



CHAPTER 2



Helene Martucci Lamarre Karen McClughan

SELF-ASSESSMENT AND PROMOTION: KNOWING YOURSELF

ONLY THOSE WHO RISK GOING TOO FAR CAN POSSIBLY
FIND OUT HOW FAR ONE CAN GO.

T. S. Elliott



CAREER FOCUS CANADA

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SELF-ASSESSMENT

- Market readiness quiz – pg.6
- Self-awareness checklist – pg.15
- Ability assessment – pg.15
- Transferable skills checklist – pg.17
- Work environment and preferences – pg.18
- Self-Assessment Summary – pg.19



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- **SELF-PROMOTION**
 - Essential to secure the job you want
 - Where to promote?
 - Who can help?



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- **ESSENTIAL SKILLS**
 - Used in nearly every occupation
 - Needed for
 - Work
 - Learning
 - Life



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• **ESSENTIAL SKILLS**

- Reading Text
- Document Use
- Numeracy
- Writing
- Oral Communication
- Working with Others
- Continuous Learning
- Thinking Skills
- Computer Use



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- **SKILLS SOUGHT AFTER BY EMPLOYERS**
 - **ABILITY TO**
 - Communicate
 - Analyze/research
 - Use technology
 - Be flexible, adaptable and able to multitask
 - Build good interpersonal relationships



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- **SKILLS SOUGHT AFTER BY EMPLOYERS**
 - **ABILITY TO**
 - Lead or manage
 - Be sensitive to multicultural issues
 - Plan and organize
 - Work in a team



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- **MY FOCUS**
 - Know yourself
 - No one can get the job for you
 - Most jobs acquired through networking
 - Discover what employers are looking for