



Office of Sustainability Professional Development Analysis

What are your best skills? In what type of job would these skills excel? This three-part activity is designed to assist you in proactively approaching your own personal and professional development to better prepare you for the workplace. Follow the instructions provided below.

Step One: Personality Assessment

Complete a version of the MBTI (Myers-Briggs Type Indicator) to identify your personality traits. This test will allow you to take a better look at your skill set and therefore give you an idea of the types of jobs in which you would do exceptionally well. Go to <http://www.humanmetrics.com/cgi-win/jtypes2.asp> to take a free (and miniature) version of the test.

Step Two: Dream Job Search

Perform an online search to find 3 or more jobs you would personally enjoy. Some careers have their own job search engine (example, for jobs within higher education, higherjobs.com is an excellent resource). Try to identify a credible job search engine that is relevant to your professional interests by typing into a generic search engine the name of your field followed by “job search engines” to find one that relates to you.

Read through all of the job descriptions and research the mission, history, and other relevant information of the hiring organization.

Next, answer the following questions:

1. List the titles and organizations of each job chosen.
2. Expound on why each job interests you.
3. What skills/experiences of importance were repeatedly mentioned?
4. Were there any skills/experiences that surprised you?
5. Of the skills noted, which do you feel you have already mastered and which do you need to improve upon before applying for jobs?
6. If attaining a job similar to any of these is a long-term goal, what paths do you need to take to get there?

Step Three: Develop a Professional Development Plan

Utilizing your responses to both the MBTI and the Dream Job Search, provide a bulleted list of the actions you will take to further develop the skills and experiences you identified as necessary for your preferred career interests. To help guide this process, here are some questions to consider:

- What type of degree is needed for these positions?
- What activities can you take part in to enhance your experience? Will you join a professional organization? Will you volunteer?
- What types of additional certifications or accreditations could you benefit from?
- How will you establish a professional network of peers?
- How will you get ahead in these fields? Will you do personal research or study scholarly journals?
- Are there any professional conferences you could attend?