Welcome and thank you for attending our first Job Search Support Series webinar, Self-Assessment.

I'm Nicolle Skalski, a member of your Walden University Career Services
advising team, and with me is my colleague, Andrea Obrycki.

This is the first webinar of a four-part series.
And today we are focusing on the Self-Assessment piece of the job search process.

In this webinar, you will discover what employers are looking for in job candidates, how to self assess and then market your strengths in a way that's attractive to employers.

We will share strategies and resources to help you put your best foot forward.

And for those of you not familiar with the Walden Career Services Center, we aspire to be a cutting edge global Career Services, preparing our learners to navigate career transition over a lifetime.

To achieve this vision, we educate, coach, and advise our learners to proactively manage our careers.

And again, you will see the two
presenters, myself, Nicolle Skalski, at
the bottom left, and Andrea Obrycki,
top right.

So this is the third year that Career
Services is running this webinar
series, Job Search Support Series, and
we are really happy that you're joining
us this afternoon.

The purpose of this series is to focus
on a specific topic of the job search
process during each webinar, so we
encourage your participation and
welcome you to share experiences,
ideas, comments of what has worked or
not worked, and of course, pose your
questions.

And so before you start your job
search, you do want to make sure that
you give top priority and full
attention to your physical and mental
health and well being, especially if
you are out of work due to a recent job
loss or have been out of work for more
than six months.
According to a recent Gallop Poll, one in four Americans experience depression while unemployed.

And some resources for you to take advantage of through Walden University are the Student Assistant Program and guidance resources along with a mental health screening through Mental Health America.

These resources are listed here to take advantage of.

And before we dive into our topic, we would like to get some feedback from you, our audience, as to what prompted you to join our Self-Assessment webinar today.

We are launching the poll question on your screen.

Again, please let us know what brought you here today.

What prompted you to join our webinar on Self-Assessment.

Are you currently unemployed and looking for a job?
Are you employed -- so one is unemployed and looking for a job, or employed and seeking other opportunities.

Are you concerned about your job security?

Are you feeling stuck in your job search and just are seeking out some support from others?

So we'll give everyone a moment to cast their vote, their poll, as we will be addressing most of these concerns with the job search process, which many of us have experienced as well here in Career Services.

It looks like 80 percent of you have voted.

We'll give you it a few more seconds, and we're going to close it up.

It likes like most of you are currently unemployed and are looking for a job.

So we're happy you are participating.

And hopefully you will continue on with the other three parts.
And a large number of you are also employed and looking for a job, so a lot of active job seekers out there.

So happy you joined us, and we will be addressing a lot of these concerns starting with self assessment.

So our learning objectives for today will be -- you'll learn about the benefits of engaging in a self assessment, which is a very important piece of the job search process and many jobs actually skip over this step or overlook it.

Discover what skills employees actually give in job candidates, you'll be able to take part in an activity to help you identify your skills and strengths and learn ways to promote your transferable skills from previous experience.

And now I'm going to hand it over to my colleague, Andrea Obrycki, and she will get started by reviewing some of the benefits of a Self-Assessment.

>> Andrea: Okay.
Thank you.

Self-Assessments are essential to career growth as they help you interests values and key strengths which in turn validate and reaffirm what you already know about yourself, motivate and build confidence by highlighting your talents, skills in areas where you shine.

They also empower you to articulate your strengths and your career marketing documents and social media profiles, and finally, allow you to identify areas for improvement and provide you with activities and ways to develop these areas.

>> This could be leading people in organization, a project, or even organizational change, having a global mindset, which is knowledge and openness to other countries and cultures, adaptability and flexibility, the ability to learn new skills and try on different hats, which often entails
extending beyond your comfort zone,
critical thinking, a foundation skill
and a key problem solving skill.
It is the ability to analyze,
synthesize and provide solutions to
organizational challenges.
Innovation and creativity.
These skills are key to any successful
organization's ability to maintain a
competitive edge in the marketplace.
You want to be able to provide value
through creative problem solving.
Communication.
In order to be successful professional
in today's world one needs to be a
savvy communicator.
This means the ability to speak, write,
and present in a clear and concise
manner using a variety of mediums
including social media and video.
As you embark on your academic and
career journey it is important to keep
these desired skills in mind.
Now, let's look at how you can take an
informal assessment of yourself, your goals, and your skills.

In William Bridges' book "Creating You and Company," he says we are all CEOs of our own careers and we need to continuously mine our own data.

When you think about your desires, what is your end goal?

What prompted you to pursue your degree program?

Steven Covey said "begin with the end in mind."

Abilities, what are you naturally good at?

Your traits, personality traits.

Assets, what degrees and skills have you earned, any certifications?

Consider your data.

Reflect on one accomplishment relating to your academic or professional goals.

What skills are involved?

And that's something we want you to think about throughout this whole time is those accomplishments and what
skills accompany them.

Oftentimes we think of a skill as something that requires years of formal education and experience to develop.

You are consistently using and owning existing skills and gaining new ones on a day-to-day basis in your life.

Look beyond your job title, and profession to identify activities that you engage in outside of the workplace.

Use this identity map as a guide.

What activities or hobbies do you enjoy?

Are you involved in your community?

Your place of worship?

If you were to take a class for fun, what might that be in?

If you were to teach a class for fun, what might it be?

Think about what skills you have acquired throughout your life experiences, have you moved around, lived in different states, cities or countries?
Have you been in the military?

At this time, I want you to look at the screen and come up with at least one identity that you have outside of your work role.

So again, this is an activity for you all joining us.

So looking at the screen, think of one identity that you have outside of your work role, and then in the question box, which is on the right-hand side of your screen, please share the role or identity.

We'll give it a second here.  

I'm going to ask Nicolle to help me.

As you can see on the screen, somebody might say I am and whether it be their name or what their profession is, but then also having community builder and their neighbor, they're a member of an association, maybe they're a coach.

>> Nicolle: Okay.

This is great.

We have a cake decorating instructor,
phenomenal, 15 years.

A dog rescuer.

I can give another example.

So I'm a career coach at work, but in

my professional association I

volunteered as a mentor as well.

Anybody else want to share?

These are great ones.

Another person says I'm a sponsorship

coordinator for community-based

activities.

A social blogger, fantastic.

I teach Spanish to adults in the

evening, great.

I did that as well.

We have sponsorship coordinator, a

social blogger, cake decorator, dog

trainer, Spanish teacher..

That is fantastic.

Thank you for sharing, and we'll

continue on.

I think everyone gets the idea.

>> Andrea: Okay.

Great.
So as you know, here we've been talking about your skills.
And now what I want to do is focus on transferable skills, which are the skills that apply in all professions so think back to that activity and reflective questions that we just posed.
These activities help you uncover your transferable skills so reflecting on your end goal and your identity, that will allow you to have a better understanding of yourself and the value you offer employers.
So keep in mind those roles that you just shared because we're going to come back to them and have you dive in further but first, I want to share a story of a Walden EDD alum who used his transferable skills to obtain a supervisory position.
A 2011 Walden EDD graduate of the teacher leadership program, Dr. William Young was a visual arts K through 12
classroom teacher for 13 years. Throughout his teaching career, Dr. Young impacted the roles of students alike by taking on various leadership roles. Some of these roles included volunteering to lead in-service professional development workshops, mentoring six entry level teachers and supervising middle school athletics by taking on these various leadership roles Dr. Young was able to develop his leadership skills. The other summer when Dr. Young was developing a professional development workshop for teachers at the educational service center, the center director observed his workshop, noticed his leadership skills, and suggested that he apply for a supervisory position. He landed the position as supervisor of curriculum and instruction and now directs fine arts and physical
education programs as well as designs and presents professional development workshops for the county.

So think back and thinking about your own transferable skills, Dr. Young encouragings fellow Walden students and alums to highlight the valuable skills obtained through their Walden programs, such as time management, virtual collaboration, online learning technology, as well as research and writing skills.

This is a great story to consider when thinking about how you can extend yourself beyond your job title.

Now going back as I said, to keep your skills and roles in mind, go back to that identifying identity mapping activity from earlier, we mentioned that part of the assessment process is uncovering your identities.

So let's take a closer look at one of the asterisks of Dr. Young's the workshop presenter and let's brainstorm
what skills he has gained through that experience.

So I’m going to open it up to you again at this time using your question box, please share what skills you think Dr. Young acquired through being a workshop presenter that are transferable.

A few that immediately come to my mind are through being a workshop presenter is communication, mentoring, and planning.

So again, I’m going to turn this over to Nicolle and ask her to take a look to see if anybody has anything to share.

>> Nicolle: Okay.

Great, we already have some coming in, Andrea.

One is good communicator and listener.

That’s a great one.

A trainer.

Technology skills being focused.

Time management, fantastic.
And notice a lot of these skills you are mentioning, Andrea just went over a few slides ago is skills that are transferable and what employers are looking for.

So think about how you all are using these skills as well in your multiple roles.

So again, tech skills being focused, planning, content development, writing, good communication, and speaking and listener.

Fantastic.

Thank you all again for sharing.

>> That's great.

As you can see your transferable skills really are the glue that bring your multiple identities together and it's what you can use to show case yourself as a skilled employee to employers.

Now that we've identified some of these transferable skills we want to discuss how you can develop and maximize them.

Whether or not you are in a leadership
role in your current position there are always ways that you can develop the skill both inside or outside of the workplace.

You could offer to lead a team project or chair a committee.

This again could be at work in your community or through a professional association.

You might also choose to serve on a non-profit board: also consider public speaking.

This is an essential skill used by my professionals and is one that almost all professionals can develop.

You can improve in this area by joining a local chapter of Toastmasters International, which is the premier professional association for those wishing to improve their public speaking skills.

You might also consider opportunities to present in the workplace, in your community, or at a professional
Okay.

>> Nicolle: Okay.

Great, identifying your roles and uncovering your skills was not as you thought.

And the self-assessment of our own skills there are many career inventories as well as self-assessments available for you to take.

And in this diagram, we’ve highlighted some of the commonly used inventories and assessments, and you can research those further.

You can take an assessment to find out how more about your personality type, interests, values, skills, they are generally divided into those four categories and we have included a resource list at the end of this presentation for you to access some of these assessments correctly.

Now, let’s take a look at another self test that helps you to identify where
you are in the career process.

Now, just like most life transitions, they occur as a process or cycle.

So it is helpful to know where you are and what stage you’re at in the process.

The CenterPoint Institute for Life and Career Renewal in Seattle has developed this short free career self test that helps you identify what stage you are in during a transition.

This self test breaks the transition process down into six different stages.

Reevaluation, renewal, self assessment, exploration, marketing, and career management.

And will provide you with an explanation of each one.

So for example, if you are identified as being in the reevaluation stage, then it will prompt you to ask questions to yourself such as are you dissatisfied and considering a change, but don't see any sure alternatives, do
you feel trapped, do you feel caught
between wanting more but trying not to
lose what you have.
So it will prompt you with these
questions to ask yourself if it
identifies you in one of those stages
and then you kind of can self validate
that, and then it will help you know
where you are in the process and what
resources you should be utilizing to
take that next step forward.
So knowing something has to shift or
move forward and what stage you are in
is the first step.
And the Walden Career Services Center,
we actually attended our fall Minnesota
career development conference here in
Minnesota, and some of us attended this
particular session and actually took
this assessment ourselves.
And we decided to share it with others
because it is very helpful and it's
very short and free.
So the link will be included on the
slide and in the resources.

Okay.

So now we're going to switch gears a bit and talk about the communication and marketing of your skills in the context of your job search.

So once you've identified your core skills through self assessment, you want to market them. So let's go through this list of ways you can communicate and market your skills to employers.

So starting with your resume, we definitely recommend that you create a strong branded career profile and core competencies section at the top of your resume, and this will allow you to highlight your strengths and skill sets front and center, really creating a strong first impression for the reader.

For your LinkedIn profile, you can utilize that to highlight your strengths and skills in both the headline and the summary sections.
Your elevator pitch is very important when introducing yourself to others, especially in face-to-face environments.

This is a 30-second introduction and should help you to make a positive and memorable, again, first impression.

Your goal is really to intrigue the listener to want to know more about you.

And finally, during an interview, you want to tell your story.

And the typical opening question that interviewers might ask tell me about yourself, think about your elevator pitch, your brands, your strengths and how you are the best candidate for the position.

And just so you all know, we also have further resources on each of these topics on the Career Services website.

Always remember that a job is what you do and not who you are.

So when you meet someone new, whether
it's at a professional networking event
or you're out with friends, a typical
ice breaker question might be what do
you do.
How many times do you hear that?
We all hear it even like it's Christmas
party time, what do you?
So how do you answer that, especially
if you're in job transition?
Do you find yourself telling people
your job title?
So your job title as we found out today
can provide insight on what you do from
nine to five or whatever you're work
hours might be, but it's really not the
full picture.
It's not all encompassing of who you
are and what you do big picture.
So also, of course, think about your
Walden degree and how you're making a
difference in that way.
And how you're changing and evolving.
So as it says here on the slide, a
challenging and fun exercise would be
to make a list of who you are without
any role or title attached to it.
So it's really harder than it sounds.
So our example for Andrea and I, we're
career advisors.
So we want to step away from that title
and break it down.
What do we really do.
What is our mission?
Well, we help others.
I listen to career goals.
I try to connect them with resources
available for self exploration, like
we're engaging in this webinar today.
And this is just one of my roles in
life.
As you discovered today, your identity
is much more than that.
And at this time, we're going to open
it up for questions.
>> Andrea: Like Nicolle said we're
going to open it up for questions.
So using that question box.
Talking about transferable skills,
maybe thinking about what your identity is, what your next step might be, also thinking about we talked about those stretch assignments and putting yourself out there, and even if somebody wants to share something on how they have found success, how they have established their identity, you know, thinking back to those that were the cake decorator or, you know, what all has that provided you, and how has that helped you discover your own identity?

Okay.

So we’re going to give it a second while people are typing.

So here's a question, Nicolle I'm going to throw it to you.

Somebody is mentioning that their new to their field and wanting to find out or identify what those transferables. Or just gain experience in a new field. How would you recommend that they go about gaining those transferable skills
or new skills in a field?

>> Nicolle: Great question.

So many of you who are in transition with your degree program, you might be thinking, well, how am I going to gain that experience.

And some of you might be doing that already.

So you want to think about those transferable skills.

But now we want to take it one step further.

Maybe even going on the career center website on our resources tab and think of ways that you can start engaging, whether that be through volunteering in your community or with an organization that has a similar mission of what that transition goal is going to be.

So before I was a career coach, you know, I was maybe in the classroom teaching K through 12 Minneapolis Public Schools.
My goal was to be a career coach.

But how do I make that transition to gain those skills?

Well, I could volunteer to coach others in my community.

We have like a step up program here in Minnesota that is always looking for resume reviewers, interview prep people, volunteers and professionals in the community.

I could do that and add it to my resume.

I could join my local or state professional association, the Minnesota Career Development Association, and volunteer to organize the conference, for example.

So volunteering, joining a professional association, and gaining some of those skills would be a way.

And you can immediately then get references, gain networking contacts, add that to your resume, and it's really a win-win situation.
Andrea: Okay.
Great.
So I’m going to go ahead and take this next section here, and you're welcome, this person said, thank you for that.
So if you’re at the reevaluation processor stage in that life career self test, if you're at the reevaluation process, what are the things you need to identify to get out of that situation?
And really, when breaking it down and thinking about it, knowing that something has to shift is the first step.
It's identifying that, and it sounds like you've already really taken that first step to start moving.
And then it transitions quickly into the renewal piece where you're seeking a new vision of what's going to come next.
It's being active and just like Nicolle was talking about, all those next
steps, ways you can start to gain
skills, get to know people.
It all comes down to networking and
developing that is really going to help
push you forward.
And it goes back to thinking about what
your elevator pitch is or your speech
when you're introducing yourself.
It's not hi, my name is Andrea, and I'm
looking for new opportunities, but, you
know, my name is Andrea, I'm currently
pursuing my MBA and I'm really
passionate about whatever it is.
And then that's going to spark
interest, and something is going to
want to know more, and they're going to
engage in conversation with you to help
move you in that next direction.
So thank you for that question.
I'll just grab this next one here.
Do you think it's necessary to list all
of your professional organizations or
selected ones on your resume?
So on your resume, as we're talking
right now about being involved and
gaining those skills, it's really up to
you on the space that you have
available in addition to the timeliness
or how recent they are.
Obviously, you're going to want to list
what's most recent and relevant first.
If you have room to show that you've
just been an involved person in all of
your career paths, I would absolutely
do that.
But again, keeping it relevant.
If it's going to go too far into the
past, you're running out of room, and
you can't justify it, then that might
be a reason to take it off.
That's a decision that you can make.
So I'm going to turn it over to Nicolle
for the next question here.
>> Nicolle: Okay.
Andrea, someone says, you know, you've
listed a bunch of these different types
of assessments, and some of them focus
on personality, some of them focus on
interests, values, skills, and then
this career life transition one.
How would I know which assessment is
best for me to take?

>> Nicolle: That's a really great
question and it really can be
overwhelming.
I would recommend that you make an
appointment with us in Career Services
to just kind of assess where you are
at.
I would recommend taking the ones that
are at no cost to you first to get
started to see if that can provide you
some direction and insight.
And then we can help you explore the
ones that might have more time and
dedication to them.
But talking to us, too, is going to
really help you move on in that process
to think about what's next and
identifying.
I think that tell me about yourself
is -- it can be very challenging and
talking about it from a resume
standpoint, if you're putting in
highlights of qualification or career
profile at the top, how do you do that
if you are in transition.
And that's taking a step back to think
about what are my transferable skills,
what do I have to offer, and everybody
has so much it takes somebody else to
help you identify that those sometimes.
And that's where those assessments can
come into play.
That's where we can come into play to
help you as well.

>> Nicolle: I'll piggyback on that a
little bit.
So that's great what Andrea said, and I
was just thinking about the question
myself.
So I feel like many of you who are at
the masters and doctoral degree,
especially those in psychology, you're
probably familiar with the Meyers-Briggs test.

You might already know your personality type, what types of environments you want to work in.

You even know with your degree program I want to transition into this, X, Y, and Z but I'm not sure on the steps.

So I feel like today we're really focusing on the skills piece.

So on the assessment resources, which we'll have on the next slides, it will be on our archive on the website, maybe honing in on the skills, scan one because we offer that through Walden, so we can walk you through that, and then of course the career life test.

I think it is really helpful to know where you are, and in what stage in the process, and even me taking that conference, it kind of opened my eyes on, like, wow, you really have to recognize and validate what stage you're in before you can go on to that
next step.
So thank you for those questions.

>> Andrea: Okay.
So at this time I'm not seeing any additional questions are coming in.
So I do want to move forward then to go over some of these resources.
So as Nicolle just mentioned, we did review some assessment tools in here, the links, if you want to explore further.
Some more additional resources that we referenced and use that you might want to explore and look into.
And finally, before we end our presentation, we remind you to use and utilize the resources that we have available for you on our website, which can be accessed through your portal or by going directly to CareerServices.waldenu@edu.
And we also ask that you stay in contact with us by joining Walden Career Services on LinkedIn, follow us
on at which timer and Facebook, and
we're new to Facebook but we're gaining
momentum and we hope that you like us
there to stay up to date on all of our
webinar and is offering and you can
post questions and we post thought
provoking questions and even share
what's going on around here.
And then view career webinars on our
YouTube channel and read success
stories on our blog.
As we wrap up the webinar, we would
like to leave you with this thought as
you move through the job search
process.
Your Walden program and your career.
It's not your environmental, it is you.
The quality of your mind, the integrity
of your soul, the determination of your
will that will decide your future and
shape your life.
And so again, thank you, everybody.
It looks like one more question may
have come in here.
So I'm going to share this here.

I am new starting in my Ph.D. in psychology, but I like to know if I should go into a psych job or should I continue my regular position.

That's a specific question but that's really focused in on transferable skills of asking you what is your current position, how do you want to start making that transition over what skills will transition over, maybe that means you stay in your full-time position and volunteer once a week, once a month, whatever you're capable of to start growing that skill set so your resume can come up to speed and meet you where your goals are.

So I just wanted to get that answer in there before I wrap up everything.

And so finally, just want to let you know, again, as Nicolle had mentioned at the beginning, this is the first of a four-part series.

All the upcoming dates and times are
You can register for these from our website if you’re not able to join us. We are recording these and they will be available on our website again as we had mentioned. And then finally, I want to let you know that we appreciate your feedback, and you will be prompted with a brief survey as soon as the webinar ends. And we do like I said value that. We want to know what your feedback is so we can continuously improve our resources. So thank you so much for being interactive, joining us, sharing your own stories, your skills, identities, and hopefully this helps you move forward in your own process. So thank you again, and have a great rest of your day.
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