



# **CAREER** *PROFILER*<sup>TM</sup>



*Your Career Inventory  
for Your Career Success*

# SKILLS & ABILITIES INVENTORY

From the list below, circle all of the things you enjoy or do well:

Analytical	Nurturing	Mechanical	Systematic	Enterprising	Creative
Discovering	Helping others	Fixing things	Working on computers	Leading or directing	Thinking of new ideas
Measuring	Listening	Taking things apart	Reading or telling stories	Setting/meeting deadlines	Photography
Working with numbers	Getting along with others	Inventing	Memorizing names or numbers	Making decisions	Dancing to music
Games like chess	Making friends	Running machines	Budgeting money	Selling	Cooking, planning meals
Working with money	Baby-sitting	Taking care of cars	Jigsaw puzzles	Planning meetings or parties	Coordinating colors
Doing experiments	Leading teams of people	Handling tools	Following directions	Speaking in front of others	Designing
Using a calculator	Understanding people	Building things	Putting things in order	Taking risks	Making layouts and drafting
Doing puzzles	Group games or projects	Shaping things	Writing neatly	Talking easily with strangers	Using my imagination
Organizing	Protecting	Lifting or moving things	Collecting information	Planning action and activities	Drawing or sketching
Comparing things or numbers	Teaching others	Delivering things	Memory for details	Coming up with new projects	Planting a garden
Playing with numbers in my head	Nursing or taking care of people	Doing craft projects	Doing research	Getting others involved	Expressing emotion

Take a careful look at the skills inventory list above and circle the top 5 -10 skills and abilities that you **most enjoy** using:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_



# PERSONAL VALUES INVENTORY

What matters to you? What do you hold in high esteem and value? What do you care about? Select from the list below or create your own list:

- Education
- Culture/Tradition
- Family
- Friends
- Money/Financial Security
- Status
- Environment/Global Warming
- Service to Country
- Faith/Religion/Spirituality
- Helping those less fortunate
- Respect and Honor
- Integrity, Trust and Honesty
- Service to Country
- Being Dependable

Create Your Own List



# INDUSTRY INTEREST INVENTORY

From the list below, select the career fields that interest you. If you are not sure about the jobs in certain career fields, ask your instructor.



Ask yourself which industries listed below most interest you. Select the career fields below:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Arts & Entertainment     | <input type="checkbox"/> Design & Engineering      | <input type="checkbox"/> Education              |
| <input type="checkbox"/> Science & Research       | <input type="checkbox"/> Construction Trades       | <input type="checkbox"/> Hospitality & Tourism  |
| <input type="checkbox"/> Health Care              | <input type="checkbox"/> Agriculture & Farming     | <input type="checkbox"/> Transportation         |
| <input type="checkbox"/> Manufacturing            | <input type="checkbox"/> Business Services         | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> Environmental Sciences   | <input type="checkbox"/> Utilities                 | <input type="checkbox"/> Public Safety          |
| <input type="checkbox"/> Military                 | <input type="checkbox"/> Social Sciences           | <input type="checkbox"/> Sports & Athletics     |
| <input type="checkbox"/> Non-Profit Organizations | <input type="checkbox"/> Automotive Technology     | <input type="checkbox"/> Aviation & Space       |
| <input type="checkbox"/> Federal Government       | <input type="checkbox"/> Financial Svcs. & Banking | <input type="checkbox"/> Insurance              |
| <input type="checkbox"/> Petroleum & Natural Gas  | <input type="checkbox"/> Telecommunications        | <input type="checkbox"/> Retail                 |



## PERSONAL INTEREST INVENTORY:

Take a minute and think about and consider the things you are interested in, your hobbies and what you enjoy in your spare time.

Select the items that interest you:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Sports              | <input type="checkbox"/> Music                    | <input type="checkbox"/> Dancing                 |
| <input type="checkbox"/> Gaming              | <input type="checkbox"/> Computers                | <input type="checkbox"/> Arts & Crafts           |
| <input type="checkbox"/> Cars                | <input type="checkbox"/> Photography              | <input type="checkbox"/> Traveling               |
| <input type="checkbox"/> Politics            | <input type="checkbox"/> Reading                  | <input type="checkbox"/> Cooking                 |
| <input type="checkbox"/> Working with Kids   | <input type="checkbox"/> Working with the Elderly | <input type="checkbox"/> Working with Animals    |
| <input type="checkbox"/> Outdoor Sports      | <input type="checkbox"/> Hunting/Fishing          | <input type="checkbox"/> Hiking/Trekking         |
| <input type="checkbox"/> Puzzles/Board Games | <input type="checkbox"/> Writing                  | <input type="checkbox"/> Weight Lifting/Exercise |
| <input type="checkbox"/> Learning Traditions | <input type="checkbox"/> Online Networking        | <input type="checkbox"/> Shopping                |
| <input type="checkbox"/> Exploring           | <input type="checkbox"/> Being with Friends       | <input type="checkbox"/> Being with Family       |
| <input type="checkbox"/> Other: _____        |   |  |

# WORK ENVIRONMENT INVENTORY:

In considering your ideal work environment, which of the selections below most appeal to you?

## I prefer working with sounds and noises that are:

- Quiet
- Noise, like cars or street noises
- Music
- People talking
- No preference

## When I am working, I prefer to:

- Sit at a desk or table
- Stand at a table or machinery
- Move or walk around
- No preference

## I like to work with people by:

- Being by myself with the door closed
- Being with other people who are quiet
- Being with other people who are talking or doing things
- No preference

## The type of working environment I like is:

- Working in an office
- Working in a factory or warehouse
- Working in a restaurant
- Working outdoors
- Working where I drive a car or truck most of the day
- Working in a hospital or similar
- Working in a store
- Working in a school or daycare
- No preference

## Attire & Dress Preference

- Dressing casually
- Dressing in a uniform
- Dressing in nice attire but not too dressy
- Dressing in professional attire, like a suit and tie
- No preference

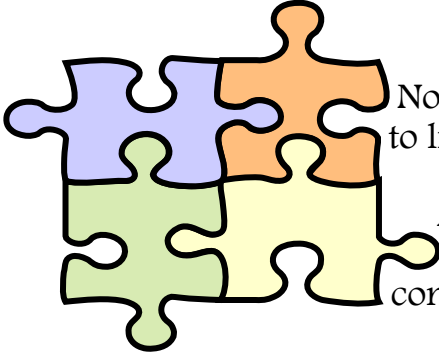
## Work Hours and Shifts Preference

- Working during the day (usually 7 am to 5 pm)
- Working in the afternoon (usually noon to 9 pm)
- Working in the evening (usually 3 pm—midnight)
- Working at night (usually midnight to 7 am)
- No preference

## Schedule Preference

- Working weekdays  
Circle preferred days to work: **Monday** **Tuesday** **Wednesday** **Thursday** **Friday**
- Working weekends  
Circle preferred day to work: **Saturday** **Sunday**

# PUTTING THE PUZZLE PIECES TOGETHER



Now that you've done your inventories, take a few minutes to list your top selections.

Make you list below to get a better idea or picture of what is important to you for your career and work considerations:

## LIST YOUR TOP 10 SKILLS:

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

## LIST YOUR TOP 5 INDUSTRY AND PERSONAL INTERESTS

- |          |          |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |
| 4. _____ | 4. _____ |
| 5. _____ | 5. _____ |

## LIST YOUR TOP 5 VALUES:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## note:

As you begin evaluating your inventory choices keep in mind that your choices are clear indicators of important issues for your career success.

In other words, your top skills, interests and values should be incorporated in to your career job profile.

Using your top skills, interests and values at work will help to insure your career success!