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CAREER COACH

Personality Traits & Profile Descriptors



SUCCESS
LEADERSHIP

A WORKSHEET FROM
Ayanna E. Jackson - Career Coach



PERSONALITY TRAITS & PROFILE DESCRIPTORS

How would you describe yourself?

This worksheet was designed to help you identify your personality traits and profile descriptors. Focusing on the things that make you **YOU** is an important step in career management and having self awareness of traits that help and hinder you is key to a successful career.

STEP #1

Circle the words that describe YOU.

<ul style="list-style-type: none">• Able• Abstract• Accessible• Acclaimed• Accomplished• Accurate• Ace• Achievement-oriented• Action-driven• Active• Adaptable• Adept• Adventurous• Aggressive• Ambitious• Analytical• Articulate• Assertive• Authentic• Authoritative• Award-winning • Bilingual• Bold• Bright• Budget-driven•• Calm• Capable• Caring• Charming• Cheerful• Collaborative• Colorful• Committed• Communicative• Community-oriented• Competent• Competitive• Computer-savvy• Conceptual	<ul style="list-style-type: none">• Confident• Congenial• Connected• Conscientious• Conservative• Convincing• Cooperative• Courageous• Creative• Credible• Culturally-sensitive• Curious• Consumer-focused• Customer-oriented • Daring• Deadline-oriented• Decisive• Dedicated• Dependable• Detail-minded• Detail-oriented• Determined• Devoted• Diligent• Diplomatic• Directed• Discreet• Dramatic• Driven• Dynamic • Eager• Earnest• Easygoing• Effective• Efficient• Eloquent• Employee-focused• Empowered• Encouraging	<ul style="list-style-type: none">• Energetic• Enterprising• Entertaining• Enthusiastic• Entrepreneurial• Ethical• Exceptional• Executive caliber• Experienced• Expert• Expressive• Extroverted • Fair• Flexible• Forceful• Formal• Forward-thinking• Friendly• Fun-loving• Funny• Future-oriented • Generous• Genuine• Gifted• Global• Goal-oriented • Happy-go-lucky• Hardworking• Health-conscious• Healthy• Helpful• Heroic• High-energy• High-impact• Highly motivated• High-potential• Honest• Honored
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STEP #1 (CONTINUED)

Circle the words that describe YOU.

<ul style="list-style-type: none">• Humane• Humorous • Imaginative• Impact• Impressive• Incomparable• Independent• Industrious• Influential• Ingenious• Innovative• Insightful• Inspiring• Intelligent• Intense• International• Intuitive• Inventive • Judicious• Just • Kind• Knowledgeable • Leader• Leading• Licensed• Likable• Logical• Loyal • Managerial• Market-driven• Masterful• Mature• Mechanical• Methodical• Meticulous• Modern• Moral• Motivated• Multilingual	<ul style="list-style-type: none">• Multitalented• Multitask-oriented• Multitasking • Notable• Noteworthy • Objective• Observant• Open communicator• Open-minded• Opportunistic• Optimistic• Orderly• Original• Organized• Outgoing• Outstanding • Passionate• Patient• People-oriented• Perceptive• Perfectionist• Performance-driven• Persevering• Persistent• Personable• Persuasive• Philanthropic• Pioneering• Poised• Polished• Popular• Positive• Practical• Pragmatic• Precise• Pre-eminent• Principled• Proactive• Problem-solver• Productive• Professional	<ul style="list-style-type: none">• Proficient• Progressive• Prolific• Prominent• Prompt• Proven• Prudent• Punctual • Qualified• Quality-driven• Quick-thinking• Quirky • Reactive• Refined• Reliable• Reputable• Resilient• Resourceful• Respected• Responsible• Results-driven• Results-oriented• Rigorous• Risk-taking • Safety-conscious• Savvy• Seasoned• Self-accountable• Self-confident• Self-directed• Self-driven• Self-managing• Self-motivated• Self-starter• Sensible• Sensitive• Service-oriented• Sharp• Sincere• Skilled• Skillful
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STEP #1 (CONTINUED)

Circle the words that describe YOU.

<ul style="list-style-type: none">• Sophisticated• Spirited• Spiritual• Steady• Strategic• Strong• Successful• Supportive • Tactful• Talented• Task-driven• Team builder• Team leader• Team-oriented• Team player• Technical• Tenacious• Thorough	<ul style="list-style-type: none">• Tolerate• Top-performer• Top-performing• Top producer• Tough• Tough-minded• Traditional• Trained• Trend-setting• Troubleshooter• Trusted• Trustworthy • Undaunted• Understanding• Unrelenting• Upbeat • Valiant• Valuable	<ul style="list-style-type: none">• Vaunted• Versatile• Veteran• Visionary• Vital • Warm• Well-organized• Well-versed• Willing• Winning• Wise• Witty• Worldly • Youthful • Zealous
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STEP #2

Now pick the TEN (10) personality traits and profile descriptors that best describe you.

 _____ _____ _____ _____ _____ _____ _____ _____ _____ _____



THE TOP 6 QUALITIES EMPLOYERS SEEK

1

COMMUNICATION SKILLS

Verbal and written communication skills. Are you capable of articulating ideas and suggestions up and down the org in a work environment? Can you present or facilitate a discussion well? Do your ideas come across in written communications?

2

INTEGRITY & HONESTY

Are you truly trustworthy? Can you keep information your receive confidential when required? Do you tell the truth about your work efforts and deadlines? Are you truthful and transparent with customers?

3

TEAMWORK SKILLS

Can you work with other personality types? Do you try? Do others like to work with you? Are you a loner or do you exhibit partnership and collaboration skills easily? Is your work style with teams flexible?

4

INTERPERSONAL SKILLS

Do you relate well to others? Do you know your own style and how that style works with others? Are you aware of your areas of opportunity? How are you improving yourself in those areas?

5

MOTIVATION / INITIATIVE

What is it that motivates in your work? Are you always asked to do a task or do you seek out ways on your own to improve things? Do you ask permission or beg forgiveness? What demotivates you? What was the last thing you took initiative on that no one asked you to do?

6

STRONG WORK ETHIC

Are you early or on time? Do you arrive to meetings late? Do you always have an excuse for why something isn't done? Is your work product known to be stellar? Are you consistent in your work, attitude, and disposition in your role?