*Personal Characteristics and Attitudes*

The following profile will allow you to take a honest look at how you perceive the world around you. Your characteristics and attitudes determine how well you will fit into certain occupations and into the world in general. If you don’t like crowds or are introverted you may find it difficult to conduct seminars or work in a group setting. This isn’t a terminal condition by any means. There are ways for you to overcome what may be perceived as a negative characteristic so that you can fit into any job situation. For example, Toastmasters International is an organization that helps people develop oral communications skills. Members work towards Competent Toastmaster status through speech presentations that are critiqued by the club’s membership. There are numerous organizations, associations, and training courses available to help you improve in all areas.

Complete the following profile honestly. Answer the questions from the perspective of who you are now, not who you would like to be. Identify each item with either a Y for **YES,** I have this characteristic, or enter a D to indicate that you **DESIRE** to have this characteristics or attitude. Leave the area blank if the answer is no. This profile will help you investigate career choices that fit your characteristics and attitudes. It will also help you read between the lines when exploring job options. You can match the working conditions of occupations to your positive characteristics or plan a course of action to develop the characteristics that are required for your job choices.

This form is available online at <http://www.fedcareerinfo.com> and is used to prepare Individual Development Plans. [*Take Charge of Your Federal Career*](https://www.amazon.com/Take-Charge-Your-Federal-Career/dp/0943641284?ie=UTF8&keywords=Take%20Charge%20of%20Your%20Federal%20Career&qid=1412956953&ref_=sr_1_1&s=books&sr=1-1)*; A Practical, Action-Oriented Career Management Workbook for Federal Employees* is also available.

Career Exploration Blog:  <http://www.federaljobs.net/blog>

Federal Jobs Center: <http://www.federaljobs.net>   
Federal Employee Retirement Planning Site: <http://www.federalretirement.net>

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| --- | --- | --- | --- | --- | --- |
| **PERSONAL CHARACTERISTICS AND ATTITUDES PROFILE** | | | | | |
| Characteristic/Attitude | Y/D | Characteristic/Attitude | Y/D | Characteristic/Attitude | Y/D |
| organizational ability |  | good study habits |  | social skills |  |
| work alone |  | work in groups/teams |  | public speaking |  |
| write clearly |  | manage stress |  | aggressive |  |
| passive |  | adjusts to change |  | assertive |  |
| detail oriented |  | cautious |  | risk-taker |  |
| calm |  | nervous |  | focus on tasks |  |
| competitive |  | conscientious |  | creative |  |
| diplomatic |  | optimistic |  | patient |  |
| persuasive |  | nurturing |  | mature |  |
| loyal |  | honest |  | easy-going |  |
| task oriented |  | people oriented |  | logical |  |
| friendly |  | efficient |  | enthusiastic |  |
| rational |  | dependable |  | analytical |  |
| open-minded |  | trustworthy |  | trainable |  |
| self-confident |  | organized |  | motivated |  |
| empathetic |  | a good listener |  | persuasive |  |
| quiet |  | punctual (on time) |  | fast |  |
| humorous |  | mechanically inclined |  | consistent |  |
| accepts responsibility |  | resourceful |  | professional |  |
| progressive |  | influence others |  | decisive |  |
| modest |  | liked by others |  | reserved |  |
| sensible |  | tough |  | strong willed |  |
| meticulous |  | follow directions |  | composed |  |
| manual dexterity |  | evaluate situations |  | follow instructions |  |
| adventurous |  | cheerful |  | kind |  |
| practical |  | generous |  | sincere |  |
|  |  |  |  |  |  |
| List your top 3 choices from the table above.  Describe the time you used each one in a job setting. | | | | | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |