



Self- Awareness

Learning the Skills You Need to Prepare for and Land the Right Job For You





Published by:
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Before you can even begin searching for a job, you need to discover certain things about yourself. For example, what are your strengths and weaknesses? What are your interests? What skills do you already possess? What past experiences can you draw upon?

By answering these questions, you will learn more about yourself. This will help you in several ways:

- You will learn that you already possess skills and traits that make you a great employee.
- You will discover areas that you need to work on within yourself to make you an even better employee.
- You will boost your confidence as you learn positive traits that are already within you.
- You will be able to present yourself as a confident, skilled person that is worthy of being hired.

Honestly, applying for a job that matches your values, strengths, skills, and interests gives you the best opportunity at getting hired. Plus, you'll be working in a job that you love and are good at.

Knowing all of this about yourself will help you with the job interview, too. You'll be able to answer interview questions with pride because you know yourself. As you'll learn in a later unit, the interview is really about selling yourself as the right person for the job to the interviewer. To do that, you need to believe in yourself.

Self-awareness, being aware of your strengths and weaknesses, helps you find a job you'll love doing and be successful in. Also, it will help you with your communication skills, time management, stress management, and teamwork. This is because self-awareness is a key component of emotional intelligence, and employers look for emotional intelligence.



Let's take a look at a few areas of self-awareness individually. After each area, you'll complete a task that will help you apply this knowledge. Once we've covered all of these, you'll be able to build an individual profile of yourself. In other words, you'll be able to see the overall big picture that you show a potential employer. This will empower you to believe in yourself as someone worth hiring.

Interests

To start off, let's talk about your interests.

What are interests? They're the things you enjoy doing. For example, you might enjoy growing plants or working in a garden. You enjoy it because it interests you.

Knowing your interests will help you find a job that you'll enjoy. Plus, you'll discover some skills you already have. Using the example from above, if you love gardening, you probably already know how to care for plants. You probably already have a green thumb. That's a skill that you already have.

Once you have identified your interests, you could search for a job that involves that interest. In the terms of careers, they are grouped, or clustered, into groups of jobs that require similar skills or knowledge. Again, using the gardening example, you would want to look for a job in the agricultural, food, or natural resources cluster. For example, you could get a job working at a nursery or a rose garden.

As you can see, knowing your interests narrows down the field of jobs you apply to. When you look at a job search board, the sheer number of postings can be scary. By focusing on a specific type of job, you won't feel so intimidated. Plus, you'll feel confident because you have identified interests you already have.

To help you identify your interests, your first task is to complete the following Interest Survey. It will help you identify jobs that would be the best fit for you.

Interest Survey

Directions: Check off the activities that interest you in each of the boxes. Add each column. Total your answers to discover which career clusters you may want to explore.

1

- Taking care of pets
- Transplanting trees
- Taking care of plants
- Gardening
- Nursing sick animals
- Grooming animals
- Enjoying nature
- Landscape/ lawncare
- Making flower arrangements

Total Checks _____

2

- Repairing appliances
- Painting houses
- Using tools
- Cutting and shaping wood
- Drawing floor plans
- Building house/ furniture
- Building simple circuits
- Laying tile
- Plumbing

Total Checks _____

3

- Repairing appliances
- Painting houses
- Using tools
- Cutting and shaping wood
- Drawing floor plans
- Building house/ furniture
- Building simple circuits
- Laying tile
- Plumbing

Total Checks _____

4

- Using a cash register
- Typing
- Desktop publishing
- Managing group schedule
- Analyzing data
- Creating Reports
- Answering phones
- Working in an office
- Filing or sorting papers/ mail

Total Checks _____

5

- Kid's Camp volunteer
- Tutoring kids
- Reading to children
- Directing games
- Baby-sitting
- Counseling peers
- Volunteering for Special Olympics
- Working in a Daycare
- Organizing books

Total Checks _____

6

- Playing a stock market game
- Investing money
- Balancing checkbook
- Organizing a fundraiser
- Opening savings account
- Collecting money for charity
- Developing a budget
- Using spreadsheets
- Being a treasurer

Total Checks _____

7

- Campaign volunteering
- Political speeches
- Being on a committee
- Signing petitions
- Debating
- Research/ write grants
- Plan/ prepare budgets
- Volunteer as an aide
- Learning/ speaking foreign language

Total Checks _____

8

- Caring for sick people
- Watching medical shows
- Learning first aid/ CPR
- Volunteer at retirement home
- Volunteer at hospital
- Learning about illnesses
- Bandaging wounds
- Assisting with wheelchair
- Taking blood pressure

Total Checks _____

9

- Working in a restaurant
- Planning vacations
- Cooking, baking, serving
- Participating in sports
- Coaching a team
- Catering an event
- Working a concession stand
- Officiating a game
- Exercising/ working out

Total Checks _____

10

- Making a family menu
- Working with elderly
- Volunteering
- Shopping/ comparing prices
- Listening and helping
- Community groups
- Work as dietetic aid
- Visiting nursing home
- Being a Big Brother/Sister

Total Checks _____

11

- Developing software
- Building computers
- Playing video games
- Learning operating systems
- Installing software
- Assembling PC hardware
- Playing with gadgets
- Surfing the internet
- Designing apps

Total Checks _____

12

- Reading mystery novels
- Listening to police scanner
- Watching courtroom dramas
- Playing "Clue"
- Volunteering in law office
- Following court news
- EMT training
- Searching for lost pets
- Search and rescue training

Total Checks _____

13

- Welding/ working w/ metal
- Reupholstering furniture
- Carving wood
- Working in a machine shop
- Making leather goods
- Using printing press
- Installing home electronics
- Sewing/ needlework
- Building cabinets/ shelves

Total Checks _____

14

- Cutting hair
- Selling products
- Touring houses for sale
- Designing clothes
- Giving advice on what to buy
- Rearranging furniture
- Planning yard sale
- Arranging/ selling flowers
- Fixing watches/ clocks

Total Checks _____

15

- Visiting science museums
- Designing experiments
- Exploring caves/ collecting rocks
- Watching the weather
- Solving math equations
- Identifying marine life
- Caring for environment
- Building models
- Learning about cultures

Total Checks _____

16

- Driving
- Repairing cars
- Taking inventory
- Operating forklift
- Working in warehouse
- Building/repairing boats
- Operating CB or ham radio
- Reading car magazines
- Having a paper route

Total Checks _____



Once you've added up the checks for each group, find your top 3 within the list below. These are your top 3 career interests.

1. Agriculture, Food & Natural Resources
2. Architecture & Construction
3. Arts, Audio/Visual Technology & Communications
4. Business Management & Administration
- 5 Education & Training
- 6 Finance
- 7 Government & Public Administration
- 8 Health Science
- 9 Hospitality & Tourism
- 10 Human Services
- 11 Information Technology
- 12 Law, Public Safety, Corrections & Security
- 13 Manufacturing
- 14 Marketing
- 15 Science, Technology, Engineering & Math
- 16 Transportation, Distribution & Logistics

My Top 3 Interests are:

1. _____
2. _____
3. _____



Personality Type

Along with knowing your interests, knowing your personality type can help you as you begin searching for employment. Personality type refers to the psychological classification of different types of individuals. Basically, psychologists have grouped people into certain types based on certain characteristics they noticed common to each group. For example, certain types are extroverted, or outgoing, expressive personalities. On the other hand, others are introverted, which means they tend to be reserved, quiet, or introspective.

Your personality type is based on how you think and act. If you're a perfectionist, then that provides insight into your personality type. By finding out your personality type, you gain valuable insight into yourself and how you interact with others.

Here are some benefits of knowing your personality type:

- Understand your strengths and weaknesses
- Understand other people better
- Know your preferences
- Avoid personality conflicts

Typically, knowing your personality type helps you learn more about yourself and how you see the world. In turn, this affects how you treat others. Therefore, knowing this information will help you when searching for employment.

It will help you recognize what work environments work best for you. Also, you'll be able to recognize what types of personalities you work well with as well as which ones you might experience conflict with. Furthermore, this information will help you determine which careers are best for you. Finally, it will help you make sound employment choices.



What's Your Animal?

For this personality type assessment, we have four basic personality types. Each personality type is represented by an animal: lion, otter, golden retriever, and beaver. For each animal, circle the adjectives that describe you. Then, total up the number of adjectives you've circled for each animal. The animal with the highest total represents your personality type. Find out more about your personality type on the following page.

| <u>Lion</u> | <u>Otter</u> | <u>Golden</u> | <u>Beaver</u> |
|--------------------|---------------------|---------------------|-------------------------|
| Takes charge | Takes risks | Loyal | Deliberate |
| Determined | Visionary | Non-demanding | Controlled |
| Assertive | Motivator | Even keeled | Reserved |
| Firm | Energetic | Avoids conflict | Practical |
| Enterprising | Very Verbal | Enjoys culture | Orderly |
| Competitive | Promoter | Dislikes change | Factual |
| Enjoys challenges | Avoids Details | Deep relationships | Discerning |
| Bold | Fun-loving | Adaptable | Detailed |
| Purposeful | Likes Variety | Sympathetic | Analytical |
| Decision Maker | Enjoys change | Thoughtful | Inquisitive |
| Leader | Creative | Nurturing | Precise |
| Goal driven | Group-oriented | Patient | Persistent |
| Self-reliant | Mixes easily | Tolerant | Scheduled |
| Adventurous | Optimistic | Good listener | Predictable |
| "Let's do it now." | "It will work out." | "Keep it the same." | "Do it like last time." |
| Total _____ | Total _____ | Total _____ | Total _____ |

Animal Type Descriptions

Lion

Your personality traits make you naturally assertive and want to take charge. You love to take charge and generally know which way you want to go. You're often a self-starter and competitive. You like a challenge. You hate wasting time and want to make a quick decision without considering all the facts.

Questions from others distract you from the goal. You struggle with slowing down. The task may be more important than the people around you. You can be impatient and pushy.

Otter

You are fun-loving and playful. You love people, and you love to talk. You're creative and full of enthusiasm. You love the big picture and starting things.

On the other hand, you may not finish tasks. You don't like the details. You can come across as disorganized and not focused. You may tend to be a people pleaser.

Golden Retriever

You are considerate and a team player. You're kindhearted and love helping others. You often look after someone that is hurting. You also seek peace and harmony.

You may tend to avoid facing problems.

Beaver

You are organized and precise. You're very detail oriented. You like having to-do lists.

Because of your attention to detail, you can be critical of others. You can be especially hard on yourself.



Putting It All Together

By taking a look at your interests and personality type, you get a picture of who you are as an employee. You will see what jobs you'll be inclined to enjoy. Also, you'll see your strengths and weaknesses.

Taking all of this information and putting it together, gives a clear picture of the type of employment you should be seeking. Furthermore, you'll also be able to answer interview questions because an interviewer may ask you what your strengths and weaknesses are. By completing this unit, you'll be able to answer these questions confidently.

Finally, as you complete the other units of this course, you'll come to find out that the information that you've discovered about yourself is only one piece of the employability puzzle. As you complete each unit, you'll add one more piece. After completing every unit, you'll finally be able to see the whole picture, which is you. You'll be able to hold your head up high and walk into an job interview knowing that you have what it takes to not only get the job, but you also have what it takes to get the job done.

This is the end of the Self-Awareness unit. To continue to the next lesson, Employment Laws, go back to the Employment Preparation page and click on Employment Preparation.