

Self Analysis Prior to Employment Interviewing

A crucial first step in the job search is a thorough and honest self appraisal of who and what we have been, are, and wish to become. This analysis serves two major purposes: 1. to help us to make wise career decisions and 2. to prepare us for questions employers ask during interviews. The checklist below provides a systematic framework for our self appraisals.

1. **What are my *personality* strengths and weaknesses:** dependable, honest, high moral standards, motivated, assertive, outgoing, open-minded, mature, conscientious, ambitious, punctual, emotionally stable, able to motivate others?
2. **What are my *intellectual* strengths and weaknesses:** creative, intelligent, analytical, organized, able to organize, able to learn quickly?
3. **What are my *communicative* strengths and weaknesses:** able to communicate with co-workers and supervisors, able to communicate orally, able to communicate in writing, poised, able to listen, perceptive
4. **What have been my *accomplishments and failures*:** in school, in extra-curricular activities, in family and other interrelationships, on the job, in goals set and goals met?
5. **What are my *professional* interests and disinterests:** areas of study, additional training, specialization, administration, travel, relocation, short and long range goals?
6. **What are my *professional* strengths and weaknesses:** amount and quantity of formal and informal training, varied vocational and avocational experiences, able to get good references, active member of professional organizations, special talents valuable for my profession, tasks performed in other jobs or professions?
7. **What are my *on-the-job* interests/disinterests and strengths/weaknesses:** attendance, willingness to work evenings and weekends, willingness to commute, willingness to start at the bottom, willingness to travel, able to make good use of time, able to accept criticism, able to perform detail work, able to work under pressure?
8. **What do I want in a *position*:** responsibility, security, contact with people, independence, involvement in decision making, facilities, specific benefits, type of supervision and co-workers, prestige and size of the organization, types of work?
9. **What are my most *valued needs* as a human being:** possessions, salary, prestige, freetime, recognition, advancement, family, lasting relationships with people, roots in a community, "success"?
10. **Why did I attend _____ university/college/technical school and how happy am I with this decision:** size of school, prestige, areas of study, sports, students, faculty, nearness to my home, courses, recommendations, location?
11. **Why did I study _____ and how happy am I with this choice:** job opportunities, personal abilities, reputation of the school, subject matter, challenge, advice of parents or others, salary possibilities.
12. **Why did I accept a job at _____ and how happy am I with this decision:** money, availability, part of a career plan, the job fit into the class schedule, type of work, co-workers, location?

This checklist is based on the materials in Lois J. Einhorn, Interviewing...A Job in Itself (Bloomington, Indiana: The Career Center, 1977); Marilyn Hutchinson and Sue E. Sponner, Job Search Barometer (Bethlehem, Pa: The College Placement Council, 1975); and Charles J. Stewart and William B. Cash, Interviewing: Principles and Practices (Dubuque, Iowa: Brown, 1988); and Merchandising Your Job Talents (US Department of Labor, 1975).