



# WHY HIRE YOU



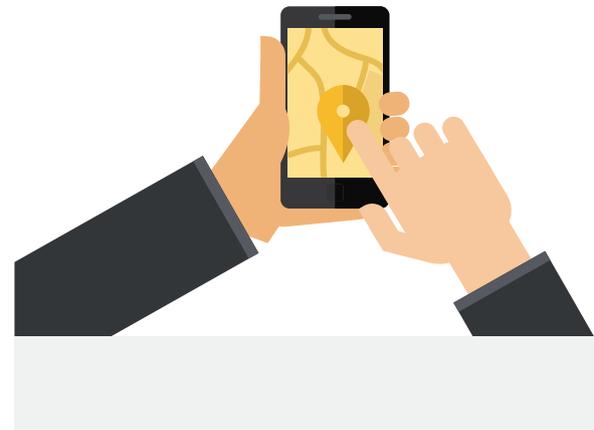
## ASSESS OVERVIEW

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When you start out to build a professional journey, it helps to first zoom out. Whether you are eyeing a position with a company or the chance to contribute to a passion project, Assess is the part of the process where it all begins.

When you Assess yourself professionally, you determine a specific goal which will act as your GPS and you take inventory of what you bring to the table. As you pursue opportunities, refer to a roadmap to determine where you are in the process.

There are a few tools that will help you navigate Assess:



1 Happiness Factor

3 Skills Inventory

2 Objective Blueprint

4 Journey Map

# ASSESS STEP 1

## HAPPINESS FACTOR



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Your personal happiness matters. Recent research suggestions: Less than half of working American's report being happy with their jobs. Only 20% of people are satisfied with their careers. You'll spend approximately 73,000 of your adult life at work. It's clear why ensuring you make the right decision about your work path is important.

Use the checklist below to have an honest conversation with yourself about what type of professional opportunity to pursue, and then start taking steps in that direction. Remember that life changes and what works for you today, may not in five or ten years as your personal life evolves. Try to think both short-term and long-term, you may want to revisit this checklist every few years.

DOES HAPPINESS MEAN ...	YES	NO
Working a set schedule M-F, 9:00-5:00?		
Working indoors in the same environment all day long?		
Traveling two-to-three weeks out of the month and perhaps work from your home office?		
Regularly interacting with people all day long?		
Being task-oriented and interacting with a few people each day?		
Commuting longer than 30 minutes each way?		
Working in a large company where you get lost in the crowd?		
Being a part of a small company where you do five jobs for the pay of one?		
Pursuing a career that gives you flexibility to start and stop for family reasons?		
Working your tail off around the clock for the first 10-15 years so that you can semi-retire comfortably later on?		
Choose a field that is not your first choice because it is financially lucrative?		
Making the most money possible?		
Making a genuine contribution to society?		
Managing other people and working through the challenges of individual personalities?		
Having multiple careers throughout your lifetime to keep your life fresh and challenging?		

# ASSESS STEP 2

## OBJECTIVE BLUEPRINT



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**Assess** objectives are important because they help you zero in on what you really want professionally. Quite often talented people have several opportunities available to them and having an objective, helps create clarity. One final note, this objective is for your eyes only. It may inspire the way you create your Showboard or traditional resume, but it is best to not use it verbatim.

To create your own **Assess** Objective, use the following tool:

<b>BLUEPRINT</b>	To <b>[enter, transition into or grow within]</b> the field of [select a field] within <b>[choose timeframe]</b> at a <b>[small, medium, large]</b> organization, to <b>[learn about a function, gain broader experience, increase responsibility etc.]</b> .
<b>EXAMPLES</b>	To transition into the field of property management within the next five months, working for a small to mid-sized company to learn about leasing and managing housing.  To enter the field of special events within the next year working at a large company where I can do various tasks and learn as much as possible about what goes into events.
<b>YOUR OBJECTIVES</b>	<b>Questions to Consider:</b>  <ol style="list-style-type: none"><li>1 Are you entering or transitioning into a new field? Or looking to grow within your existing field?</li><li>2 What is your field or industry?</li><li>3 What is the ideal size of the organization you would like to work for?</li><li>4 What do you want out of your role?</li></ol> <hr/> <b>Your Objective:</b>

# ASSESS STEP 3

## SKILLS INVENTORY



WHY HIRE YOU

Next you want to take a moment and think about all the unique things that you bring to the table. We call this a Skills Inventory. If you take a moment to consider all of the natural talent you that (Innate Skills) and combine those with all the life lessons you have learned over time (Acquired Skills), you will begin to capture a snapshot of all the great contributions you can bring professionally. As you go through this exercise, if you aren't sure about all the skills you bring, ask people you trust!

Not only can you put these on your Showboard but you can talk about them during an interview.

SKILLS INVENTORY		
<p><b>Innate Skills</b> <i>Natural talent</i></p> <hr/>	<p><b>Examples</b></p> <ul style="list-style-type: none"> <li>• Creative thinker</li> <li>• Highly organized</li> <li>• Analytical</li> </ul> <hr/>	<p><b>Your Innate Skills</b></p> <hr/>
<p><b>Acquired Skills</b> <i>Life lessons</i></p> <hr/>	<p><b>Examples</b></p> <ul style="list-style-type: none"> <li>• Enjoys solving problems</li> <li>• Project coordination</li> <li>• Selling skills</li> </ul> <hr/>	<p><b>Your Acquired Skills</b></p> <hr/>
<p><b>Formal Education</b> <i>Degrees, certifications, licenses</i></p> <hr/>	<p><b>Examples</b></p> <ul style="list-style-type: none"> <li>• B.A. Liberal Studies</li> <li>• Adobe Design Certification</li> <li>• Series 7 License</li> </ul> <hr/>	<p><b>Your Formal Education</b></p> <hr/>
<p><b>Industry Experience</b> <i>Insider knowledge of a field</i></p> <hr/>	<p><b>Examples</b></p> <ul style="list-style-type: none"> <li>• Banking/Financial</li> <li>• Non-Profit/Volunteer</li> </ul> <hr/>	<p><b>Your Industry Experience</b></p> <hr/>

Use your Skills Inventory to choose how to invest your valuable search time. If you compare what you bring to a posting and you have 8 out of every 10 things they are looking for – go for it!