

# Summary Worksheet Step 1

This Summary Worksheet for Step 1 should be filled out and placed in your Career Planning Folder. Keep this worksheet, along with the Summary Worksheets for Steps 2 through 4, updated and readily available for continued use throughout your career life journey. In Step 3, you'll learn how to combine information from Steps 1 and 2 and formulate a career plan.



## Exercise 2: Characteristics Inventory Summary

<p>List five characteristics you marked “often” that you want to use in a future job.</p>	<p>1. _____                      2. _____                      3. _____                      4. _____                      5. _____</p>	
<p>List five characteristics you marked “rarely” that you might like to use in the future and describe how you will gain experience doing that characteristic.</p>	<p>1. _____                      2. _____                      3. _____                      4. _____                      5. _____</p>	<p style="text-align: center;">Experience Gained</p> <p>1. _____                      2. _____                      3. _____                      4. _____                      5. _____</p>

# Summary Worksheet

**Step 1** (continued)

## Exercise 3: Multiple Intelligences Checklist Summary

<p>List your top three intelligences and explain why.</p>	<p>1. _____ 2. _____ 3. _____</p>	<p>These ranked high because...</p> <p>1. _____ 2. _____ 3. _____</p>
<p>List your two lowest intelligences and a strategy you can use to strengthen each of them.</p>	<p>1. _____ 2. _____</p>	<p>I can strengthen this intelligence by...</p> <p>1. _____ 2. _____</p>

## Exercise 4: Skills Assessment Summary

<p>List six transferable skills you currently have.</p>	<p>1. _____ 4. _____ 2. _____ 5. _____ 3. _____ 6. _____</p> <p>Remember, these skills move with you from job to job and remain important before, during, and after getting a job.</p>	
<p>List the technical skills you currently have or want to develop.</p>	<p>1. _____ 3. _____ 2. _____ 4. _____</p> <p>Remember, those skills that you may use in hobbies can be and are jobs for many people. Perhaps you, too, can turn your hobby into a paying job. (Refer to the section on Entrepreneurship.)</p>	

# Summary Worksheet

**Step 1** (continued)

## Exercise 5: Interest and Personality Assessment Summary

<p>List your two or three “Holland Codes” and at least two occupations within each code you intend on researching for possible jobs.</p>	My Holland Codes are:	
	_____	
	First code occupations:	1. _____ 2. _____
	Second code occupations:	1. _____ 2. _____
	Third code occupations:	1. _____ 2. _____

## Exercise 6: Job Values Inventory Summary

<p>List the top six “job values” you consider very important to have in your job.</p>	Top Six Job Values	
	1. _____	4. _____
	2. _____	5. _____
	3. _____	6. _____
<p>For three of the values listed above, explain why you <b>must</b> have these values represented in the work you choose to do.</p>	I <b>must</b> have these Job Values because	
	1. _____	
	2. _____	
	3. _____	
	<p>Your job values may appear in subtle ways within your life, but they may have the most significance in your career. Spending time evaluating their importance can lead to self-understanding and fulfilling work.</p>	