

WORKFORCE DEVELOPMENT FACT SHEET

Civilian Workforce Self-Assessment Tool

Do you want to develop the tools needed to succeed in your career?

What is a self-assessment?

A self-assessment is a way to learn about yourself by gathering information about your work-related values, interests, personality type, and abilities. A typical assessment is a questionnaire that enables you to determine your individual strong points, needs, and provides information on a specific aspects of your work-related values, such as talents, interests, or beliefs.

Why use a self-assessment?

A self-assessment is a key step in guiding your career development and growth plans. It's your opportunity to reflect and articulate your values, interests, abilities, and personality preferences. Your responses will be the criteria you use to evaluate the pros and cons of different career paths and jobs. Utilizing a variety of assessments will help you put together all the pieces of your career plan and assist with your self-directed learning to get you there.

Is there an automated self-assessment tool for me to use?

Yes, the civilian workforce has access to utilize a confidential online self-assessment application by a leading industry vendor, HRD Press. The application, has 24 separate assessments, grouped into the following focus areas; Leadership, Managing People & Task, Managing Self, Communications, Change Management, and Customer Focus.

How do I access the self-assessments?

Simply visit the Civilian Workforce Development portal at <https://www.manpower.usmc.mil/wfd> to select one or more of the focus areas.