

## STEP 2 APTITUDE



### *Discover Your Strengths*

*For You (God) created my inmost being; you knit me together in my mother's womb.  
I praise you because I am fearfully and wonderfully made . . . Psalm 139:13-14*

You are uniquely designed by God. No other person has your DNA and personal history. Be prepared to add, subtract and modify what you know about you. Discover your incredible gifts and deep passions.

### 5 FACTORS IN YOUR UNIQUE DESIGN

The better you understand you, the better you can see how to maximize your career. Most professionals in career planning and recruiting consider 5 factors:

<b>BACKGROUND</b>	Life history: Especially experience and education
<b>ABILITIES</b>	What you do best: Talents, knowledge, skills
<b>PERSONALITY</b>	How you do what you do best: Natural behavior
<b>INTERESTS</b>	What you like best: Things you enjoy doing
<b>VALUES</b>	What is important to you: Purpose, burdens, causes

Background + Abilities + Personality = Gifts: Your natural capacity is the combination of your background, abilities (talents, knowledge, skills) plus your personality (natural behavioral traits).

Interests + Values = Passions: Your passions include your interests (what you like doing) and your values (what is important to you). Your passions motivate you to use your gifts in particular ways and places.

### INTRODUCING THE “X” FACTOR

The “X” Factor is the active presence of Jesus Christ in your whole life, including your work life. It begins the millisecond you are created anew in Christ Jesus by accepting Him as your Lord and Savior...


*“Therefore if anyone is in Christ, he is a new creature; the old things passed away;  
behold, new things have come.” 2 Corinthians 5:17*

Your gifts and passions, ignited by the Holy Spirit, are manifested as spiritual gifts and in ministering for the good of others not only in church, but also in your home and work life.

### DISCOVER STRENGTHS IN YOUR UNIQUE DESIGN

To get a well-rounded view of your strengths, we recommend 4 steps:

1. **Self-Assessments:** Think of these exercises as interviewing yourself. Work the exercises on pages 26-28 to analyze your background, accomplishments and strengths.
2. **Reference Assessments:** Ask 6 or more people from work, school, family and friends about your experience, accomplishments, abilities, values, interests, personality. Complete exercise on page 29.
3. **Professional Assessments:** We recommend 2 professional online assessments to give you more insight into you: PLACE and CareerDIRECT® assessments. Follow instructions on page 30.
4. **Summarize** what you’ve learned using the process outlined on a simple form that helps you see everything on one page. Summarize your strengths on exercise sheet on page 31.

**BACKGROUND SELF-ASSESSMENT**  **EXERCISE**  
**“COUNT YOUR BLESSINGS”**

List places you worked and jobs you did from high school to the present. Make sure to include work for which you were paid and major volunteer work, educational projects, internships and extracurricular activities. Circle the places and work that you did and liked best.

<b>Places</b> Industries: types of employers, organizations Examples: grocery store, school, military	<b>Work</b> Occupations: positions, work you did Examples: teacher, sales manager, stock clerk

**ACCOMPLISHMENTS SELF-ASSESSMENT**  **EXERCISE**  
**“YOU ARE A STAR”**

Review the places and work that you did and liked best! Think of as many accomplishments as you can. List at least 3 accomplishments and make notes about each one in 4 ways. 1. What **Situation** did you face? 2. What was the **Task** to be accomplished? 3. What **Actions** did you take? 4. What **Results** did you achieve? Learn to describe your accomplishments and you will be a **STAR** candidate!

ACCOMPLISHMENT 1 \_\_\_\_\_

<b><u>S</u>ituation You Faced</b>	<b><u>T</u>asks To Accomplish</b>	<b><u>A</u>ctions You Took</b>	<b><u>R</u>esults Achieved</b>

ACCOMPLISHMENT 2 \_\_\_\_\_

<b><u>S</u>ituation You Faced</b>	<b><u>T</u>asks To Accomplish</b>	<b><u>A</u>ctions You Took</b>	<b><u>R</u>esults Achieved</b>

ACCOMPLISHMENT 3 \_\_\_\_\_

<b><u>S</u>ituation You Faced</b>	<b><u>T</u>asks To Accomplish</b>	<b><u>A</u>ctions You Took</b>	<b><u>R</u>esults Achieved</b>

**STRENGTHS SELF-ASSESSMENT  EXERCISE**  
**“YOU ARE AN A+ VIP”**

Review the first 2 exercises, especially your STAR accomplishments, and think about yourself in each of these 4 categories. Write keywords that come to mind about you in each category. If you have a hard time with this exercise, ask God to refresh your thinking so you can clearly see yourself.

<p><b><u>A</u>BILITIES</b>                  What you do best: talents, skills, knowledge</p>	<p><b><u>V</u>ALUES</b>                  What is important to you: purpose, burdens, causes</p>
<p><b><u>I</u>NTERESTS</b>                  What you like best: things you enjoy doing</p>	<p><b><u>P</u>ERSONALITY</b>                  How you do what you do best: your natural behavior</p>

## REFERENCE ASSESSMENT EXERCISE

Ask people who know you for input. Once you are registered as an Explorer and log on to the Crossroads Career website, you can download, save and print this sheet from Career Tools>Search 6 Steps>Step 2.

Instructions to the Person Completing This Form: Thank you so much for taking the time to fill out this form! Please assess the strengths and weaknesses of the person who gave you this form in each of the categories. Details are important, and specific examples can be helpful. Feel free to use the back of the form for extra space. You do not have to include your name. Please be as open and honest as possible.

### **ACCOMPLISHMENTS**

What are the top things this person should remember that they've accomplished?

### **ABILITIES**

What is this person best at? What 3 or 4 abilities should be at the core of what they do every day?

### **INTERESTS**

Where do you feel this person most readily invests time, energy, talent and money? What does he/she seem to enjoy most?

### **PERSONALITY**

What positive personality traits come to mind when you think of this person?

### **VALUES**

What positive values and character strengths does this person have?

### **BLIND SPOTS/WEAKNESSES**

In which of these categories does this person need the most improvement?

### **“PERFECT” CAREER FIT**

If there were no restrictions, what do you think would be the perfect career fit for this person?

**PROFESSIONAL ASSESSMENTS**  **EXERCISE**

We recommend and provide you access to 2 professional online assessments.

**1. The PLACE online assessment from PLACE Ministries.**

PLACE is a Bible-based, self-discovery process that helps you realize your ideal PLACE of ministry in life and in church. This 5-step process guides you in developing your profile that includes:

- P = Personality** Discovery
- L = Learning** **Spiritual Gifts**
- A = Abilities** Awareness
- C = Connecting** **Passion** with Ministry
- E = Experiences** in Life

It is a great assessment for a quick summary featuring spiritual gifts and ministry. To take it for free, go to <http://ccn.mobilyzr.com> and enter our activation code: CrossroadsCareer. It takes less than an hour, and your reports are instantly available.

**2. CareerDIECT® Complete Guidance System from Crown Financial Ministries.**


CareerDirect includes more directly-related career features and benefits:

- Analyzes the four major career related factors: skills, interests, personality and values
- Provides clear direction needed to help make sound decisions in either of 3 applications
  - Career Maximization to discover how to you make the most of your career
  - Educational to find college and technical school majors that best for you
  - Occupational to search for the best-fit work for you now
- Reports are instantly available upon completing assessments which take about an hour
- Includes Action Plan with highest scoring career groups linked to O\*NET occupational database
- Offers online guide to college majors and audio lessons on using assessments for planning
- Developed and improved for 20 years. Exceeds statistical standards for validity and reliability
- Based on Biblical principles of work, your God-given design and stewardship of talents

It is a great assessment for more depth and an action plan connecting your interests to occupations. Take it now online at [www.CareerDIRECTOnline.org](http://www.CareerDIRECTOnline.org) for \$80, or locate a local Crossroads Career member church participating in the CareerDirect discount program at [www.CrossroadsCareer.org/locations](http://www.CrossroadsCareer.org/locations).

Below, list your top 3 keywords in each category from the PLACE and CareerDirect assessments.

GIFTS			PASSIONS	
Background Experiences	Abilities, Skills, Talents, Knowledge	Personality Behavior Traits	Interests	Values
FACTOR “X” SPIRITUAL GIFTS				

**SUMMARIZE YOUR STRENGTHS**  **EXERCISE**  
**Keywords to Your Strengths**

Now it's time to put all of these different views together.

- Review all your worksheets and assessment reports. Look for common themes and keywords.
- Write 5-10 of the most important keywords in each of the following categories.

**BACKGROUND**

**ABILITIES**

**INTERESTS**

**PERSONALITY**

**VALUES**

**SPIRITUAL GIFTS**

**BLIND SPOTS/WEAKNESSES**

**“PERFECT” CAREER FIT**



READ & WRITE DEVOTIONAL



## GIVE THE GIFT THAT KEEPS ON GIVING

*Each one should use whatever gift he has received  
to serve others, faithfully administering God's grace in its various forms.*  
1 Peter 4:10

You are God's gift to others. Blessed to be a blessing!

Prayerfully review the life history, abilities, values, interests and personality God has given you.

Write below the spiritual, mental and physical capacities you can share with others.

List the people to whom you can give at work, home, community, church, school – wherever you go.

What Gifts Has God Given You?	To Whom Can You Give Them?

**STEP 2 APTITUDE**  **WRAP-UP**

Write down the ideas that were most helpful to you and that you will put into action or practice today.

Write down how you feel now.

Write down your prayer requests for the coming week.



If you have not registered yet, go to [www.CrossroadsCareer.org/register](http://www.CrossroadsCareer.org/register) and start browsing our webpage of career resources. If you are already registered, log in at [www.CrossroadsCareer.org](http://www.CrossroadsCareer.org) and scroll down to Career Tools > Search by 6 Steps.

Write down the career tools that were helpful.

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