

THE HALLOWELL SELF-REPORT JOB-FIT EXPLORATION

(Designed Dr Edward Hallowell. MD)

Please reflect on these questions and write your answer above the line only.

1. What are you best at doing?

(You ought to do most what you do best. It's amazing how many people spend Years trying to get good at what they are bad at instead of getting better at what they're good at.)

2. What do you like to do the most?

(This is not always the same as the answer to question. Unless it is illegal or bad for you, you ought to preserve sizable chunks of time for what you like to do the most. If the activity is also productive and useful, it ought to be your career.)

3. What do you wish you were better at?

(Your answer here may guide you to opportunities for ongoing professional development. On the other hand, it could be an indication of a task you could delegate)

4. What talents do you have that you haven't developed?

(Don't say "none." Everyone has plenty of them. Pick a few. Do not hold back. Just because you name them doesn't mean you have to develop them. However, you might want to develop one or two.)

5. What skills do you have that you are most proud of?

(This often reflects what obstacles you have had to overcome, as we tend to feel proudest of what came hard.)

6. What do others comment on most often as being your greatest strengths?

(This question is designed to help you identify skills you have but may not value because they seem easy to you.)

7. What have you gotten better at that you used to be bad at?

(This gives you an idea of where putting in additional effort can payoff.)

8. What are you just not getting better at, no matter how hard you try?

(This tells you where not to waste any more time.)

9. What do you dislike doing the most?

(Your answer here suggests what tasks you might want to delegate or hire out.)

10. The lack of which skills most gets in your way?

(If you lack a skill required in your current job and you cannot delegate it, then that is getting in your way. Your answer to this question might lead you to take a course, read a book, or work with a mentor or coach.)

11.What sort of people do you work best/worst with?

(Do you hate to work with highly organized, analytic personalities or do you love it? Do creative personalities drive you crazy or do you work well with them? Make up your own categories.)

12.What sort of organisational culture or environment brings out the best in you?

(It's amazing how many people won't leave a culture they are totally unsuited to work in.)

13. What were you doing when you were happiest in your work life?

(Could you possibly find a way to be doing that now?)

14. What regrets do you have about how you have run your career?

(Could you make any changes based on those regrets?)

15. What are your most cherished work hopes for the future?

(Knowing that fear is the only true learning disability, what stands in your way of realizing those hopes?)

16. What are you most proud of in your work/ academic achievements ?

(Your answer here is another tip-off as to what you should be doing.)

17. What one lesson would you want to pass along to your children about how to manage their careers?

(This question is another way of getting at your most important views on what you have done. What's worked, what hasn't.)

18. What was the most important lesson that you learned from your mother and your father (one from each) relating to work?

(As you reflect on this, you will get an idea of how attitudes are passed along from generation to generation and shape how your mind works.)

19. What one lesson did the best boss you ever had teach you about yourself?

(Tapping into the insight others have about us is extremely helpful. Others often know us better than we do.)

20. In what ways do you think your time could be better used in your current job to add value to the organization?

(Your answer here provides a guide to your manager and gives him valuable input he may never have asked for.)