



TenStep Supplemental Paper

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Self-Assessment

For employees, making the right plans for their future can be sometimes difficult. A self-assessment test can give employees more choices and broaden their options. They can then have the conviction that they are on the right path. A self-assessment by evaluating their skills, abilities and interests helps them to choose a successful, satisfying and a lasting career.

Sometimes it is difficult for employees to examine what their weakness may be. Everyone is not equally good at everything. If employees want to improve an area, they can take steps to work on it, e.g., a writing course to enhance written communication skills. Or, perhaps what they may think of as a deficiency or weakness in them can be turned into strength in the right job.

The following information should be provided to assist employees in conducting a self-assessment.

Knowing self - The first step involves getting to know self. Employment Search Readiness Inventory (ESRI) provides employees an opportunity to discover if they are doing all that they are required to do to get a job or earn a promotion. Knowing what they like to do and doing the job well increases their chances for career success. Self-assessment instruments like the Career Questionnaire and Interest Finder Quiz can help employees identify their strengths, transferable skills, interests, attitudes, abilities, personal style, work values, and priorities. Through the careful selection of assessment tools, employees can become aware of options that provide a foundation for decision-making and career planning. Employees will find it helpful to develop an assessment plan that includes formal assessments and informal assessment activities.

Formal Assessments - There are literally hundreds of formal assessment tools that could be used in the work place. As employees consider the array of career assessments, both formal and informal, they have to keep two basic points in mind:

- Employees should identify those instruments/methods that meet their information needs
- They should be aware that a fee might be charged for the use of some tests. Some tests can be administered on a computer and get instant scoring.

Most formal assessment instruments fall into one of five categories:

1. Aptitude and ability tests
2. Interest inventories
3. Values assessments
4. Career development assessments
5. Personality or management style inventories



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Informal assessments - Informal assessment involves gathering information from observations, reports from instructors and supervisors, school and work records, personal interviews and conferences. These assessment methods provide employees with information about their current interests, attitudes, and feelings - all of which have a bearing on employability and promotability.