



# Understanding Your Skills and Accomplishments

Job Seekers of Montclair

October 16, 2024



# AGENDA

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- Definition of Assessment
- How Assessments Can Help You
- Uncovering Accomplishments and Skills
- Tips For Identifying Your Accomplishments
- Projecting Ahead On Your Career Path
- Conclusions On These Tools and Approaches
- Tony's Contact Information



# DEFINITION OF ASSESSMENT

ASSESSMENT – Taking Stock of Your Passions, Your Motivations and What Makes You Tick. It is a Vital Aspect in Finding a Job Which Is Right For You.



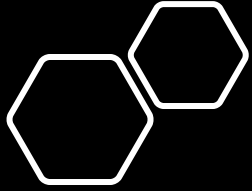
## SKILLS AND ACCOMPLISHMENTS HELP YOU TO .....

- Helps You To Focus
- Develop a Career Direction
- Find a Job Where You Can Use the Skills You Enjoy



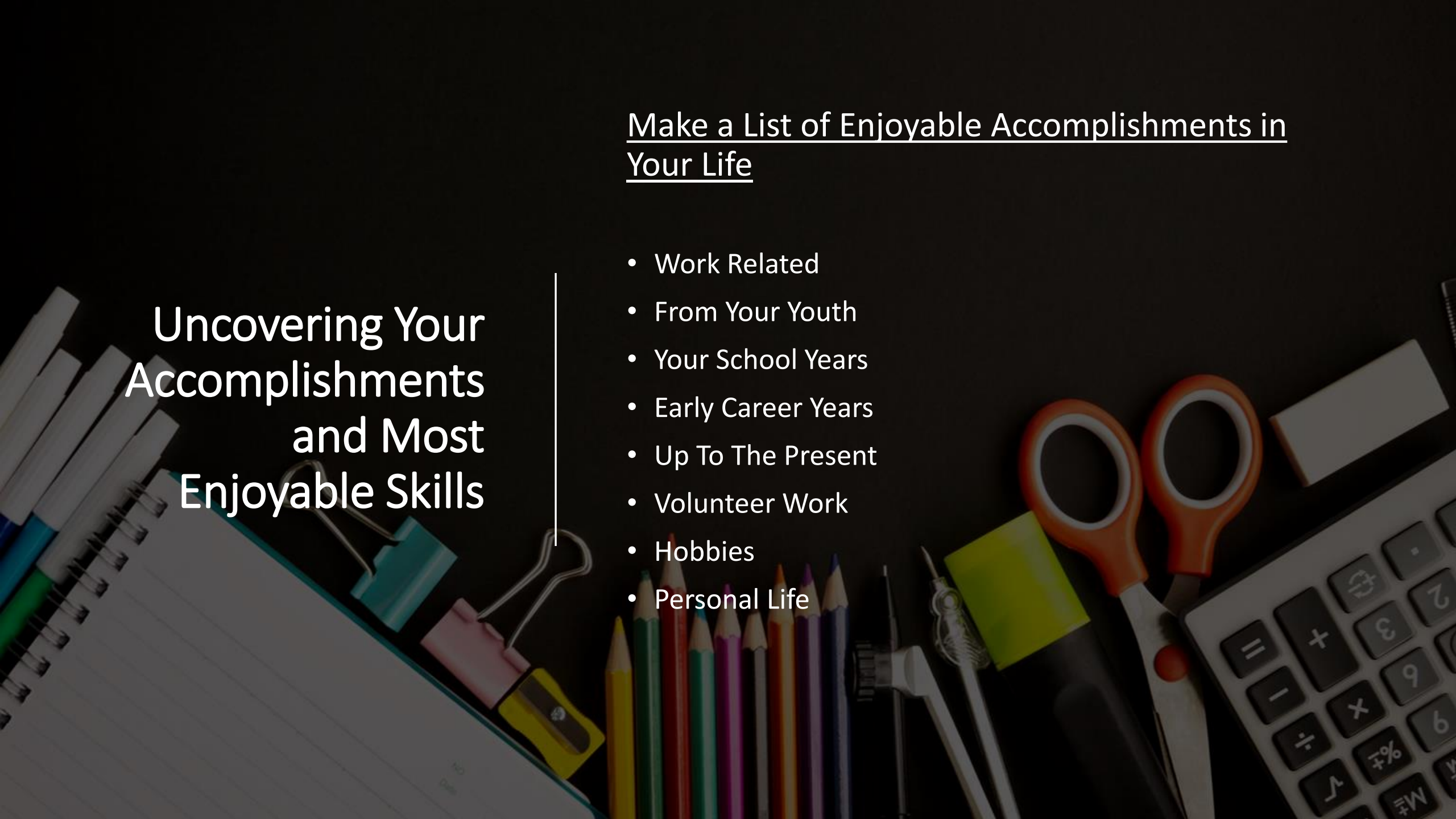
# ASSESSMENTS HELP YOU TO .....

- Provide Insight on How You Operate
- How To Improve Your Current Situation
- Invaluable Tool For Both Your Professional and Personal Life



**ASSESSMENTS  
CAN HELP  
PROVIDE .....**

- A Primary Source for Developing Your Accomplishment Statements
- A Guide In Helping To Develop Job Targets
- Will Assist In Your Interviewing Better



## Uncovering Your Accomplishments and Most Enjoyable Skills

### Make a List of Enjoyable Accomplishments in Your Life

- Work Related
- From Your Youth
- Your School Years
- Early Career Years
- Up To The Present
- Volunteer Work
- Hobbies
- Personal Life

# Uncovering Your Accomplishments and Most Enjoyable Skills

Don't Include Accomplishments You DID NOT Enjoy Doing

If Result Was Not a 100% Success, But You Enjoyed The Process, DO CONSIDER INCLUDING IT

RANK YOUR ACCOMPLISHMENTS (By The Importance of Them In Your Life)

Determine The Top Seven And Begin To Describe Them



# Uncovering Your Accomplishments and Most Enjoyable Skills

## WRITE A PARAGRAPH ABOUT EACH OF THE FIRST 7 ACCOMPLISHMENTS

- Describe What You Did
- How Did You Do It?
- What Skills Did You Use?
- Why Did It Make the List Of Your Top 7 Lifetime Accomplishments?
- Look For Patterns

# TIPS FOR COMPLETING YOUR ACCOMPLISHMENT LIST

- Think About Your Entire Life
- Do Not Figure On Completing It In One Sitting
- Record Ideas That Come To You During The Day
- Ask Friends For Help
- Don't Discount Failures! HOW MUCH DID YOU ENJOY THE TASKS!!!



# ***“THOSE THINGS”***

- There Are A Lot Of Things We May Be Good At.
- The Things We Are Good At Are Not The Things We Necessarily Enjoy

## **THE TRICK IS:**

FINDING “THOSE THINGS” WE ARE GOOD AT

FINDING “THOSE THINGS” WE ENJOY DOING

FINDING “THOSE THINGS” WE FEEL A SENSE OF ACCOMPLISHMENT  
FROM DOING

# Takeaway Thoughts From Knowing Your Enjoyable Skills



Being Able To Identify Jobs That Use Your Enjoyable Skills



Recognize Jobs That Don't Fit For You



Enjoyable Skills Are Patterns That Run Through Our Lives



We Often Take Our Own Skills For Granted



Do You Want To Keep Your Enjoyment All Outside of Work?



Knowing Your Enjoyable Skills Let's You Know What Elements You Need To Be Happy At Work

Takeaway Thoughts From  
Knowing Your Enjoyable Skills

DISCOVERING YOUR  
MOTIVATED SKILLS IS  
THE FIRST STEP IN  
CAREER PLANNING



# PROJECTING AHEAD ON YOUR CAREER PATH

THINK BEYOND YOUR IMMEDIATE JOB  
SEARCH

PUT YOUR FUTURE INTO PERSPECTIVE

SOMETIMES IT FEELS SAFER TO WISH FOR  
A BETTER LIFE THAN TO MAKE IT HAPPEN.

YOU ARE IN THE DRIVER'S SEAT SO THE  
CHOICE IS YOURS

# START PROJECTING FORWARD BY DETERMINING WHERE YOU ARE NOW

- What Is Your Life Like Now?
- Who Are Your Friends and What Do They Do For a Living?
- What Is The Relationship With Your Family?
- Are You Married? Single? Do You Have Children?
- Where Are You Living? What Does It Look Like?
- What Are Your Hobbies and Interests?

START PROJECTING  
FORWARD BY  
DETERMINING  
WHERE YOU ARE  
NOW

- What Do You Do For Exercise?
- How Is Your Health?
- How Do You Take Care of Your Spiritual Needs?
- What Kind of Work Are You Doing? What Is Your Role?
- What Kind Of People Do You Work With?
- What Is The Atmosphere At Work Like (Relaxed or Frantic)?



# PROJECTING INTO THE FUTURE

- 5 Years AHEAD
- 10 Years AHEAD
- 15 Years AHEAD
  
- GO AS FAR INTO THE FUTURE AS YOU LIKE!!!



# YOUR THOUGHTS ON YOUR VISION

- How Do You Feel About Your Life Going Forward?
- What Don't You Like About Your Vision
- How Will You Change The Items You Don't Like About The Vision?
- What Steps Will You Take To Get It To Reflect What You Want?

**LET YOUR MIND GO AND IMAGINE ALL THE  
POSSIBILITIES YOU CAN CREATE!!**

# CONCLUSIONS ON THESE TOOLS AND APPROACHES

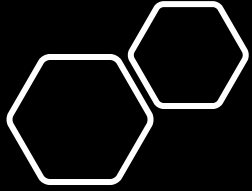
THESE ARE  
MEANT TO BE  
FUN AND SELF-  
REFLECTIVE  
TOOLS!



A photograph of a dense forest with tall, thin trees and a path leading through the undergrowth. The lighting is soft, suggesting a misty or overcast day. The text is overlaid on the image in white, bold, sans-serif font.

CONCLUSIONS  
ON THESE  
TOOLS AND  
APPROACHES

THEY HELP YOU TO SEE THE  
FOREST FROM THE TREES!



**CONCLUSIONS  
ON THESE  
TOOLS AND  
APPROACHES**

**THEY ALLOW YOU TO REALIZE  
TRUTHS ABOUT YOURSELF  
YOU HAVE NOT RECOGNIZED  
BEFORE!**

# TONY'S CONTACT INFORMATION

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