

Self-Assessment Summary Table

Name _____

Use this table to capture all your self-assessment information in one place and take (or send) to your mentor for your first meeting.

LAKE GROVE JOB SEEKERS: SELF-ASSESSMENT SUMMARY TABLE					
Your Goals: 5x5x5	Feel free to include more than 5 if you like. If you aren't quite sure about job titles, make your best guess or leave blank.				
What I want in a job*					
Don't want in a job*					
* Remember to think broadly about what you want and don't want: job characteristics such as salary, structure, pace; company characteristics such as size, culture, values; advancement opportunities, work-life balance, remote work/commute, type of supervisor, learning opportunities, etc.					
Potential job titles					
Your Strengths and Skills	What can you contribute to a potential employer? Being able to articulate this in networking, resumes, LinkedIn and interviews is very important				
Top Transferable Skills					
Top 5 CliftonStrengths (Optional)					
People Describe Me As...					
What Makes Me Unique					
Projects I Am Proud Of					
Alternative Career Exploration					
Potential Careers to Explore					
MyNextMove Interest Profiler Code (2-3 letters; options are R I A S E C)					

Self-Assessment Summary Table - Example

Name _____

LAKE GROVE JOB SEEKERS: SELF-ASSESSMENT SUMMARY TABLE					
Your Goals: 5x5x5	Feel free to include more than 5 if you like. If you aren't quite sure about job titles, make your best guess or leave blank until you do some career exploration.				
What I want in a job*	Leadership – Seat at the table, able to have influence. Hands-off boss.	Lead a small team. Oppty for remote work.	Private company. Mission-driven if possible.	Consultative decision making.	Value results, productivity, etc. Value people (e.g., allow professional development).
Don't want in a job*	Expectation of frequent evening/weekend work to stay on top of things.	Pressure to make quarterly sales	Micro-manager boss	Bureaucracy (slower moving). Non-profit	High turnover
* Remember to think broadly about what you want and don't want: job characteristics such as salary, structure, pace; company characteristics such as size, culture, values; advancement opportunities, work-life balance, remote work/commute, type of supervisor, learning opportunities, etc.					
Potential job titles	Program Manager	Business Development	Customer Success Manager	Business Operations Manager	
Your Strengths and Skills	What can you contribute to a potential employer? Being able to articulate this in networking, resumes, LinkedIn and interviews is very important				
Top Transferable Skills	Strategic thinker	Strong executor	Organizational skills	Project Management	Proactive problem solver
Top 5 CliftonStrengths (Optional)	Strategic	Learner	Harmony	Arranger	Achiever
People Describe Me As...	Good team player, highly collaborative	Empowers others	Drives progress	Sense of humor	Empathetic
What Makes Me Unique	Global experience	Fluent in Spanish & French	PMP certified		
Projects I Am Proud Of	Revised a training program that made it much more engaging	Helped my neighborhood association hold an event with over 200 people	Helped land 2 new large clients in a new industry		

Alternative Career Exploration					
Potential Careers to Explore	Project Mgt	Operations Mgt	Communications (internal)		
MyNextMove Interest Profiler Code (2-3 letters; options are R I A S E C)					

Great work! Be sure to share these results with your Mentor at your first meeting