

# Employment Information Worksheet/Activity

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## Activity: The Interests and Skills Checklist

Jobs can be divided into six groups, based on the kinds of tasks you perform each day. The purpose of this inventory is to find out:

what you *like* to do related to each of these six groups, what you think you *have skill* to do, and what kind of *work experience* you've had in or out of a correctional facility.

### **PART I**

For the questions in each of the six groups, put a check mark in front of each activity that you think you would like to do. Similarly, put a check mark in front of each skill that you think you have. Finally, in the Work Experience section for each group, list any work experience you have ever had that relates to the kinds of activities listed in that group.

### **GROUP 1**

#### *Typical Activities:*

<input type="checkbox"/>	Repairing equipment, cars, or houses
<input type="checkbox"/>	Making things with your hands
<input type="checkbox"/>	Driving or operating a machine or vehicle
<input type="checkbox"/>	Doing painting or construction work
<input type="checkbox"/>	Working with plants, shrubs, or farm crops

#### *Typical Skills (Check any that you think you have):*

I am:

<input type="checkbox"/>	Able to figure out what's wrong with a machine or equipment and fix it
<input type="checkbox"/>	Able to build beautiful structures or objects with your hands and tools
<input type="checkbox"/>	Able to drive a vehicle without accidents
<input type="checkbox"/>	Able to work with plants, shrubs, trees to get them started or maintain them
<input type="checkbox"/>	Able to paint, wallpaper, or clean a building or house

#### *Work Experience (List work experiences or kinds of training you have had either in or outside of correctional facilities related to this group):*

1.
2.
3.

(TOTAL SCORE FOR GROUP 1:        )

**GROUP 2**

**Typical Activities (Check any that you think you would like):**

<input type="checkbox"/>	Able to paint, wallpaper, or clean a building or house
<input type="checkbox"/>	Solve math problems
<input type="checkbox"/>	Develop a plan or design for doing something
<input type="checkbox"/>	Read and study manuals and books
<input type="checkbox"/>	Study biology
<input type="checkbox"/>	Play chess

**Typical Skills (Check any that you think you have):**

I am:

<input type="checkbox"/>	Good at math
<input type="checkbox"/>	Good at science
<input type="checkbox"/>	Good at logical thinking
<input type="checkbox"/>	Good at solving technical problems
<input type="checkbox"/>	Good at reading

**Work Experience (List work experiences or kinds of training you have had either in or outside of correctional facilities related to this group)**

1.
2.
3.

**(TOTAL SCORE FOR GROUP 2 :        )**

**GROUP 3**

**Typical Activities (Check any that you think you would like):**

<input type="checkbox"/>	Writing a short story or poem
<input type="checkbox"/>	Painting or sketching a picture
<input type="checkbox"/>	Taking beautiful photographs
<input type="checkbox"/>	Making beautiful things for a crafts show
<input type="checkbox"/>	Enjoying or participating in good music

**Typical Skills (Check any that you think you have):**

I am:

<input type="checkbox"/>	Good at creating artistic objects or presentations
<input type="checkbox"/>	Good at some form of music
<input type="checkbox"/>	Good at design of clothes, houses, or gardens
<input type="checkbox"/>	Good at doing computer graphics

**Work Experience (List work experiences or kinds of training you have had either in or outside of correctional facilities related to this group)**

1.
2.
3.

**(TOTAL SCORE FOR GROUP 3: \_\_\_\_\_)**

**GROUP 4**

*Typical Activities (Check any that you think you would like):*

<input type="checkbox"/>	Teaching children or adults how to do something
<input type="checkbox"/>	Caring for people who are sick
<input type="checkbox"/>	Taking care of children (as in a daycare center)
<input type="checkbox"/>	Assisting others by taking care of personal needs (cutting hair, serving food, for example)
<input type="checkbox"/>	Assisting people in need due to hunger, fire, storm, or other disasters

*Typical Skills (Check any that you think you have):*

I am:

<input type="checkbox"/>	Good at talking with people
<input type="checkbox"/>	Good at taking care of people
<input type="checkbox"/>	Good at knowing how to express yourself through words or action
<input type="checkbox"/>	Good at helping others with their needs and problems
<input type="checkbox"/>	Good at teaching

*Work Experience (List work experiences or kinds of training you have had either in or outside of correctional facilities related to this group)*

1.
2.
3.

*(TOTAL SCORE GROUP 4 :        )*

**GROUP 5**

*Typical Activities (Check any that you think you would like):*

<input type="checkbox"/>	Selling products or services to other people
<input type="checkbox"/>	Managing or leading people
<input type="checkbox"/>	Taking responsibility for a project or for other people
<input type="checkbox"/>	Starting a new idea, product, or service
<input type="checkbox"/>	Convincing others to do or buy something

*Typical Skills (Check any that you think you have):*

I am:

<input type="checkbox"/>	Talking to people with ease
<input type="checkbox"/>	Being able to make a product or service sound appealing
<input type="checkbox"/>	Managing or leading other people
<input type="checkbox"/>	Persuading other people to do things your way
<input type="checkbox"/>	Make a business or project grow and be successful

*Work Experience (List work experiences or kinds of training you have had either in or outside of correctional facilities related to this group)*

1.
2.
3.

*(TOTAL SCORE FOR GROUP 5 : \_\_\_\_\_)*

**GROUP 6**

*Typical Activities (Check any that you think you would like):*

<input type="checkbox"/>	Organize things in a logical way
<input type="checkbox"/>	Keep accurate records or files
<input type="checkbox"/>	Remember and handle detail
<input type="checkbox"/>	Do clerical work
<input type="checkbox"/>	Keep accurate track of money

*Typical Skills (Check any that you think you have):*

I am:

<input type="checkbox"/>	Use a computer
<input type="checkbox"/>	File accurately
<input type="checkbox"/>	Record facts and numbers accurately
<input type="checkbox"/>	Prepare good business letters

*Work Experience (List work experiences or kinds of training you have had either in or outside of correctional facilities related to this group)*

1.
2.
3.

*(TOTAL SCORE FOR GROUP 6 : \_\_\_\_\_)*

**Part II**

***Instructions:***

1. Go back to each of the six groups and count the number of check marks in that group, including Activities, Skills, and Work Experience. Put that number in the space at the end of each group that says "TOTAL SCORE FOR GROUP X."
2. Put those six totals in the spaces below:

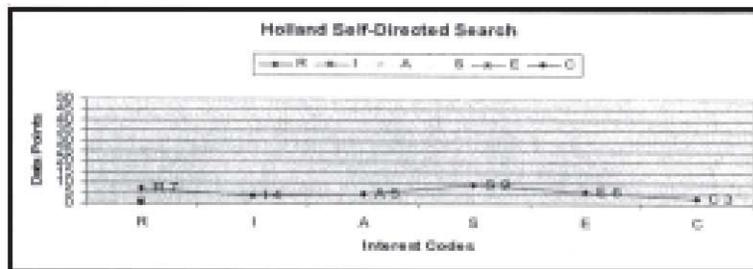
Group 1:
Group 2:
Group 3:
Group 4:
Group 5:
Group 6:

3. On the graph below, put a dot across from the total for each of the six clusters. Then connect the dots with a line in order to see the profile of the scores:

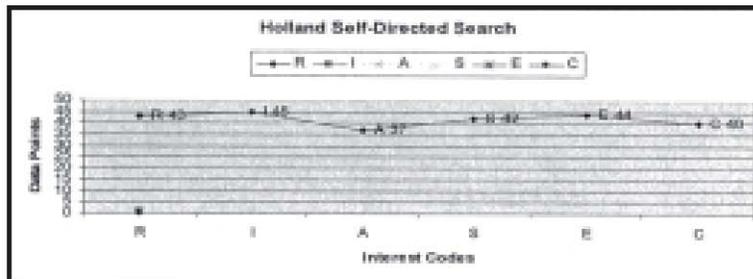
15						
14						
13						
12						
11						
10						
9						
8						
7						
6						
5						
4						
3						
2						
1						
	Group 1(R)	2 (I)	3(A)	4(S)	5(E)	6(C)

*\*Turn page to reference results:*

- A low flat profile may indicate a lack of social environment, self-deception, defused identity, immaturity, and inexperience



- A high flat profile may indicate a high level of energy, interest and talents



- A well defined profile may indicate a person with multiple talents and interest

