

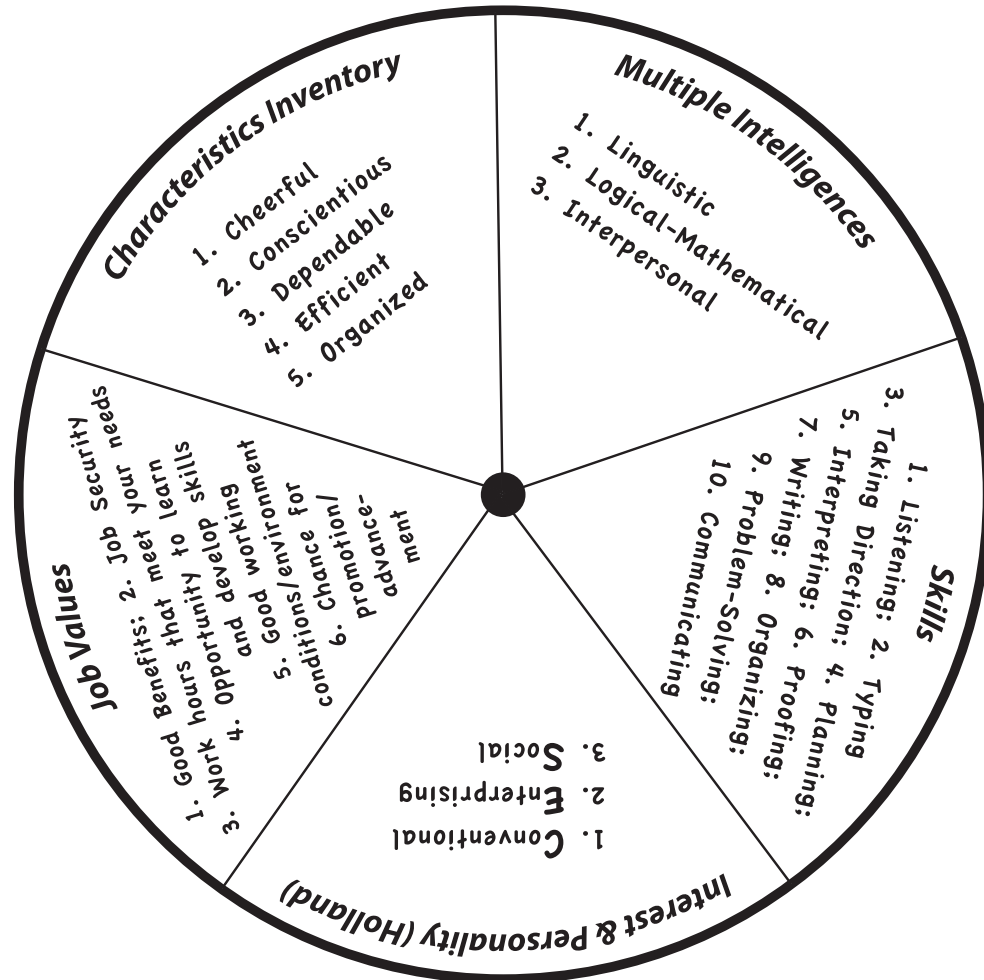
Applying what you now know about yourself to the World of Work!

**Summary Worksheet** Step 1 (continued)

Sample Self-Assessment Wheel for Administrative Assistant

**Exercise 7:  
Self-Assessment Wheel**

The Self-Assessment Wheel can be used to visually summarize how the whole (either the Self, or an occupation) consists of various parts. All these parts work together to create a system that can create a successful match between an occupation and a job seeker. In this sample a job description for an Administrative Assistant job (see next page) is used to fill out a Self-Assessment Wheel putting in the Characteristics Inventory, Multiple Intelligences; Skills; Interests & Personality; and Job Values that an ideal job seeker would possess for this job.



# Summary Worksheet

Step 1 (continued)

## Exercise 7 (continued)

### Sample Job Description

On this page you will find the Administrative Assistant sample job description that was used with the Sample Self-Assessment Wheel on the previous page. The Self-Assessment Wheel details results from the five assessments exercises in this Unit that would create a successful match for the Administrative Assistant job description. Read through the Job Description and the Completed Self-Assessment Wheel. If a job-seeker was considering this position as an administrative assistant, he/she could fill out a blank Self-Assessment Wheel with *their own* assessment results, then compare it to the completed wheel.

#### **TITLE: Administrative Assistant**

Hours: Monday –Friday 8:00 am to 5:00 pm; Salary: \$2,050.00 per month; Medical/Dental benefits, Vacation and Sick Pay

**MINIMUM QUALIFICATIONS:** Requires fundamental written and oral communication skills, excellent English grammar, spelling, and punctuation; an ability to understand office procedures; an ability to operate standard office equipment; an ability to learn office technology systems; an ability to perform basic arithmetic calculations; and typing and keyboard skills. These entry qualifications would normally be obtained through completion of a high school program or its equivalent and some experience in an office environment. May be required to use a variety of office support technology and systems including: one or more word processing and spreadsheet packages; use of a mainframe computer to enter data and generate reports; maintenance of a workstation or PC-based database; and use of electronic and voice mail.

**SKILLS AND ABILITIES:** Ability to use a PC, electronic typewriter, calculator, copier, fax machine, and scanner.

**DUTIES/RESPONSIBILITIES:** Under general supervision, this position provides administrative support to the department assigned. The incumbent is responsible for a variety of duties, including arrangement of meetings, typing, duplicating, filing, preparation of routine correspondence, reports and other documents including spreadsheets and tables. The incumbent must provide information and referral services to members of the community in a helpful, efficient and customer-centered manner. The incumbent acts as a back-up receptionist. This position requires the knowledge of, and experience in using PC compatible computer workstations, electronic mail, Microsoft office software such as Access, Excel, PowerPoint, Word, and Outlook.

#### **ESSENTIAL FUNCTIONS:**

- Provides clerical support for the department assigned. Acts as a back-up to the receptionist for full front counter coverage.
- Duties include typing, duplicating, filing, preparation of final form of routine correspondence, transmittal letters, reports, and other documents including spreadsheets, tables, and graphs.
- Types memoranda, reports, and publicity flyers; prepares and distributes materials to department personnel.
- Responsible for the development of printed manuals and the ongoing maintenance of written procedures.
- Schedules appointments and meetings for the unit. Transcribe minutes for the bi-monthly managers meeting.
- Order supplies for the unit. Provides secretarial support to the entire unit.
- Acts as a timekeeper for the unit.
- Assists in the preparation of the department course/program schedule for the community, maintains appropriate records, submit for printing in the schedule of classes.
- Represents the department and works as a team for the dissemination of information.
- Answers emails addressed to the Web site and other telephone inquiries.

## Summary Worksheet Step 1 (continued)

### Exercise 7 (continued)

#### Self-Assessment Wheel

Now it is your turn to apply what you know about yourself to the World of Work!

- Make multiple copies of the blank Self-Assessment Wheel on this page, or create one of your own on a separate piece of paper.
- Fill out the corresponding self-assessment sections with your assessment results from the five exercises in this Unit.
- During your job search fill out a separate Self-Assessment Wheel with information you can gather from each job description you are considering applying for. Compare the results between the wheel for each job description and your own wheel. Which job descriptions are the best fit for your own wheel? Which ones don't fit?
- When creating your resume and cover letter, you can use the key words from your self-assessment descriptions to help you describe what makes you a good candidate for the positions.

