

An important part of any self-assessment is the appraisal of your personal characteristics or qualities. These characteristics affect your attitudes, interpersonal relationships, academic performance, career decisions, etc.

Personal Qualities do not exist in an all or nothing manner. For example, it is not realistic to describe someone as totally flexible or totally rigid. Rather we possess these attributes in varying degrees across a wide variety of situations.

The following exercise will help you learn more about your personality and how it may influence your getting and keeping a job.

**INSTRUCTIONS:**

***The following supplies a list of personal qualities, their definitions and clarifying example behaviours. Some qualities are positive and some are negative. In describing yourself, determine whether each personal quality is above average, average or below average. On the self-assessment area provided, place a mark in the appropriate column under “DEGREE OF COMPETENCE”.***

<i>Personal Quality</i>	<i>Definition</i>	<i>Example Behaviours</i>	<i>DEGREE OF COMPETENCE</i>		
			<i>Above Average</i>	<i>Average</i>	<i>Below Average</i>
Achievement-oriented	aspires to accomplish difficult tasks, maintains high standards and works toward distant goals	1. spends long hours studying 2. strives for perfection in athletic skills			
aggressive	tends to be determined, enterprising, argumentative, threatening or revengeful	1. insults a professor who assigns a failing grade. 2. throws a book at someone who refuses to co-operate			

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assertive	persistently positive or confident in insisting on one's rights in expressing thoughts and feelings, or on being recognized.	<ol style="list-style-type: none"> <li>refuses to lend notes to a student who never returns them</li> <li>insists on being given credit for a completed project</li> </ol>			
autonomous	independent and self-governing; tries to break away from restraints, confinement or restrictions	<ol style="list-style-type: none"> <li>chooses an individual assignment rather than a group project</li> <li>likes to travel alone</li> </ol>			
aesthetic	is open to many forms of experience and believes that awareness and enjoyment of sights, sounds, smells and touch are an important part of life	<ol style="list-style-type: none"> <li>pauses to smell the flowers while walking through a field</li> <li>takes a course in art or music</li> </ol>			
analytical	seeks to understand things or people by breaking them down into their component parts and investigating their meaning	<ol style="list-style-type: none"> <li>takes a watch apart to see how it works</li> <li>observes friends' verbal and non-verbal behaviour to see what "makes them tick"</li> </ol>			

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affectionate	verbally and physically expresses kindness and tenderness; has a loving nature	1. puts arm around someone to comfort him/her 2. uses words of endearment in a letter			
ambitious	shows a great deal of effort at tasks; has a strong desire for fame and power	1. willing to work long hours to gain a promotion on the job 2. applies only to large influential companies where opportunities for quick advancement are available			
adventurous	seeks out exciting, novel or dangerous experiences; willing to take risks and meet new challenges	1. spends a year in an African village to further studies in anthropology 2. takes up skydiving to see what it's like			
co-operative	has ability to work together with others, combining efforts and talents in a harmonious, helpful way.	1. carries out his/her share of the housework even when things are hectic 2. is willing to compromise on some issues when serving on a committee			

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cautious	self-protecting and seeks to avoid taking risks which may threaten emotional or physical safety	1. always wears something white when going out after dark 2. does not disclose too much about himself/herself in a group of people			
carefree	tends to be lighthearted, cheerful and jovial in his/her approach to life's experiences; does not feel burdened with hardships and is easy-going	1. joins in social activities "just for fun" 2. laughs and jokes a lot in games and sports			
courteous	is polite, considerate and displays good manners in deal with others	1. offers to help carry some parcels for someone who seems overburdened 2, asks permission before borrowing another's belongings			
calculating	has a shrewd or cunning way of dealing with people or situations	1. sets up a scheme to avoid paying any income tax 2. feigns a migraine on Friday morning - knowing that coworkers will advise him/her to go home for the weekend			

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competitive	enjoys engaging in activities in which rivalry and competition are important; likes to win and surpass one's previous performance and that of others	1. always puts in an hour's more study time than roommate 2. becomes discouraged and unhappy with a second place finish in a race			
conscientious	is meticulous, disciplined and hard-working and always completes tasks	1. make sure he/she follows the doctor's prescribed diet every day 2. turns down an invitation to dinner due to a previous commitment at work			
conservative	respects established traditional values and ideas and is often resistant to change	1. opposes a new office policy because the old one "worked" 2. does not allow daughter to wear torn blue jeans to school			
clever	smart, bright, intelligent	1. obtains high marks on general knowledge test 2. ingenious at discovering new ways of solving a problem			

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courageous	daring and brave under threatening or dangerous circumstances	1. runs into a burning building to save someone 2. confronts two people who are having a fist fight			
cold	has a temperament which appears to be unconcerned, apathetic and distant towards others	1. tells a distressed friend to quit feeling sorry for himself/herself 2. rarely laughs or cries			
critical	tending to find fault; judge mental	1. makes adverse comments about someone's character 2. carefully analyzes, critiques assignments before handing them in			
defensive	readily suspects that people mean him/her harm or are against him/her; guarded; does not accept criticism easily	1. gets angry with someone who suggests improvements on his/her essay 2. does not ask for feedback on performance			
dominant	attempts to control environment and influence or direct others; enjoys the role of leader	1. expresses opinions forcefully in classes 2. spontaneously assumes a leadership role in a new group			

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demonstrative	shows feelings openly without hesitation or embarrassment	hugs a friend in front of other people 2. cries when being told a sad story			
dependent	relies on others for support, direction and decision-making	1. relies on spouse to make all household financial decisions 2. constantly seeks out praise on tasks and assignments			
energetic	active and industrious, approaches tasks and situations with zeal, vigour and intent	1. manages to accomplish several tasks within a given time period 2. never found sitting around with nothing to do			
expressive	articulate, verbal and non-verbal interactions with others; shows intensity of feeling or meaning	1. speech or written ideas are very colourful and eloquent 2. gestures with hands and face during conversation			
empathetic	perceptive and understanding of other's thoughts and feelings	1. listens intently to what others are saying 2. offers a "helping hand" to those who need support and comfort			

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efficient	produces desired results with minimum possible time, expense or waste	1. starts all tasks on schedule 2. recycles scrap materials for other uses			
emotional	has a tendency to be affected by and to express feelings	1. expresses anger easily 2. easily hurt by words or actions of others			
extroverted	oriented toward the external, objective world; preoccupied by interactions with people and things	1. takes part in many group sports and activities 2. wants to know what people think of him/her all the time			
friendly	sociable, interacts with others, expresses kindness, congeniality and interest	1. introduces himself/herself to a stranger at a party 2. helps an elderly neighbour shovel snow			
flexible	adapts readily to changes in environment	1. draws up an alternative career plan upon failure to get into medical school 2. changes opinion of an individual in light of new evident			

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fearful	apprehensive; prone to worrying and uneasiness	1. avoids new and ambiguous situations 2. spends a lot of time and energy fretting about tests and exams			
forthright	direct and frank about one's feelings, values, opinions, etc.	1. presents feedback directly and does not complain about others behind their backs 2. critiques the work of others in a sincere, straight-forward manner			
formal	reserved and distant in manner; concerned with etiquette and conventional behaviour	1. would never wear blue jeans to a public event 2. reads a book on etiquette in preparation for a dinner party			
generous	willing to give or share; unselfish	1. gives to charitable organizations without hesitation 2. even during a busy time of the week, offers to help a friend complete a project			

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humorous	comical and amusing, witty and entertaining	1. stirs others to laughter with jokes 2. can make a sombre situation seem funny			
honest	trustworthy; is open and genuine in dealing with others	1. admits to committing an act against someone 2. returns an overpayment to an unsuspecting customer			
impulsive	tends to act on the "spur of the moment" and without deliberation; gives vent readily to feelings and wishes	1. volunteers for a task without checking out the commitments first 2. spends a lot of money on useless items			
intellectual	interested in acquiring knowledge, in understanding phenomena or being inventive and creative	1. reads many books on a wide variety of subjects 2. enjoys debating philosophical issues			
introverted	oriented toward the inner, subjective world; interested in exploring and analyzing personal thoughts, feelings, etc.	1. takes time to meditate each day 2. chooses to remain somewhat quiet or withdrawn in group conversations			

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inquisitive	curious about one's environment; likes to experiment and investigate	1. asks many questions in class 2. explores an old, abandoned house to see what's there			
imaginative	creative, inventive, original in one's ideas	1. Finds a new way to use an old product 2. thinks up a new game to amuse children			
individualistic	behaves, thinks and feels in a highly personalized and distinct way	1. wears clothes which are not considered "fashionable" 2. holds values or opinions which are contrary to those of peer group			
irritable	quick tempered and easily offended; often in bad humour	1. gets impatient with and yells at noisy children 2. tends to "snap" at people who disturb him/her			
insecure	uncertain or anxious about one's self-worth, behaviour, ability, etc.	1. constantly asking for permission to do something 2. unwilling to decide on anything without getting feedback from several authorities first			

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modest	shows a high degree of humility; not vain or boastful	1. keeps high marks to himself/herself 2. does not expect to be rewarded for a good deed			
open-minded	unprejudiced; willing to consider new ideas	1. nonjudgmental of those whose values or behaviour differ from his/hers 2. willing to try a novel way of solving a personal problem			
organized	concerned with keeping personal effects, surrounding and schedules in order; dislikes confusion and lack of organization	1. always knows how much money he/she has in the bank 2. keeps a systematic study schedule			
patient	endures pain, trouble, etc. without complaining; calmly tolerates delay, confusion, etc.	1. remains unruffled when airplane is delayed for 5 hours 2. able to deal with noisy, acting-out children			
perfectionistic	concerned with producing a result which is flawless or foolproof	1. gets an average of 86% and still want to improve 2. practises tennis during <u>all</u> spare moments to prepare for a match			

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persuasive	convincing and influential in changing the beliefs or actions of others	1. tends to wind arguments 2. can talk a person into buying something he/she originally didn't want			
persevering	has stamina and endurance; patient and unrelenting in work habits	1. works long hours to complete a task 2. after several job rejections, continues to apply for positions and approach potential employers			
practical	matter-of fact; concerned that actions or objects be useful, realistic, concrete	1. refuses to purchase ornamental objects which do not serve a useful function 2. joins a sewing class rather than a music appreciation course			
rational	sensible; makes judgements based on intellectual reasoning; actions and feelings are based on logic and objectivity	1. collects and considers factual information before making a decision 2. likes to analyze his/her feelings			
relaxed	free from tension, frustration, and worry	1. appears comfortable and content in company of strangers 2. walks with a calm, causal gait			
			<i>DEGREE OF COMPETENCE</i>		

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shy	restrained and timid and self-conscious; feels threatened by other people	1. blushes when given a compliment 2. avoids approaching other people			
self-confident	secure and self-assures; believes in own ability to accomplish most tasks undertaken	1. readily tackles new and challenging tasks 2. speaks with ease in front of a large audience			
strong	has a character which is steadfast and determined even in the fact of great difficulty	1. is the one people "lean on" during an emotional crisis 2. maintains a positive, goal-directed outlook on life following a great financial or personal loss			
sarcastic	tends to make remarks which are scornful and cynical	1. makes caustic comments to dissatisfied customers 2. sneers at/on other's misfortunes			
stubborn	obstinate and unyielding, unwilling to consider alternatives or make changes	1. refuses to stop cramming for exams even when this method produces failures 2. ignores supervisor's suggestions for improved work production			

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tense	nervous, anxious; appears fidgety or rigid	1. finds it difficult to fall asleep 2. movements are quick and abrupt			
thorough	always completes tasks and approaches them in a precise, meticulous way	1. rereads documents to make sure all information is accurate 2. never cuts corners when complete a project			
tactful	takes care to avoid offending in communications with others;	1. in criticising another's work, is careful to point out both positive and negative aspects 2. judgement in knowing the right time to make objections to a company policy			
warm	communicates caring and concern through physical gestures, tone of voice, touch, and facial expression				

2.

*Go through the list again and select your three major strengths and three major weaknesses. For each quality describe at least one experience which validates this as a major strength or weakness.*

<b>Strengths</b>	<b>Validating Experiences</b>
1.	
2.	
3.	
<b>Weakness</b>	<b>Validating Experiences</b>
1.	
2.	
3.	





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**Negative Patterns**

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Do not be alarmed by your weaknesses. Now is the time to address them.

5.

*Often your weaknesses are not totally negative. For example, someone who is shy is more likely to take the time to listen and analyze the feelings of others. This weakness can be transformed into a strength - "empathy". Examine the weaknesses you have identified in yourself. In what sense could your weaknesses, with some effort from you, be transformed into strengths? See more examples below.*

A WEAKNESS	TRANSFORMED INTO	A STRENGTH
Low self-esteem		Modesty
Domineering		Capable of Leadership
Compulsive		Meticulous
Compromising		Capable of Negotiating
Perfectionistic		Capable of Excellence
Aggressive		Assertive
<b>ADD YOUR OWN HERE:</b>		
_____		_____
_____		_____
_____		_____