Class Activity

- Case Study on page 33
CHAPTER 3

Understanding Yourself

**Goals**

- Recognize how assessments can help focus your career journey.
- Identify types of formal assessments and explain how to use the results.
- Describe types of informal assessments.
Career Portfolio: Types of Assessments

- Slide – Types of Assessments
  - PowerPoint Slide Copied from Career Class folder on the public drive to your name
  - Read about each type of assessment in your careers textbook, pages 35-37
  - Type in the definition of each type of assessment in the Smart Art form on the PowerPoint Slide
# Types of Assessments

- Self-Assessments
- Formal Assessments
- Interest Inventories
- Ability Assessments
- Personality Assessments
- Work Value Assessments
Guest Speaker

- Ms. Bowers
  - Assessments given by the St. Joseph School District in 8th – 12th grade
  - Explore Test Website: http://www.actstudent.org/explore/
Learning about Yourself

- Your *Internal Career Design*:
  - Is unique to you.
  - Matches your interests, abilities, personality, and values to your ideal career field.

- Assessments provide information that will help you choose a career based on your unique talents and passions.

- **Self-assessments** are based on what you think of yourself.
Formal Assessments

- **Formal assessments** are created by psychologists and career counselors based on their research.
  - Interest inventories
  - Ability assessments
  - Personality assessments
  - Work value assessments
  - Formal assessment results
- Companies may charge a fee for the assessment and/or the scoring.
Ability assessments measure:

- How well you perform specific tasks now.
- Whether you can master certain skills in the future.
### Aptitude Levels

- **Top 10 %**: 90th-100th percentile
- **Top Third**: 67th-89th percentile
- **Middle Third**: 33rd-66th percentile
- **Bottom Third**: 11th-32nd percentile
- **Bottom 10 %**: 1st-10th percentile
Verbal Aptitude

- Verbal Comprehension Test
- Measures the ability to understand written words and the ideas associated with them
Numerical Aptitude

- Numerical Ability
  & Numerical Reasoning Tests
- Measures your ability to work quickly and accurately with numbers
Spatial Aptitude

- Space Visualization Test
- Measures your ability to visualize forms in space and manipulate objects mentally
Clerical Perception

- Visual Speed & Accuracy Test
- Measures the ability to compare numbers or patterns quickly and accurately
Additional Aptitudes

- Some aptitudes cannot easily be measured using a multiple choice test.
- You can search for careers using the additional aptitudes of Form Perception, Eye-Hand Coordination, Finger Dexterity and Manual Dexterity. --
  Base your aptitude level on your own perception of your skill in each area.
Form Perception

- Your ability to see similarities and differences in shapes and shading of things, lengths and widths of lines and details in objects or patterns.
Eye-Hand Coordination

- Your ability to match eye and hand movement quickly and correctly
Manual Dexterity

- Your ability to move hands easily and skillfully especially when putting or turning things into place
Finger Dexterity

- Your ability to move fingers and to handle small objects with fingers quickly and correctly.
Your Future

Looking at careers that match your aptitudes is a good beginning. You can also match careers to your interests - what you like and dislike.
Career Portfolio: Interests & Abilities

- Slides – Interest & Abilities
  - PowerPoint Slide Copied from Career Class folder on the public drive to your name
  - Rate yourself in each Interest and Ability area by clicking, holding and dragging the dot at the bottom of each chart to the correct position for you; be as honest as possible
Interests

Click, hold and drag the dots to the appropriate places in the graph.
Abilities

Click, hold and drag the dots to the appropriate places in the graph.

<table>
<thead>
<tr>
<th>Abilities</th>
<th>Very Good at This</th>
<th>Average at This</th>
<th>Poor at This</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal Communication</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working with Numbers</td>
<td></td>
<td></td>
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<tr>
<td>Working with Shapes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working with Details</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motor Coordination</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manual Dexterity</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Fine Motor Coordination</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perception of Color</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Graph with colored dots]

Click, hold and drag the dots to the appropriate places in the graph.
Interest Inventories

- **Interest inventories** are designed to help you relate your interests to career clusters.
- The format of interest inventories varies.
Holland Codes

Research that matched people’s interests with careers.

Theory - Most people and most jobs are some combination of 2 or 3 Holland Interest Areas
“Doers”
Likes to fix and build things,
be physically active
Investigative

“Thinkers”
Likes to solve math/science problems, use computers
ARTISTIC

“Creators”
Likes to attend concerts, draw, sing, play an instrument, write
Social

“Helpers”

Likes to work in groups, volunteer, play team sports
"Persuaders"
Likes to lead a group, make decisions, initiate projects
Conventional

“Organizers” Likes to collect things, type, be responsible for details
Career Portfolio: Holland Code Part 1

- Self-Assessment: Internet: New York Career Zone
  - Choose: Assess Yourself
  - Hover over the 6 Interest Areas and then Click in order your top 3 choices
  - Press your Print Screen key (Prt Scr) to take a screen shot of your results
  - Open Slide: Interests and Abilities and paste your screen shot on a new slide; adjust the size to fit on the slide
  - Go back to the Internet and Click on: View Occupations, to see careers related to your interests
  - Make a new slide and copy & paste some careers you like to your PowerPoint
Class Activity

- What is a good salary?
- Use Excel to calculate monthly budget
- Show how to calculate income for:
  - Year
  - Month
  - Hour
Career Portfolio: Holland Code Part 2

- Copy Excel file: Self-Assessment – Holland Code from the public server to your Careers Folder
- Place a 1 in the column by all the activities that you are interested in whether you have done them or not
- When finished, Click on the Results page tab at the bottom of your screen
- Take a screen shot of your results and add it to your Career Interests Slide you created earlier
- Does this Code match your Code from nycareerzone.org?
- Go to the Internet: MU Holland Code & Majors
- Print Screen and Paste Information related to your Holland Code
Career Portfolio: Holland Code Part 3

- Internet: Holland Code
- Click on Take the Quiz
  - Answer Questions and click on submit
- Print Screen of Results and Paste to Slide: Interests & Abilities
- Go back to this website and research careers related to your Holland Code
- Print Screen of careers you are interested in and Paste to Slide: Interests & Abilities
Personality Assessments

- **Personality assessments** reveal the personal qualities that make you unique.
- Personality assessment results reveal the:
  - Behavior style that best describes you.
  - Type of work environment that fits your personality traits.
Just for Fun!

- Personality Assessment: Which dessert would you pick?
Career Portfolio: Personality Part 1

- Internet – Take the Personality Test on [www.41g.com](http://www.41g.com)
- Use the Print Screen key to copy the results to a new PowerPoint Slide – Personality (that you create)
- Determine your code by looking at the results in your chart
- Add a Slide and with WordArt, type your code: for example ESTJ (If Intuitive use the letter N as the second letter in your code)
- For more information: [www.personalitypage.com](http://www.personalitypage.com) and add 4 more slides to your PowerPoint, copy and paste information for each of the following areas:
  - Description (man)
  - Careers (arrow)
  - Relationships (heart)
  - Growth (tree)
What does that really mean?

- **Extraverted or Introverted -- Flow of Energy**
  - how do we feel after doing a good job proud of ourselves (Introverted) or from other people telling us good job (extraverted)

- **Sensing or Intuitive -- Take in Information**
  - Do we trust our five senses (Sensing) or do we rely on our instincts or gut feeling (Intuitive)

- **Thinking or Feeling -- Make Decisions**
  - Based on logic and facts (Thinking) or based on emotions (Feeling)

- **Judging or Perceiving -- Day to Day Dealings**
  - Are we organized and scheduled (Judging) or are we flexible and not a planner (Perceiving)
Career Portfolio: Personality Part 2

- Careers Shortcut File: Copy Self-Assessment – Animal Personality to your folder
- Answer the 4 questions
- Go to the Results sheet and score your results
- Print screen the results & add to your Personality PowerPoint (after your 41q results)
  - Research your personality type on the Internet:
    - 4 Temperaments – Keirsey
      - Add information onto your PowerPoint about your:
        - Personality traits
        - Best Job Fit
• Owls and Dolphins take in information (Intuitive) by trusting their instincts, Beavers and Foxes (Sensing) rely on their senses

• Beavers are (Judging)structured and organized, Foxes (Perceiving) flexible and casual

• Owls base decisions (Thinking) on logic and Dolphins base decisions (Feeling) on subjective values
Work Value Assessments

- **Work values** are the aspects about a career and the workplace that are important to you.

- **Work value assessments:**
  - Help you discover why you want to work.
  - Help you find characteristics of careers that appeal to you.
Career Portfolio: Self-Assessment Work Values

- Copy the Excel file: Self-Assessment – Work Values from the shortcut to your Careers Folder
- Take the assessment
- Go to the sheet: Understanding Your Scores and read about the values
- Go to the sheet: Results and look at your scores
Formal Assessment Results

- Different assessments appeal to different people.
- No one assessment is completely accurate.
- Different assessments give different results.
- Keep in mind that you are unique.
- Taking more than one assessment will give you a better picture of yourself.
- You know more about yourself than any assessment can tell you.
- The assessment does not tell you everything.
Career Portfolio: Coat of Arms

- Copy the Slide – Coat of Arms from the shortcut to your folder
- This is a summary slide, you will use information from each of the assessments already completed in this unit to make this slide
- Using WordArt, type in the following for each quadrant:
  - **Work Values:** Top scores from: Self-Assessment – Work Values
  - **Personality:** Slide: Personality - Labels (i.e. Performer, Idealist) from both Personality Tests (41q and Animal) along with some personality traits/characteristics
  - **Interests:** Interests & Abilities Slide; Holland Code Names (i.e. Social, Enterprising, Realistic) along with some related jobs
  - **Abilities:** Interests & Abilities Slide – High Scores from the Ability Self-Assessment Chart
Coat Of Arms

Security Self-expression

Doer Guardian Well-organized Hard working

Work Values Personality Traits

Interests

Social, Realistic, Enterprising Manager Teacher

Abilities

Working with details Perception of Color
Informal Assessment Experiences

- Informal assessment experiences are activities in which you talk to or observe someone working in a career or in which you work in a specific career yourself.
  - Career events
  - Informational interviews
  - Job shadowing
  - Internships
  - Service learning

Continued on next slide
Career Portfolio: Informal Assessments

- Slide – Informal Assessment Experiences
  - Copied from shortcut to your Careers Folder
  - Read in your Careers Textbook, page 38-42
  - Type the description of each experience in the Smart Art on the PowerPoint Slide
Informal Assessment Experiences

Career Fair:
Interact with many businesses at one time; like a trade show
Informal Assessments can help you:

- Learn firsthand about the types of jobs and job requirements in a career field.
- Eliminate possible careers that are not a match for you.
- Understand the world of work and its positive and negative aspects.
- Create your Internal Career Design.
Career Events

- A **career fair** is an opportunity to talk with many business about many careers at one time.
- A **career day** is organized so you can listen, interact, and ask questions of people in careers that interest you.
  - If your school coordinates the event, you will move from room to room to hear speakers from various careers.
  - If a professional organization sponsors the event, you will learn only about the career areas of the sponsor’s members.
Informational Interviews

- An informational interview is a conversation with a person about her or his career area.
- You will direct the questions.
- You will learn most about a particular career by talking directly with workers rather than with upper-level managers.
- Before the appointment, send some of your questions to the person you are interviewing in case he or she needs to research some of the answers.
Job Shadowing

- **Job shadowing** is where you spend several hours following a worker at his or her job location.
- Learning business etiquette and knowing some of the details of the workplace surroundings ahead of time will help you be prepared.
- The shadowing experience may take from two to six hours.
An internship provides practical experience working in a specific career.

An internship:
- Offers a way to test a career before committing to it.
- May be an unpaid volunteer experience.
- May be a paid work experience.
- May lead to a job or even entry into a career.
Service Learning

- **Service learning** programs let you volunteer your time to help the community.

- You may choose to participate to:
  - Meet a course or graduation requirement.
  - Help a particular group.

- Service learning:
  - Involves mutual give-and-take between you and those you serve.
  - Can become part of your Career Portfolio Builder.
  - Can serve as a type of internship.
Summary

- I can recognize how assessments help focus my career journey.
- I can describe different types of formal assessments and explain how to use the results.
- I can describe types of informal assessment experiences.