

ROYAL ROADS UNIVERSITY

Work Integrated Learning Office

Personal Assets Inventory

A decorative graphic on the right side of the page, consisting of a grid of small squares in various colors including light blue, dark blue, cyan, magenta, orange, green, and white, arranged in a pattern that tapers to the right.

WORK INTEGRATED LEARNING OFFICE

Personal Assets Inventory Workbook

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HOW TO USE THIS WORKBOOK

To complete the Personal Assets Inventory, reflect on your past educational and professional experiences to answer each question in Sections 1 & 2.

Then, copy your responses from each question to the corresponding sections of the diagram in Section 3.

Finish by brainstorming internship ideas, and complete the feedback exercise in Section 4.

Feel free to use bullet points, or write in full sentences.



The Personal Assets Inventory will help you:

- refresh your cover letter and resume
- expand your industry knowledge to uncover potential opportunities
- prepare for job interviews
- revisit your personal and professional support network and,
- brainstorm internship ideas

Section 1: Uncover Your Core Assets

A. Interests:

What activities, personal or professional, do you truly enjoy doing? What would you like to try out or learn more about? (CPP, 2017)

B. Skills:

List 3 accomplishments that you felt good about in the past, whether big or small:

What skills did you use to achieve these accomplishments? (The Conference Board of Canada, 2017)
(E.g. Communication, Critical Thinking, Adaptability, Teamwork, Problem Solving)

C. Values:

What are your core values? (Slim, 2013) To answer this question, consider the following: What problems are you motivated to solve? What causes do you care most about?
(E.g. Environmentalism, Family, Helping Others, Innovation, Prosperity, Efficiency)

D. Strengths:

What are your natural talents? In what situations do you feel you're at your best and/or feel the best about your contribution? (Rath, 2007)

Section 2: Discover Your External Assets

A. Professional Experience:

What job roles have you previously fulfilled? What type of new roles are you naturally gravitating towards and/or moving away from?

B. Educational Experience:

What educational experiences and/or certifications have you already acquired? What are you excited to learn more about next?

C. Support Network:

Who are your mentors and biggest supporters in your education & career journey? Who do you turn to for advice and support?

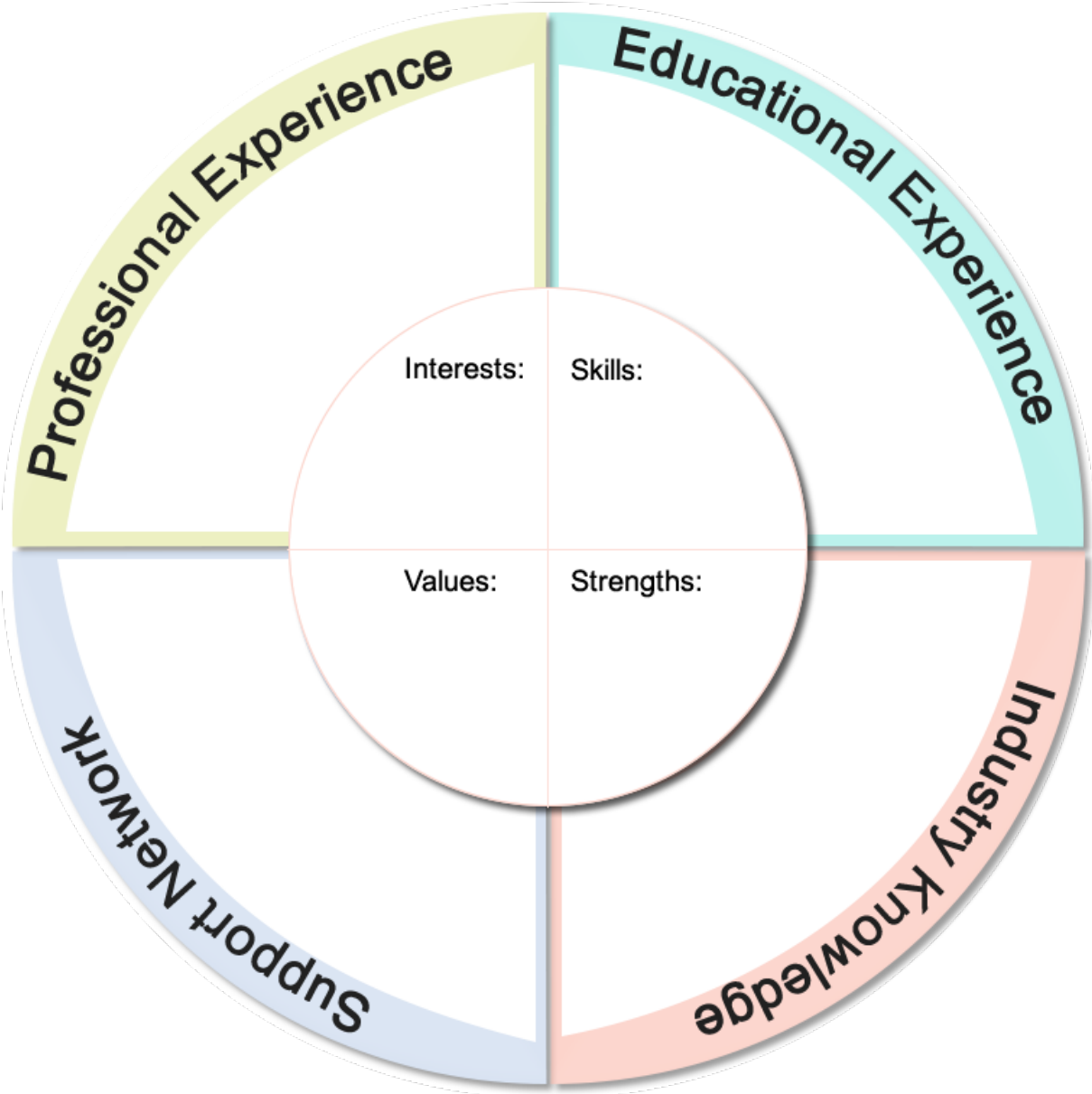
D. Industry Knowledge:

Where are you looking to gather new information about your professional industries of interest? What additional resources, opportunities, and events are you interested in exploring?

(E.g. Conferences, professional associations, community groups, websites, social media, podcasts, news)

Section 3: Personal Assets Inventory

Now that you have reflected on some of your Core Assets and your External Assets, review your answers in Sections 1 and 2, then copy each response to the corresponding section of the Personal Assets Inventory Diagram:



Section 4: Next Steps

Brainstorm Internship Ideas:

A. What job positions have you explored so far? What career titles have you been interested in lately?

B. What are some challenges or barriers that you can foresee arising in your upcoming internship search? What do you need in terms of support or resources to overcome these challenges?

Ask for Feedback:

To get a broader perspective about your Personal Assets and challenges, reach out to your support network and ask for feedback. Try to ask a few different people the same questions, and see if you can spot any patterns or themes (Moses, 2003).

A. What do you see as my natural strengths?

B. What do you see as my greatest area for improvement?

C. In what situations have you seen me struggle?

D. In what situations have you seen me do my best work and contribute in a valuable way?

Section 5: Additional Tools & Resources

Uncovering and articulating your Core Assets can be a challenging process. If you had any difficulties with answering the questions in Sections 1 & 2, or if you'd like to further explore different aspects of your personality, here are some great assessment tools to consider investing in:

Personality Assessments:

Personality Type:

The Myers-Briggs Type Indicator® <https://www.mbtionline.com/TaketheMBTI>

Strengths:

Clifton StrengthsFinder <https://www.gallupstrengthscenter.com/Purchase/en-US/Product>

Interests:

Holland Code Career Test <https://www.truity.com/test/holland-code-career-test>

Values:

Barrett Values Centre <https://www.valuescentre.com/our-products/products-individuals/person->

To continue the process of self-discovery, and explore different ways of connecting your current education to your future career path, here are some great books that will help you with your next steps.

Recommended Readings:

Amundson, N.E. & Poehnell, G. (1998). Career pathways: Quick Trip. Richmond, BC: Ergon Communications

Buckingham, M. & Clifton, D.O. (2001). Now, discover your strengths. Free Press.

Pollak, L. (2012) Getting from College to Career. New York, NY: HarperCollins Publishers

Moses, B. (2003). What's Next? New York, NY: DK Publishing.

Rath, T. (2007). StrengthsFinder 2.0. New York, NY: Gallup Press

Slim, P. (2013). Body of Work: Finding the Thread that Ties Your Story Together. New York, NY: The Penguin Group.

Works Cited

- CPP . (2017). Strong Interest Inventory . Retrieved from CPP : <https://www.cpp.com/products/strong/index.aspx>
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- The Conference Board of Canada. (2017). Employability Skills 2000+.
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