

STEP TWO – ASSESSMENT CHECKLIST

1. Document your understanding of the difference between a job duty and an accomplishment.
2. Document fifteen of your best accomplishments in the S-T-A-R format using the “Accomplishments Worksheet” located in the *Just Due It* column.
3. List your findings from the following tests:
 - a. Interest Test
 - b. Aptitude Test
 - c. Career Test
 - d. Strengthsfinder Test
4. List three occupations you are interested in.
5. Compare your assessment results with those occupations using “My Job Match” in the *Just Do It* column.
6. Select the single occupation you intend to pursue.
7. Document the values you will bring to future employers.