

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.fedcareer.info> and meant to be used in conjunction with *[Take Charge of Your Federal Career](#)*; A Practical, Action-Oriented Career Management Workbook for Federal Employees
by Dennis V. Damp

The Workbook can be ordered for \$29.95

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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.