



Commonwealth Government

Understand yourself

futuredirections

Completing these questionnaires will help you understand and build a profile of your work preferences, interests, knowledge, skills, preferred work location and conditions, and your dreams and aspirations.

You can also go to the My Guide section of myfuture, the online career information service, which identifies career ideas based on your personal profile. You will find it at www.myfuture.edu.au .

Getting started

Having an understanding of yourself helps you to make choices and decisions about your career direction and is essential for presenting yourself to employers in a competitive and confident way.

Answer the questions below to find out more about yourself.

As there is limited space to record your answers on this form you may also need a notebook or pad to write down all the information.

WHAT INTERESTS YOU?

Everyone has something they are good at or have an interest in (eg playing a musical instrument, mathematics, surfing, writing, caring for others). Knowing what you are good at and/or interested in gives you an idea of occupations that will suit you.

Make a list of the things that you think you are good at.

WHAT ARE YOUR ATTRIBUTES AND TALENTS?

Talk to your teachers, family and friends and ask them what special talents they see in you. Make a list of these talents. This could include:

- an ability in
- a knack for
- know-how in
- a talent for
- good at
- expertise in

Do you, your teachers, family and friends think you are:

- | | |
|--|------------------------------------|
| <input type="checkbox"/> confident | <input type="checkbox"/> competent |
| <input type="checkbox"/> effective | <input type="checkbox"/> capable |
| <input type="checkbox"/> organised | <input type="checkbox"/> talented |
| <input type="checkbox"/> efficient | <input type="checkbox"/> practical |
| <input type="checkbox"/> any others (list below) | |

Understand yourself

Talk to people working in an area that interests you. Consider:

- What special talents do these people use in their work?
- Were they aware of their talents when they were younger?
- How have they developed them?
- Can they give you any hints on how you can develop your talents?

Record your observations and findings.

WHAT LOCATIONS WOULD YOU LIKE TO WORK IN?

Think about where you would like to work. The availability of employment in the industry or occupation you have chosen will influence your decision.

Do you want to work in the ...?

- city
- home
- suburbs
- country
- country town
- others (list below)

WHAT TYPE OF WORK CONDITIONS WOULD YOU LIKE?

Think about and answer the following questions.

Do you want to work ...?

- indoors
- in a factory
- indoors/outdoors
- outdoors
- in an office

Do you want work that requires you to ...?

- sit
- run
- climb ladders
- stand
- walk
- use your hands

Would you prefer to work ...?

- during the day
- irregular hours
- flexible hours
- shiftwork
- weekends
- on call

List any work you would not want to do.

WHAT KNOWLEDGE AREAS DO YOU HAVE OR WOULD LIKE TO DEVELOP AND WHAT KNOWLEDGE DO YOU ENJOY USING?

List areas you have knowledge in (eg science, aromatherapy, mathematics), or areas you would like to develop.

Knowledge you have:

Knowledge you would like to develop:

What knowledge do you enjoy using?

Understand yourself

WHAT SKILLS DO YOU HAVE OR WOULD LIKE TO DEVELOP AND WHAT SKILLS DO YOU ENJOY USING?

List the skills that you have.

Job skills

Specific job/occupation skills such as:

- answering telephones
- typing
- lawn mowing
- filing
- processing orders
- cleaning
- car detailing
- product display
- others (list below)

Self-management skills

Day to day attributes to get along with others such as honesty, patience, reliability.

Transferable skills

Skills that can transfer from one job or occupation to another.

- cash handling
- stock ordering
- customer service
- computing
- writing
- staff training
- staff supervision
- others (list below)

List the skills you have that you would like to develop further.

WHAT DREAMS AND ASPIRATIONS DO YOU HAVE NOW AND FOR THE FUTURE?

To become clearer about your dreams and aspirations think and write about:

- What is important to you
- Your values
- Who you look up to and admire
- How you would like to contribute to the world.

Understand yourself

WHAT EDUCATIONAL QUALIFICATIONS DO YOU HAVE AND WHAT PLANS DO YOU HAVE FOR THE FUTURE?

List your current qualifications and education level.

List any education or training you would like to do in the future.

The next step

The information you have gathered about yourself will point out the type of career fields or broad areas of work that might suit you. This information is important for:

- researching career fields (see **Worksheet 3**)
- writing an application letter (see **Worksheet 6**)
- writing your resume (see **Worksheet 7**).

You may also like to talk about your findings with a career advisor and, if you are still at school, a parent or guardian.

Copyright Notice

This worksheet is one of a series which supplements the booklet, *Getting A Job - future directions*. The worksheets and the booklet can be downloaded from the DEST website at www.dest.gov.au/schools/careers/ciproducts.htm. Further information about careers and job searching is available on the Australian online careers site, myfuture, at www.myfuture.edu.au.

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