

## 10 STEPS TO THE CAREER YOU WANT

1. Take a skills assessment to explore your career options.
2. Write or update your resume.
3. Look for free or low cost training to enhance your career skills.
4. Set realistic career goals.
5. Make a plan of action.
6. Get organized— make a to do list.
7. Meet with a career counselor— call ERP today to schedule your one on one appointment.
8. Practice your interviewing skills.
9. Choose your interview attire— first impressions are important.
10. Start preparing now! There's no time like the present.



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# Focusing Your Job Search by using Career Assessments

## Career Assessments

Completing a career assessment can help you decide what career field you may want to investigate more. A career assessment will also help you learn about your strengths, skills, and interests, which will assist you in building your resume.

Career assessments ask you about your skills, values, likes, dislikes, and abilities. By measuring the strongest and weakest areas in each of these categories, the assessment can deliver some compatible and accurate results. Keep in mind that there are various types of career assessments, such as aptitude tests, personality tests, or tests based mostly on interests.

## Aptitude Test

Aptitude tests assume that individuals have inherent strengths and weaknesses, and are naturally inclined toward success or failure in certain areas based on their characteristics. Aptitude tests can help determine what kind of careers you are best suited for.



## Personality Tests

Personality tests help make you aware of what kind of personality you have and what type of working methods you enjoy. Personality tests will provide you a code at the end which is associated with a certain personality type. You can then look for jobs that match your personality code. Using a personality test you are likely to find a career that will bring personal and professional fulfillment.

## Interest Tests

Interest tests focus on your values and interests. This type of test, will ask you to rate your interest in different career choices. The interest test method does take your skills into account.

## Online Career Assessments

[www.mynextmove.org](http://www.mynextmove.org)

Click on: Tell us what you like to do.

The O\*NET Interest Profiler helps you find out what your interests are and decide what kinds of careers you want to explore.

[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

A NYS Department of Labor site which helps you explore careers related to your strengths, skills and talents.

[www.careeronestop.org](http://www.careeronestop.org)

A U. S. Department of Labor website that provides a skills profiler.

For Veterans

<https://h2h.jobs/assessment>

Hero 2 Hired provides this 14 question assessment which suggests jobs that fit your personality. Salary and required education are specified.

## Personality Tests Online

[www.learnmyself.com](http://www.learnmyself.com)

Answer 120 questions and choose the basic report which analyzes your personality.

[www.teamtechnology.co.uk](http://www.teamtechnology.co.uk)

Click on: Personality Type Questionnaire

Geared towards leadership and advancement

Unlike other free personality tests, the MMDI produces both a four letter personality type code and a unique profile of your individual preferences .

[www.41q.com](http://www.41q.com)

Geared towards leadership and advancement

A Jung-based test which analyzes your personality.