

THE JOB SEEKER'S PERSONAL SWOT ANALYSIS WORKSHEET

Internal Characteristics

STRENGTHS

What tasks do your colleagues and/or supervisor always delegate to you?

What are your most notable achievements?

How do you measure your success?

What do you like most about your field?

Do you hold any advanced credentials or supplementary certifications?

WEAKNESSES

With what assignments do you usually require assistance from others?

When have you received criticism from past clients and/or supervisors?

What types of tasks do you tend to avoid?

How would you complete this sentence?

When _____, my job performance is negatively impacted?

Are you missing any credentials frequently required for jobs in your field?

SKILLS

<u>PERSONAL QUALITIES:</u>	Very Weak		Average		Very Strong
Initiative	1	2	3	4	5
Flexibility/Adaptability	1	2	3	4	5
High emotional intelligence	1	2	3	4	5
Open-mindedness	1	2	3	4	5
Attention to detail	1	2	3	4	5
<u>CRITICAL THINKING/PROBLEM SOLVING:</u>	Very Weak		Average		Very Strong
Identification of areas of need	1	2	3	4	5
Research	1	2	3	4	5
Data analysis/interpretation	1	2	3	4	5
Improvement design/implementation	1	2	3	4	5
Process/system optimization	1	2	3	4	5
<u>TECHNICAL SKILLS:</u>	Very Weak		Average		Very Strong
Hardware	1	2	3	4	5
Software (industry-specific)	1	2	3	4	5
Equipment operation	1	2	3	4	5
Troubleshooting	1	2	3	4	5
Programming/coding	1	2	3	4	5
Web design	1	2	3	4	5
<u>SOFT SKILLS:</u>	Very Weak		Average		Very Strong
Verbal communication	1	2	3	4	5
Written communication	1	2	3	4	5
Conflict resolution	1	2	3	4	5
Negotiation/persuasion	1	2	3	4	5
Coordination/collaboration	1	2	3	4	5
<u>LEADERSHIP CHARACTERISTICS:</u>	Very Weak		Average		Very Strong
Training program/material development	1	2	3	4	5
Motivating others	1	2	3	4	5
Group oversight/management	1	2	3	4	5
Delivering assessments/performance reviews	1	2	3	4	5
<u>INDUSTRY-SPECIFIC SKILLS (write your own)</u>	Very Weak		Average		Very Strong
1.	1	2	3	4	5
2.	1	2	3	4	5
3.	1	2	3	4	5
4.	1	2	3	4	5
5.	1	2	3	4	5

External Characteristics

OPPORTUNITIES

What advancement options exist for your career?

Are there any new fields or specializations developing in your industry?

How can you grow your network to include more and/or stronger contacts?

What career-relevant volunteer opportunities are available?

THREATS

How strong is the competition in your sector?

What obstacles stand between you and your dream job?

How do your salary/benefits needs match up with average compensation for your profession?

When do you need the new job?

INDUSTRY ISSUES

Job Outlook: _____%

Very slow growth Slow growth Average growth Fast growth Very fast growth

Degree of need for your specific skills/strengths:

Very low need Low need Average need High need Very high need

Typical experience requirement: _____

Your level of experience: _____

Not at all matched Poor match Slight match Close match Perfect match
