <input checked="" type="checkbox"/>s	

THINGS

Are you / Do you ...? <input checked="" type="checkbox"/>	
Like to work with precise rules, limits or standards	
Prefer to work with machines and objects rather than people	
Efficient	
Prefer to work alone	
Prefer to work with your hands	
Mechanical	
Inquisitive about making something work or run	
Resourceful with materials and methods	
TOTAL <input checked="" type="checkbox"/>s	

IDEAS

Are you / Do you ...? <input checked="" type="checkbox"/>	
Curious about how and why things are the way they are	
Prefer to have a variety of duties that change often	
Seek new ways of doing things	
Artistic	
Creative	
Prefer to set your own schedule	
Versatile and flexible in activities and behaviors	
Expressive, eloquent in writing, performing or drawing	
TOTAL <input checked="" type="checkbox"/>s	

My highest PERSONALITY section at this time is (circle one):

PEOPLE DATA THINGS IDEAS

Worksheet #4: Work Values Assessment

Job satisfaction comes from having a job that meets your expectations and satisfies your needs. The list below includes a number of things people want or value in their job. Not all these values are met each day. However, choosing an occupation that meets most of your work values is important.

Directions: Think about what you want from an occupation. From the list below:

1. Check the values that are most important to you.
2. Add work values not mentioned which are also important to you.
3. Re-write and prioritize the list from 1-10. Put what you value most as #1, and proceed down the list to what you value the least, or is not important to you, as #10

JOB VALUES

- ___ 1. Adventure — working in a job that requires taking risks
- ___ 2. Prestige — having an important position
- ___ 3. Creativity — finding new ways to do things
- ___ 4. Helping others — working in the assisting and caring of other people
- ___ 5. High earnings — being well paid for the standard of living you want
- ___ 6. Variety of duties — having several different things to do
- ___ 7. Independence — deciding how to do my work
- ___ 8. Exercising leadership — being able to direct and influence others
- ___ 9. _____
- ___ 10. _____

PRIORITIZE YOUR LIST: From the values listed above, write what is most important to you on Line 1, ranking the values to what is least important to you on Line 10.

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Worksheet #5: Assessment Summary

Directions: Use the information from Worksheets #1-4 to answer the following questions about yourself.

1. **INTEREST INVENTORY:** My interests were mainly centered around:

_____ people _____ data _____ things _____ ideas

2. **SKILLS & ABILITIES CHECKLIST:** My skills and abilities were mainly centered around:

_____ people _____ data _____ things _____ ideas

3. **TEMPERAMENT / PERSONALITY CHECKLIST:** I think of myself as being what type of person:

_____ people _____ data _____ things _____ ideas

4. **TOTAL** from 1-3:

_____ people _____ data _____ things _____ ideas

5. My **TOP 3 WORK VALUES** are:

1. _____
2. _____
3. _____