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](http://www.humanmetrics.com/cgi-win/jtypes2.asp) to take the test.

**Step Two: Dream Job Search**
Using a search engine related to the field of your interest (type into Google the name of your field followed by “job search engines” to find one that relates to you) or specific websites/offices of organizations you’d like to work for, find a minimum of 5 jobs you would personally enjoy. 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 notes, 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 the 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 identifying as necessary for your preferred career interests. This response can take any form you wish as long as it is clear that you have thought through the skills you need to develop the actions you can take to develop them. 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?