

Topic: Employment
(IOM Middle East)

Activity: Self-Assessment

Introduction	In order to sell yourself in the job market, it is necessary to know very well what you have to offer. In this exercise, participants identify their personality strengths.
Time	5-10 minutes
Materials	<ul style="list-style-type: none">• Copies of “My Personal Qualities” for each person (included)
Practice	<ol style="list-style-type: none">1. Hand out a copy of the handout to each person.2. Ask participants to check off all the personality traits that they possess.3. Once they are done, ask them to identify the top 5 traits that they possess and that relate to the job they hope to do (e.g.: if one hopes to be a truck driver, “dependable” may be more important than “cheerful”). Ask them to think of a time when they successfully used each of these 5 traits (on the job or otherwise) and be prepared to talk about it.4. Once they are all done, ask participants if they can guess which 5 personality traits they think American employers most look for in a person. (There is no one answer to this but for the most part the following: hard-working, positive attitude, able to work well with others, self-starter, adaptable, and self-managed learner.)
Variations	<ul style="list-style-type: none">• List the class’ top “employable traits” and have the class practice “selling themselves” in English:<ol style="list-style-type: none">a. I am a hard worker,b. I come to work on time,c. I am adaptable, etc.• Have participants practice a conversation in pairs, then either in large circle or as a “cocktail party” English practice. For example:<ol style="list-style-type: none">a. Why should I give you the job?b. I am a <u>hard worker</u> (or other similar answer).

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My Personal Qualities

Put a check beside the words that are true regarding you...



- | | | | |
|--------------------------|------------------------------|--------------------------|------------------|
| <input type="checkbox"/> | Well-organized (translation) | <input type="checkbox"/> | Hard-working |
| <input type="checkbox"/> | Ambitious | <input type="checkbox"/> | Active |
| <input type="checkbox"/> | Flexible | <input type="checkbox"/> | Energetic |
| <input type="checkbox"/> | Cooperative | <input type="checkbox"/> | Responsible |
| <input type="checkbox"/> | Punctual | <input type="checkbox"/> | Neat |
| <input type="checkbox"/> | Alert | <input type="checkbox"/> | Friendly |
| <input type="checkbox"/> | Motivated | <input type="checkbox"/> | Polite |
| <input type="checkbox"/> | Honest | <input type="checkbox"/> | Independent |
| <input type="checkbox"/> | Efficient | <input type="checkbox"/> | Relaxed |
| <input type="checkbox"/> | Confident | <input type="checkbox"/> | Intelligent |
| <input type="checkbox"/> | Dependable | <input type="checkbox"/> | Competent |
| <input type="checkbox"/> | Knowledgeable | <input type="checkbox"/> | Thorough |
| <input type="checkbox"/> | Adaptable | <input type="checkbox"/> | Curious |
| <input type="checkbox"/> | Disciplined | <input type="checkbox"/> | Helpful |
| <input type="checkbox"/> | Mature | <input type="checkbox"/> | Caring |
| <input type="checkbox"/> | Creative | <input type="checkbox"/> | Open-Minded |
| <input type="checkbox"/> | Funny | <input type="checkbox"/> | Patient |
| <input type="checkbox"/> | Careful | <input type="checkbox"/> | Respectful |
| <input type="checkbox"/> | Reliable | <input type="checkbox"/> | Willing to Learn |

Now, list your **5** top personality strengths and think of an example of a time when you successfully used each one.

- 1.
- 2.
- 3.
- 4.
- 5.

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