



# HARRISON BARNES

## Career Tests

### EXERCISE A

#### THE CAREER APTITUDE TEST

Please complete the exercise below to get a sense of where your interests and skills lie.

**How to Grade Yourself on Career Interest.** A grade of “F” would be “least interested” and a grade of “A” would be “most interested” in jobs involving the below skills. Everyone is naturally inclined toward certain types of work and projects and less inclined toward others. You need to see where your interests lie. Here’s an example. You’re presented with the term, “administering advice”. If you really love to give people advice then you should grade yourself an “A”. If you absolutely cannot stand giving others advice then you should grade yourself a “D”. If you like giving advice, but aren’t crazy about it, you should give yourself a B.

**How to Grade Yourself on Career Feedback.** In the Feedback column, grade yourself based on the feedback you have received from others about a given skill set you may have. Give yourself an “A” if people always compliment you on how well you do something (regardless of whether you enjoy doing it). Give yourself an “F” if people always tell you that you are not good at something and so forth. You should give yourself a “B” if the feedback you have received from doing a given task is “good” but not glowing.

#### THE CAREER APTITUDE TESTS

| Skill                      | Interest (F to A) | Feedback (F to A) |
|----------------------------|-------------------|-------------------|
| adapting new procedures    |                   |                   |
| administering advice       |                   |                   |
| administering programs     |                   |                   |
| advising people            |                   |                   |
| analyzing data             |                   |                   |
| analyzing problems         |                   |                   |
| assembling physical things |                   |                   |



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| Skill                                    | Interest (F to A) | Feedback (F to A) |
|--|-------------------|-------------------|
| auditing financial reports               |                   |                   |
| becoming actively involved               |                   |                   |
| being thorough                           |                   |                   |
| budgeting expenses                       |                   |                   |
| calculating numerical data               |                   |                   |
| checking for accuracy                    |                   |                   |
| classifying records                      |                   |                   |
| coaching individuals                     |                   |                   |
| collaborating ideas                      |                   |                   |
| collecting money                         |                   |                   |
| comparing results                        |                   |                   |
| compiling statistics                     |                   |                   |
| comprehending ideas                      |                   |                   |
| conducting interviews                    |                   |                   |
| conducting meetings                      |                   |                   |
| confronting other people                 |                   |                   |
| constructing physical things             |                   |                   |
| coordinating schedules/times             |                   |                   |
| coping with deadlines                    |                   |                   |
| counseling/consulting people             |                   |                   |
| creating meaningful and challenging work |                   |                   |
| creating new ideas                       |                   |                   |
| deciding uses of money                   |                   |                   |



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| Skill  | Interest (F to A) | Feedback (F to A) |
|--|-------------------|-------------------|
| defining a problem   |                   |                   |
| defining performance standards                                 |                   |                   |
| delegating responsibilities                                    |                   |                   |
| delegating responsibility                                      |                   |                   |
| determining a problem  |                   |                   |
| developing a climate of enthusiasm, team-work, and cooperation |                   |                   |
| developing plans for projects                                  |                   |                   |
| dispensing information   |                   |                   |
| displaying artistic ideas                                      |                   |                   |
| distributing products  |                   |                   |
| drafting reports   |                   |                   |
| dramatizing ideas  |                   |                   |
| editing work   |                   |                   |
| encouraging others   |                   |                   |
| enduring long hours  |                   |                   |
| enforcing rules and regulations                                |                   |                   |
| entertaining people  |                   |                   |
| estimating physical space                                      |                   |                   |
| evaluating programs  |                   |                   |
| expressing feelings  |                   |                   |
| expressing ideas orally to individuals or groups               |                   |                   |
| finding information  |                   |                   |
| gathering information  |                   |                   |



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| Skill                                       | Interest (F to A) | Feedback (F to A) |
|---|-------------------|-------------------|
| generating accounts                         |                   |                   |
| handling complaints                         |                   |                   |
| handling detailed work                      |                   |                   |
| imagining new solutions                     |                   |                   |
| inspecting physical objects                 |                   |                   |
| interacting with people at different levels |                   |                   |
| interpreting languages                      |                   |                   |
| interviewing prospective employees          |                   |                   |
| inventing new ideas                         |                   |                   |
| investigating problems                      |                   |                   |
| knowledge of community/government affairs   |                   |                   |
| knowledge of concepts and principles        |                   |                   |
| listening to others                         |                   |                   |
| locating missing information                |                   |                   |
| maintaining a high level of activity        |                   |                   |
| maintaining accurate records                |                   |                   |
| maintaining emotional control under stress  |                   |                   |
| making decisions                            |                   |                   |
| managing an organization                    |                   |                   |
| managing people                             |                   |                   |
| measuring boundaries                        |                   |                   |
| mediating between people                    |                   |                   |
| meeting new people                          |                   |                   |
| meeting people                              |                   |                   |



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| Skill                               | Interest (F to A) | Feedback (F to A) |
|-------------------------------------|-------------------|-------------------|
| motivating others                   |                   |                   |
| negotiating/arbitrating conflicts   |                   |                   |
| operating equipment                 |                   |                   |
| organizing files                    |                   |                   |
| organizing tasks                    |                   |                   |
| overseeing operations               |                   |                   |
| performing numeric analysis         |                   |                   |
| persuading others                   |                   |                   |
| picking out important information   |                   |                   |
| planning agendas/meetings           |                   |                   |
| planning organizational needs       |                   |                   |
| predicting futures                  |                   |                   |
| preparing written communications    |                   |                   |
| prioritizing work                   |                   |                   |
| promoting events                    |                   |                   |
| proposing ideas                     |                   |                   |
| providing customers with service    |                   |                   |
| providing discipline when necessary |                   |                   |
| questioning others                  |                   |                   |
| raising funds                       |                   |                   |
| reading volumes of material         |                   |                   |
| recommending courses of action      |                   |                   |
| rehabilitating people               |                   |                   |



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| Skill                                      | Interest (F to A) | Feedback (F to A) |
|--|-------------------|-------------------|
| relating to the public                     |                   |                   |
| remembering information                    |                   |                   |
| reporting information                      |                   |                   |
| resolving conflicts                        |                   |                   |
| running meetings                           |                   |                   |
| screening telephone calls                  |                   |                   |
| selling ideas                              |                   |                   |
| selling products                           |                   |                   |
| serving individuals                        |                   |                   |
| setting priorities                         |                   |                   |
| setting up demonstrations                  |                   |                   |
| setting work/committee goals               |                   |                   |
| sketching charts or diagrams               |                   |                   |
| skillfully applying professional knowledge |                   |                   |
| speaking to the public                     |                   |                   |
| summarizing information                    |                   |                   |
| supervising employees                      |                   |                   |
| supporting others                          |                   |                   |
| taking independent action                  |                   |                   |
| taking personal responsibility             |                   |                   |
| teaching/instructing/training individuals  |                   |                   |
| thinking in a logical manner               |                   |                   |
| thinking of creative ideas                 |                   |                   |
| tolerating interruptions                   |                   |                   |



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| Skill                            | Interest (F to A) | Feedback (F to A) |
|----------------------------------|-------------------|-------------------|
| updating files                   |                   |                   |
| writing for publication          |                   |                   |
| writing letters/papers/proposals |                   |                   |
| writing reports                  |                   |                   |

You should be able to learn a ton about yourself from this exercise. This is, in fact, a roadmap for your career and life. You should also notice various patterns emerging. For example, skills involving writing may be all “A’s” in terms of what other people say about your work and what you enjoy. Notice the patterns in what you see. Notice the areas that garner you the most positive feedback and what you seem to enjoy the most. Notice the areas where you receive the most negative feedback and what you do not seem to enjoy at all.