



Knowing
yourself is the
beginning of
all wisdom.

— ARISTOTLE

Career Self-Assessment Handbook

Discover Your Values, Interests, Personality, and Skills (VIPS)



Veritas Pathways

Contact Information

Website: www.veritaspathways.com

Email: veritas.pathways@gmail.com

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Executive Summary

Choosing the right career is one of the most important decisions in life. A career that matches your strengths, interests, and values brings long-term satisfaction, stability, and growth. Yet, many individuals struggle with this choice. Students often feel confused when selecting streams after Class 10 or courses after Class 12. Young professionals, on the other hand, may feel stuck in jobs that do not suit their abilities or passions.

The key to solving this challenge lies in **self-assessment**. By exploring **Values, Interests, Personality, and Skills (VIPS)**, individuals gain clarity about who they are and what paths suit them best. Self-assessment encourages better decisions, builds confidence, and reduces the stress of uncertainty.

Veritas Pathways provides structured self-assessment tools and expert insights to guide this process. Our approach helps students and professionals align their natural strengths with the right opportunities. With clarity and confidence, they can move forward towards a career that is both meaningful and fulfilling



Introduction: Career Planning Matters

Career choices shape not only growth but also confidence and happiness. With so many options and a fast-changing job market, students, parents, and professionals often feel confused about which path is right.

For students, the challenge is deciding subjects or courses. Parents worry about secure and stable futures for their children. Many professionals also wonder if their current job truly matches their skills and interests.

Self-assessment gives answers to these doubts. By checking **Values, Interests, Personality, and Skills (VIPS)**, people can understand their strengths and goals better. At **Veritas Pathways**, we provide simple tools and expert support that guide individuals to make clear, confident, and future-ready career choices.

The VeritasCARE™ Framework

Planning a career can often seem challenging, but following a structured roadmap makes the process more manageable.

The VeritasCARE™ framework consists of four stages – **Clarity, Awareness, Readiness, and Exploration**. Each stage provides specific steps to guide you, beginning with self-understanding and career exploration, moving towards preparation for opportunities, and supporting growth in your chosen path.

VeritasCARE™ framework

C - Clarity

>> *Know yourself and your Options*

1. **Know Yourself** – Understand your strengths, interests, values, and skills.
2. **Explore Careers** – Learn about different courses, jobs, and industries.

A – Awareness

>> *Set direction to your career journey*

3. **Set Your Goals** – Decide what you want to achieve in 5/10 years.

R – Readiness

>> *Be Prepared for opportunities*

4. **Search for Opportunities** – Search jobs and internships that fit your goals.
5. **Prepare with Resume and Interviews** – Learn to present your strengths with confidence

E – Exploration

>> *Learn and Adapt*

6. **Evaluate Offers** – Compare roles and choose the one that gives the best growth.
7. **Review and Adjust** – Keep checking your progress and change direction if needed.

Planning Your Career with VeritasCARE™

The framework is built around four stages – **Clarity, Awareness, Readiness, and Exploration**. Each stage includes guiding questions and resources to support your journey.

C – Clarity: Know Yourself & Your Options

1. Self-Assessment (VIPS)

Your **Values, Interests, Personality, and Skills (VIPS)** form the foundation for your career choices.

- ✚ **Values:** What work principles matter most to you? (e.g., growth, stability, creativity, independence, recognition)
- ✚ **Interests:** Which subjects or fields excite you? (e.g., teaching, healthcare, technology, business, design)
- ✚ **Personality:** How do your natural traits influence your choices? (e.g., outgoing vs quiet, planned vs flexible)
- ✚ **Skills:** Which abilities do you enjoy using and want to develop? (e.g., problem-solving, writing, organizing, researching, helping others)

Resources: Veritas Pathways self-assessment tests ([Link](#)), school/college career counsellor, online career quizzes.

2. Explore Careers

- ✚ Which organizations or industries match my interests?
- ✚ Which workplace environment suits me? (e.g., friendly & supportive, creative & innovative, competitive & goal-driven, structured & organised)?
- ✚ What roles exist and what qualifications do they require?

Resources: Veritas Pathways Career Compass Career websites ([Link](#)), career fairs, webinars, alumni, mentors.

A – Awareness: Set Direction

1. Setting Goals

- ✚ Based on my self-assessment and research, what are my career options?
- ✚ What is my short-term goal (next 1–2 years)?
- ✚ What is my long-term goal (5–10 years)?

Resources: Veritas Pathways career planning tools ([Link](#)), Mentors, teachers, internships, professional associations.

Resources: Veritas Pathways resume tips ([Link](#)), college placement cells, online resume templates.

R – Readiness: Be Prepared

2. Job/Internship Hunting

- ✚ Where can I find opportunities (online portals, college, networks)?
- ✚ How can I create opportunities (networking, volunteering, projects)?

Resources: Veritas Pathways career planning tools ([Link](#)), networking events, career workshops.

3. Resume & Interview Preparation

- ✚ Your resume and interview should show your skills and motivation—good preparation helps you move forward
- ✚ How do my skills and academics match the needs of an employer?
- ✚ How can I show my motivation and strengths in writing?
- ✚ How can I demonstrate that my skills, experiences, and personality match what the employer is looking for?
- ✚ What questions might I be asked, and how can I answer confidently?

Resources: Veritas Pathways interview toolkit ([Link](#)), YouTube tutorials, career counsellors, peer practice.

E – Exploration: Learn and Adapt

1. Evaluating Offers & Negotiating

- ✚ Not every offer may be the right one. Learn to compare and decide.
- ✚ Is this offer the right fit for me?
- ✚ What can I negotiate (salary, growth opportunities, work location)?

Resources: Veritas Pathways offer negotiation toolkit ([Link](#)), Career counsellors, mentors, salary information websites.

2. Review & Adjust

- ✚ Career planning is ongoing. Adjust when needed.
- ✚ Am I happy with my chosen path?
- ✚ How can I take the next step in my career?

Resources: Veritas Pathways article ([Link](#)), feedback from teachers or supervisors, career counselling.

Understanding Yourself

Values: What Matters Most to You

Your values are the principles and priorities that guide your choices. They influence the kind of work you enjoy, the organisations where you feel comfortable, and how motivated and satisfied you will be in your career. Knowing your values helps you make decisions that align with what truly matters to you.

Why Values Matter

Values answer questions like:

- ✚ What do I care about most in my work?
- ✚ What kind of people, tasks, and environments make me feel happy and motivated?

When your career matches your values, you feel more engaged and fulfilled. If there is a mismatch, you may feel stressed or want to change paths.

Your Work Values Inventory

The Work Values Inventory is a list of twenty-four work values and lifestyle factors that are often important in choosing careers.

Exercise: Identify Your Work Values:

- 1) Read the list of values carefully.
- 2) Rank each of the twenty-four values based on how important they are to you, using this scale:

- 1 Not important
- 2 Somewhat Important
- 3 Very important

3) After ranking, go back and **select your top ten values** that feel **most important to you**.

How to choose your top values:

- ✚ Think about **what makes you happy in school or activities** (e.g., teamwork, leadership, creativity).
- ✚ Imagine your **future studies or job** – which values will matter most there? (e.g., good salary, stability, growth, helping others).
- ✚ Choose values that you **cannot compromise on**, even if other things are attractive.

Value Self-Assessment

No.	Work Value	Explanation	Importance
A. Personal Growth & Learning			
1.	Challenging Work	I like tasks that push me to think and improve.	
2.	Creativity	I want chances to use imagination and new ideas.	
3.	Learning & Skill Development	I value opportunities to gain new knowledge.	
4.	Personal Achievement	I feel good when I reach my goals.	
5.	Growth Opportunities	I want chances to move ahead in studies or career.	
B. People & Relationships			
6.	Helping Others	I enjoy work that supports or benefits people.	
7.	Teamwork	I like working with others to reach a common goal.	
8.	Leadership	I want to guide and motivate people.	
9.	Respect	I want to be valued by teachers, friends, or colleagues.	
10.	Inclusive Workplace	I prefer a caring and cooperative environment.	
C. Security & Stability			
11.	Job Security	I want stable and reliable work.	
12.	Workplace Stability	I prefer a calm, organised place to study or work.	
13.	Workplace Safety	I want safe and comfortable surroundings.	
14.	Comfortable Workplace	I value a pleasant and stress-free environment.	
15.	Work-Life Balance	I want time for family, hobbies, and personal life.	

D. Rewards & Recognition

16.	Good Salary	I want to earn well for my work.	
17.	Recognition	I like being appreciated for what I do.	
18.	Prestige & Status	I want respect and a good position in society.	
19.	Responsibility	I value trust given to me for important tasks.	

E. Values & Fit

20.	Honesty & Ethics	I want to earn well for my work.	
21.	Contribution to Society	I like being appreciated for what I do.	
22.	Independence	I prefer making my own decisions.	
23.	Variety in Work	I like change and new experiences in tasks.	
24.	Workplace Values Fit	I want my environment to match my beliefs.	

Select Your Top 10 Values

Step 1: Select Your Top 10 Values

From the list of twenty-four values, write the **ten that are most important to you** in the table below.

TOP 10 IMPORTANT VALUES

No.	Work Value	Importance
1.		
2.		
3.		
4.		
5.		

6.		
7.		
8.		
9.		
10.		

Step 2: Rank Your Top 5 Values

Now look at your Top 10 and choose the **five most important values** for you. Rank them in order of importance (1 = most important, 2 = next important, and so on).

MY 5 MOST IMPORTANT VALUES

Importance	Work Value
1.	
2.	
3.	
4.	
5.	

Organisational Fit

Why Organizational Culture Matters

- ✦ Choosing the right organisation is as important as choosing the right job.
- ✦ If the culture matches your personality and values, you will feel motivated and grow faster.
- ✦ If it does not match, even an excellent job may feel stressful and unsatisfying.
- ✦ Freshers especially should look at culture because it shapes learning, confidence, and career growth in the first few years.

Culture Preference Questionnaire

Instruction: Choose the option that feels closest to the kind of organisation you would like to work in.

Aspect to Consider		Select
1) Dominant Characteristics – What is the organisation like overall?		
a)	A friendly and caring place where people feel like family.	
b)	A fun and creative place with lots of new ideas.	
c)	A fast and competitive place where results matter most.	
d)	An organised place with clear rules and structure.	
2) Organisational Leadership – How are leaders seen?		
a)	Leader’s guide and support like mentors.	
b)	Leaders encourage innovation, new thinking & taking risks.	
c)	Leaders are tough and push people hard to achieve goals.	
d)	Leaders focus on coordination and keeping everything in order.	
3) Management of Employees – How are employees managed?		
a)	Through teamwork, trust, and participation.	
b)	With freedom, creativity, and space to try new things.	
c)	With targets, competition, and achievement focus.	
d)	With clear rules, procedures, and responsibilities.	
4) Organisational Glue – What keeps the organisation together?		
a)	Loyalty, trust, and teamwork.	
b)	Shared commitment to change and innovation.	
c)	The drive to win and perform better than others.	
d)	Rules, systems, and strong control.	

5) Strategic Focus – What gets top priority?

a)	Developing people, teamwork, and long-term growth.	
b)	Innovation, trying new things, being first in the market.	
c)	Achieving targets, results, and beating competitors.	
d)	Efficiency, stability, and doing things correctly.	

6) Success – How is success measured?

e)	By how well people are supported and work together.	
f)	By creativity, innovation, and uniqueness.	
g)	By market share, profits, and being the best.	
h)	By stability, efficiency, and control.	

Collate Your Preferred Organisational Culture Results

Checking Your Results

At the end, count how many times you chose A, B, C, or D.

- ✚ Mostly A → Clan Culture (friendly, supportive, teamwork)
- ✚ Mostly B → Adhocracy Culture (creative, innovative, flexible)
- ✚ Mostly C → Market Culture (goal-driven, competitive, achievement)
- ✚ Mostly D → Hierarchy Culture (structured, organised, rule-based)

What if there is a tie?

- ✚ A tie means you are comfortable with more than one type of organisational culture.

- ✚ This shows you can adjust to different work settings.
- ✚ In such cases, think about:
 - Which culture will make you feel more motivated every day?
 - Which culture matches your long-term career goals?
 - Which culture will help you grow faster at this stage of your career?

👉 **Example:** If your answers are equally split between **Clan and Market**, it means you like **supportive teamwork** but also want **performance and results**. You may do best in an organisation that balances both.

Tie-Breaker Checklist

Aspect to Consider		Select
1) What motivates you most at work or school?		
a)	Feeling part of a team and helping each other.	
b)	Trying innovative ideas and being creative.	
c)	Reaching goals and achieving results.	
d)	Following clear rules and staying organised.	
2) How do you like your daily tasks?		
a)	Working with others and sharing help.	
b)	Flexible tasks where I can try new ways.	
c)	Tasks with clear targets and results.	
d)	Following clear rules and staying organised.	
3) How do you handle challenges or problems		
a)	Ask for help and solve together.	
b)	Developing creativity and trying innovative ideas.	
c)	Work hard to beat the challenge and succeed.	
d)	Follow a clear plan or method to fix them.	
4) What is most important for your personal growth?		
a)	Learning from others and building relationships.	
b)	Shared commitment to change and innovation.	
c)	Achieving top results and getting recognition.	
d)	Gaining stability, knowledge, and structured skills.	

How to Use This

Count how many times you picked A, B, C, or D.

- ✚ Mostly A → Clan Culture
- ✚ Mostly B → Adhocracy Culture
- ✚ Mostly C → Market Culture
- ✚ Mostly D → Hierarchy Culture

If there is a tie:

- ✚ It means you can work well in more than one type of organisation.
- ✚ Think about:
 - Which place will keep you motivated every day?
 - Which matches your long-term goals?
 - Which will help you grow faster right now?

👉 **Example:** If your answers are split between Clan and Market, you like teamwork but also want results. Look for organisations that value both.

Interests: What You Enjoy Doing

Your interests are the activities, subjects, or topics that capture your attention and keep you engaged. They guide the kind of tasks you naturally enjoy, and the career fields you may want to explore. Knowing your interests helps you find paths that feel exciting and meaningful.

Why Interests Matter

Interests answer questions like:

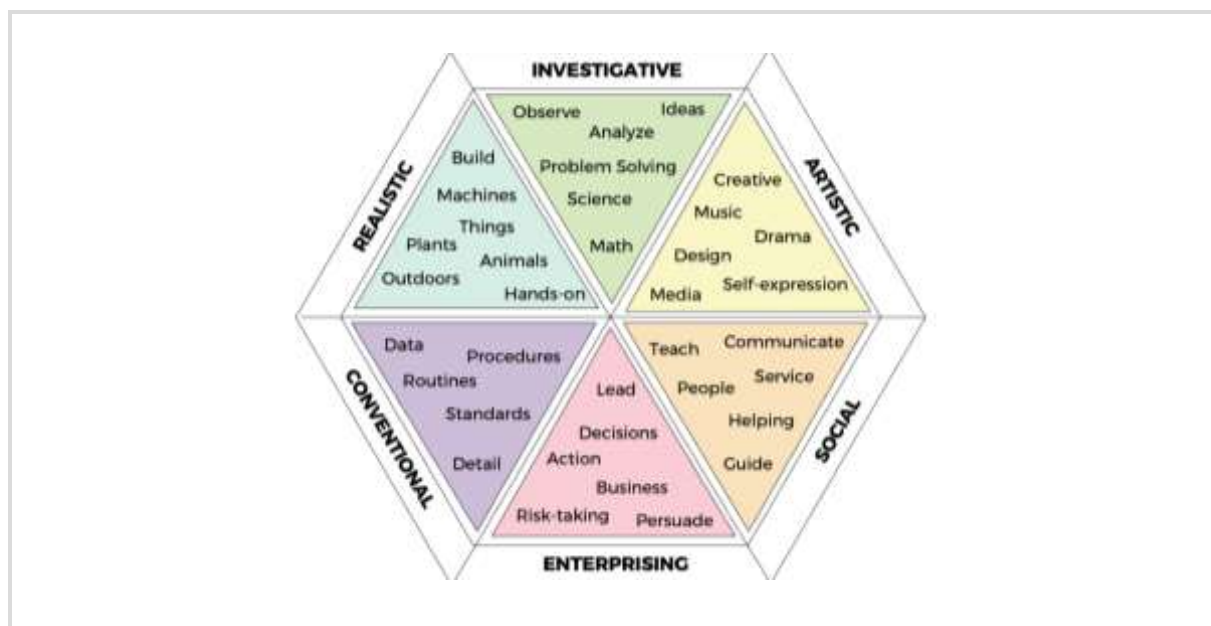
- ✚ *What activities make me lose track of time?*
- ✚ *Which subjects or topics do I enjoy learning about?*
- ✚ *What hobbies or tasks make me feel most engaged?*

When your career aligns with your interests, work feels more enjoyable and rewarding. If there is little overlap, you may feel bored or unmotivated eventually.

Interest Assessment

Interest assessments help you identify the activities you enjoy most. By linking your interests to possible career paths, they make it easier to explore options and choose fields where you are more likely to stay motivated and satisfied.

Holland's RIASEC Test



The Holland RIASEC Test categorizes people into six interest types – **Realistic, Investigative, Artistic, Social, Enterprising, and Conventional**. Each type reflects the kind of activities and work environments you naturally enjoy:

- ✚ **Realistic (R):** Practical, enjoys hands-on work with tools or machines, suited for fields like engineering or construction.
- ✚ **Investigative (I):** Analytical, enjoys research and problem-solving, ideal for careers in science or technology.
- ✚ **Artistic (A):** Creative, thrives in self-expression, excelling in design, arts, or writing.

- ✚ **Social (S):** Empathetic, enjoys helping others, often found in teaching, counselling, or healthcare.
- ✚ **Enterprising (E):** Ambitious, enjoys leadership and persuasion, suitable for sales, management, or entrepreneurship.
- ✚ **Conventional (C):** Organized, meticulous, excels in roles like accounting, analysis, or administration.

Contact Us

Not sure which subjects or activities truly interest you? Our Interest Assessment can guide you. We will help you understand your key interests and match them with study options or career paths where you can stay motivated and grow.

Personality: Who You Are

Your personality is the way you think, feel, and behave in different situations. It shapes how you interact with people, how you approach tasks, and the kind of work environment where you thrive. Understanding your personality helps you choose careers where you can be your natural self.

Why Personality Matters

Personality answers questions like:

- ✚ How do I usually make decisions—by logic or feelings?
- ✚ Do I enjoy collaborating with people or prefer working alone?
- ✚ Do I like following structure or prefer flexibility?

When your career matches your personality, you feel more confident, comfortable, and satisfied. If it does not, work can feel draining or stressful over time.

Personality Assessment

Personality assessments help you understand your natural way of thinking, feeling, and behaving. By linking your personality traits with suitable work environments, they point you toward careers where you can feel comfortable, stay true to yourself, and perform at your best.

Myers-Briggs Type Indicator (MBTI)

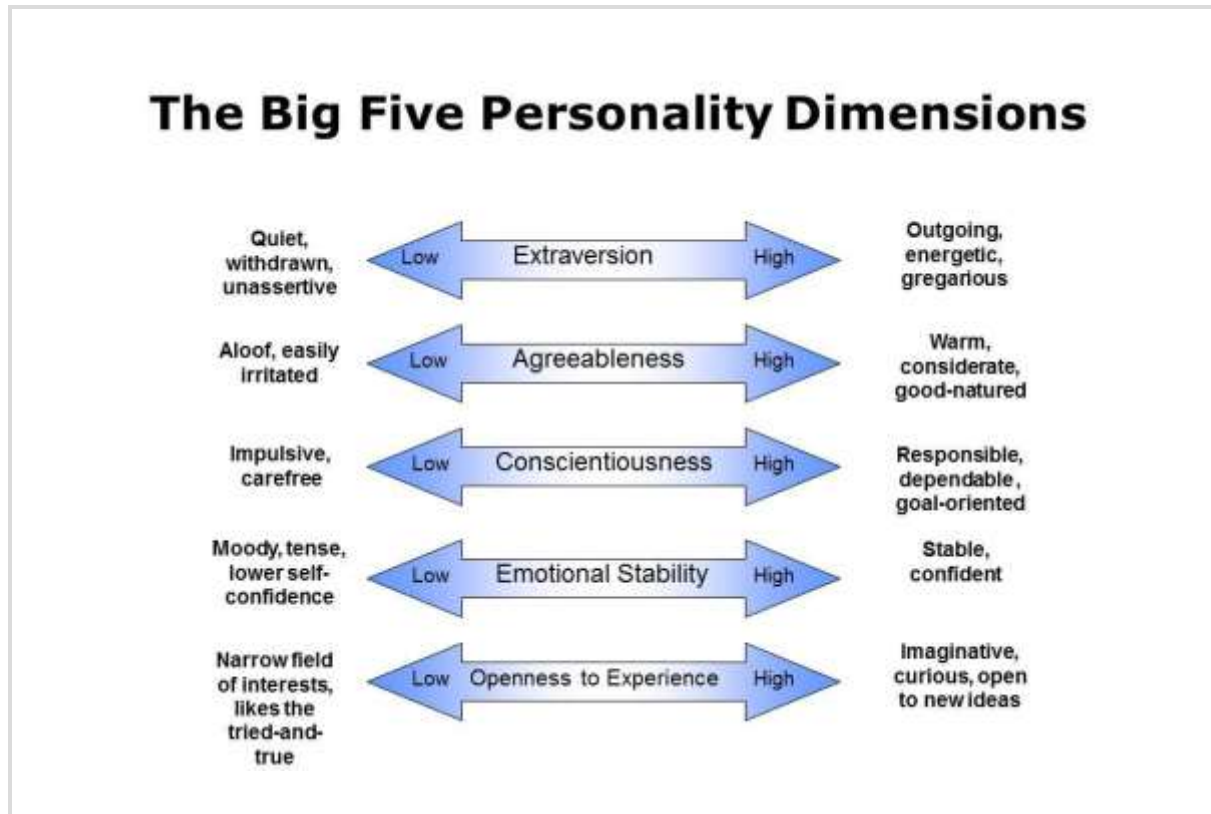


The Myers-Briggs Type Indicator (MBTI) identifies sixteen distinct personality types. These types are grouped by four pairs of opposite traits:

- ✚ **Extraversion (E) vs. Introversion (I):** Extraverts are energized by social interaction, while introverts feel recharged by spending time alone.
- ✚ **Sensing (S) vs. Intuition (N):** Sensing types focus on facts and details, whereas intuitive types look at the big picture and future possibilities.
- ✚ **Thinking (T) vs. Feeling (F):** Thinking types make decisions based on logic and facts, while feeling types consider emotions and the impact on others.

- ✚ **Judging (J) vs. Perceiving (P):** Judging types prefer structure and planning, while perceiving types are more flexible and open to new information.

Big Five Personality Test

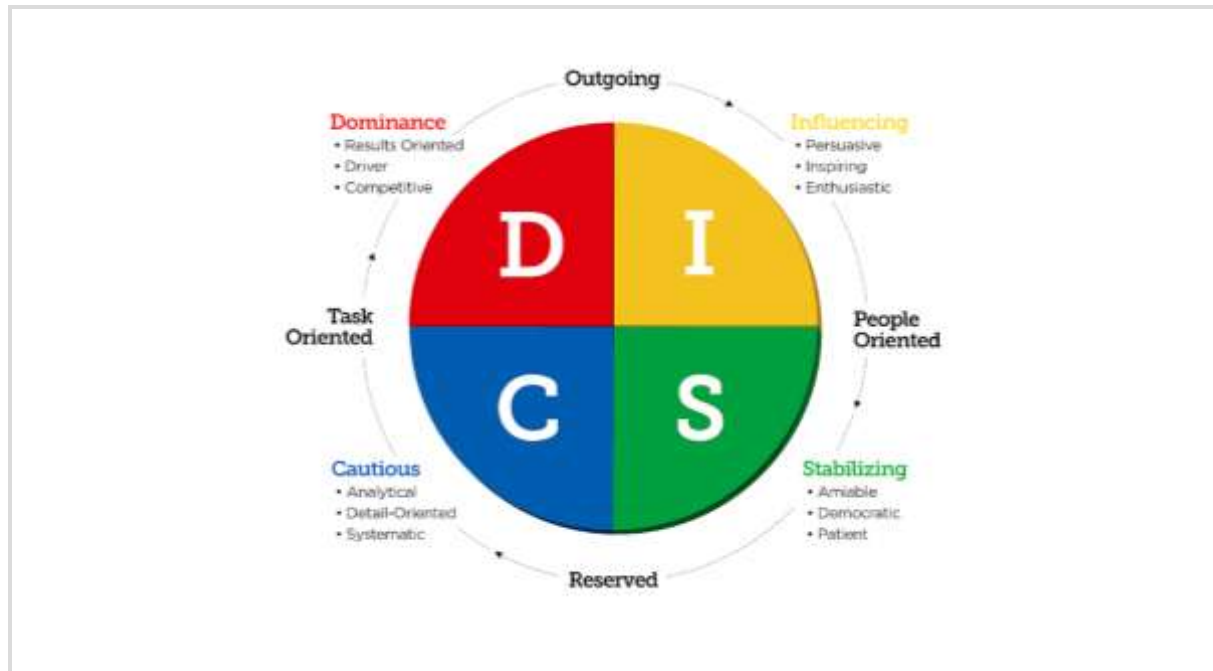


Big Five Personality Test measures five personality traits:

- ✚ **Openness:** Your willingness to embrace new experiences and ideas.
- ✚ **Conscientiousness:** How organized, disciplined, and responsible you are.
- ✚ **Extraversion:** Your level of sociability and outgoingness.
- ✚ **Agreeableness:** How cooperative, kind, and friendly you are towards others.
- ✚ **Neuroticism:** The extent to which you experience anxiety, stress, or emotional instability.

This test provides valuable insights into your personality, helping you understand yourself better and make informed career and personal decisions.

DISC Personality Assessment



DISC Assessment categorizes individuals into four behavioural styles based on how they approach tasks, interact, and respond. These styles are:

- ✦ **Dominance (D):** Focused on results, individuals with a high D style are assertive, confident, and goal oriented. They thrive in competitive environments and take charge in challenging situations.
- ✦ **Influence (I):** These individuals are sociable, persuasive, and enthusiastic. They prioritize relationships, enjoy collaboration, excel at motivating others.
- ✦ **Steadiness (S):** Known for their reliability and patience, S type value stability and support. They prefer harmonious environments and are loyal team players.

- ✚ **Conscientiousness (C):** Detail-oriented and analytical, C types focus on accuracy and quality. They prioritize logical decision-making and adherence to standards.

Skills Identification

Why is it important to know your skills?

Everyone has different kinds of skills. Employers also look for different skills depending on the role. But many students and job seekers do not realize their own strengths, or they find it difficult to explain them. This can make career planning harder and affect how you present yourself in college applications, resumes, or interviews.

When you clearly understand your skills, you can:

- ✚ Focus on careers that fit you better.
- ✚ Identify which skills you need to develop for future success.
- ✚ Write stronger resumes and applications.
- ✚ Speak confidently about your strengths in interviews.

Instructions for Assessing Your Skills

1. **Read each statement carefully** – It describes a situation (like school, home, or daily life).
2. **Think about how often you do it** – not how much you *want* to do it, but how much you actually do it.

1 = Rarely

2 = Sometimes

3 = Often
3. **Mark honestly** – This is about your present habits, not about giving a “right” answer.

4. **Also mark if you “Want to Improve”** – This shows the areas you would like to build for your future studies or career.
5. **Remember** – No one is good at everything. The goal is to understand yourself better, not to judge yourself.
6. **Be quick** – Do not overthink. Your first response is usually the best.



BIAS TIP:

people often describe the “ideal” version of themselves instead of what they really do. Think about your actions in the last month at school, home, or work. Being honest about recent behavior helps you identify the skills you truly use and the ones you want to improve.



Skills Self-Assessment

1. COMMUNICATION SKILLS

1.1. **Speak Clearly:** *When giving a presentation or sharing ideas in class or a meeting, how often do you explain your points in order so others can follow?*

Always Sometimes Rarely

| Want to improve? Yes

1.2. **Listen Actively:** *When someone is explaining something important in class or at work, how often do you wait until they finish before responding?*

Always Sometimes Rarely

| Want to improve? Yes

1.3. **Public Speaking:** *When speaking to a group in class, a meeting, or an event, how often do you speak without pausing too much or getting stuck?*

Always Sometimes Rarely

| Want to improve? Yes

1.4. **Ask & Clarify:** *When instructions in class or at work are unclear, how often do you ask questions even if you are unsure or others seem confident?*

Always Sometimes Rarely

| Want to improve? Yes

2. COLLABORATION & TEAMWORK

2.1. **Work Together:** *When working on a group project, how often do you complete and share your part on time, even if others are behind or the task feels difficult?*

Always Sometimes Rarely

| Want to improve? Yes

2.2. **Respect Roles:** *When tasks are divided in a team, how often do you follow your assigned role and complete it, even if you would prefer a different task?*

Always Sometimes Rarely

| Want to improve? Yes

2.3. **Support Others:** *When a classmate or colleague is struggling, how often do you offer help, even if you are busy or unsure how to help?*

Always Sometimes Rarely

| Want to improve? Yes

2.4. **Share Ideas:** *In group discussions, how often do you share your thoughts while also pausing or letting others speak, especially if the conversation is fast or you feel strongly about your idea?*

Always Sometimes Rarely

| Want to improve? Yes

3. CRITICAL THINKING & PROBLEM SOLVING

3.1. **Understand Problems:** *When you face a difficult question or task, how often do you take a moment to think carefully about what it is asking before trying to solve it?*

Always Sometimes Rarely

| Want to improve? Yes

3.2. **Compare Option:** *When solving a problem, how often do you think of more than one way to handle it?*

Always Sometimes Rarely

| Want to improve? Yes

3.3. **Check Facts:** *When you come across new information, how often do you try to check if it is correct?*

Always Sometimes Rarely

| Want to improve? Yes

3.4. **Think Ahead:** *Before making a choice, how often do you think about what could happen next?*

Always Sometime Rarely

| Want to improve? Yes

4. CREATIVITY & INNOVATION

4.1. **Try New Ideas:** *In class or at work, how often do you suggest a different way of doing something?*

Always Sometimes Rarely

| Want to improve? Yes

4.2. **Combine Ideas:** *When solving a problem, how often do you use something you learned in another subject or task (for example, applying a maths method in science, or a past work task in a new one)?*

Always Sometimes Rarely

| Want to improve? Yes

4.3. **Express Creatively:** *How often do you share your thoughts through writing, drawing, or other ways instead of speaking?*

Always Sometimes Rarely

| Want to improve? Yes

4.4. **Adapt Quickly:** *When plans change suddenly, how often do you find another way to continue your work?*

Always Sometimes Rarely

| Want to improve? Yes

5. SELF-MANAGEMENT

5.1. **Set Goals:** *How often do you set small goals in study or work and try to finish them?*

Always Sometimes Rarely

| Want to improve? Yes

5.2. **Use Time Well:** *How often do you finish tasks on time without last-minute rush?*

Always Sometimes Rarely

| Want to improve? Yes

5.3. **Stay Focused:** *When there are distractions, how often are you able to stay on task?*

Always Sometimes Rarely

| Want to improve? Yes

5.4. **Manage Stress:** *During exams or deadlines, how often do you use small tricks (like short breaks or deep breathing) to stay calm?*

Always Sometimes Rarely

| Want to improve? Yes

6. SOCIAL AWARENESS

6.1. **Show Empathy:** *When a friend feels upset, how often do you notice and respond to them?*

Always Sometimes Rarely

| Want to improve? Yes

6.2. **Respect Differences:** *In class or at work, when someone has a different opinion, how often do you listen patiently and respond politely?*

Always Sometimes Rarely

| Want to improve? Yes

6.3. **Support Inclusion:** *In group activities, how often do you include people who are usually left out?*

Always Sometimes Rarely

| Want to improve? Yes

6.4. **Peaceful Solutions:** *During arguments, how often do you look for a way everyone can agree or settle it calmly?*

Always Sometimes Rarely

| Want to improve? Yes

7. EMOTIONAL AWARENESS

7.1. **Know Feelings:** *How often do you notice your own feelings, like being happy, stressed, or upset?*

Always Sometimes Rarely

| Want to improve? Yes

7.2. **Stay Calm:** *When you feel angry or upset, how often do you take a moment to calm down before responding?*

Always Sometimes Rarely

| Want to improve? Yes

7.3. **Bounce Back:** *When you do not do well in an exam or task, how often do you think about your mistakes and then try again with more effort?*

Always Sometimes Rarely

| Want to improve? Yes

7.4. **Positive Mindset:** *When things feel difficult, how often do you think about what you are good at to motivate yourself?*

Always Sometimes Rarely

| Want to improve? Yes

8. ADAPTABILITY & FLEXIBILITY

8.1. **Adjust Easily:** *When plans at school or work suddenly change, how often do you adjust without much trouble?*

Always Sometimes Rarely

| Want to improve? Yes

8.2. **Open to Change:** *How often are you willing to try a new way of doing things, even if you are already comfortable with the old way?*

Always Sometimes Rarely

| Want to improve? Yes

8.3. **Manage Uncertainty:** *When you are not sure what the result will be, how often do you still keep trying and finish the work??*

Always Sometimes Rarely

| Want to improve? Yes

8.4. **Stay Productive:** *When you are in a new or unfamiliar situation, how often do you continue doing your work instead of giving up?*

Always Sometimes Rarely

| Want to improve? Yes

9. LEADERSHIP

9.1. **Take Initiative:** *In a group task at school or work, how often do you volunteer to organise the work or guide the group?*

Always Sometimes Rarely

| Want to improve? Yes

9.2. **Encourage Others** *How often do you encourage your classmates or teammates to do their best?*

Always Sometimes Rarely

| Want to improve? Yes

9.3. **Fair Decisions:** *When you are leading a group, how often do you listen to everyone's ideas before deciding?*

Always Sometimes Rarely

| Want to improve? Yes

9.4. **Share Credit:** *When your team does well, how often do you share the credit and appreciate everyone's effort?*

Always Sometimes Rarely

| Want to improve? Yes

10. DIGITAL & INFORMATION SKILLS

10.1. **Find Information:** *When you look for something online, how often do you check more than one website to be sure the information is correct?*

Always Sometimes Rarely

| Want to improve? Yes

10.2. **Use Tools:** *How often do you feel comfortable using digital tools (like Word, Excel, or apps) to finish your schoolwork or projects?*

Always Sometimes Rarely

| Want to improve? Yes

10.3. **Stay Safe Online:** *How often do you carefully check what you share before posting or sending it on the internet?*

Always Sometimes Rarely

| Want to improve? Yes

10.4. **Learn New Tech:** *When you need to use a new app or tool, how often do you first try to explore and learn it on your own before asking for help?*

Always Sometimes Rarely

| Want to improve? Yes

11. ETHICAL & RESPONSIBLE BEHAVIOUR

11.1. **Honest Work:** *When doing homework or office tasks, how often do you use your own ideas instead of copying or following someone else's work?*

Always Sometimes Rarely

| Want to improve? Yes

11.2. **Follow Rules:** *When at school or work, how often do you follow rules even if nobody is watching?*

Always Sometimes Rarely

| Want to improve? Yes

11.3. **Fair Play:** *In games or group activities, how often do you play fairly instead of trying to win by breaking rules?*

Always Sometimes Rarely

| Want to improve? Yes

11.4. **Responsibility:** *If something goes wrong in classwork, a project, or a group task, how often do you take responsibility for it yourself?*

Always Sometimes Rarely

| Want to improve? Yes

12. CIVIC & GLOBAL AWARENESS

12.1. **Community Role:** *How often do you join in everyday activities at school, college, work, or in your local community, like helping in events, group projects, or local initiatives?*

Always Sometimes Rarely

| Want to improve? Yes

12.2. **Care for Environment:** *How often do you do small things to save water, electricity, or reduce waste when you notice the chance?*

Always Sometimes Rarely

| Want to improve? Yes

12.3. **Know Issues:** *When you hear or read about topics like health, climate, or equality, how often do you try to learn more to understand them better?*

Always Sometimes Rarely

| Want to improve? Yes

12.4. **Respect Cultures:** *When you meet people from different backgrounds, how often do you notice and respect their ways of speaking, eating, or celebrating?*

Always Sometimes Rarely

| Want to improve? Yes

How to Collate Your Results

Organise Your Skills

1. Check Your Scores

- ✚ Each domain has four sub-skills. Add your marks (Always = 3, Sometimes = 2, Rarely = 1).
- ✚ A higher total means you are stronger in that domain.

2. Identify Strong Skills

- ✚ Look at domains where you scored **10–12 points**.
- ✚ From these, note down the sub-skills where you marked yourself **Always**.
- ✚ Select **twelve skills** you already use well. Write them in the **Existing Skills** column.

3. Pick Work Skills

- ✚ From your twelve existing skills, select the **seven you enjoy using the most** and would like to use in your career.
- ✚ Rank them from 1 to 7 in order of importance (1 = most important). Write them in the **Work Skills** column.

YOUR WORK SKILLS

EXISTING SKILLS	WORK SKILLS
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	
9.	
10.	
11.	
12.	

How to Choose Your 5 Skills to Develop

1. Review All Marked Skills

- Look at the skills where you ticked *“Want to Improve.”* You may have many, but do not worry.

2. Think About Your Goals

- From this list, choose **twelve skills** that you feel are most useful for your studies, future job, or personal growth. Write these twelve in the table under the column **“Want to Improve.”**

3. Check Urgency

- Now from those twelve, pick **five skills** that you need the most right now.
These could be urgent for your present situation (like teamwork for group projects or time management for exams). Write these five in the table under the column **“Skills to Develop.”**

4. Balance Different Areas

- ✚ Do not choose all five from one domain. Aim for variety (example: two from communications, two from thinking, one from self-management).
Also, check your lowest scoring domain. Try to include at least one skill from there, since it is an area that needs strengthening.

5. Finalize Your 5

- ✚ These five skills are now your action plan. Focus on improving them step by step.

YOUR 5 SKILLS TO DEVELOP

WANT TO IMPROVE	SKILLS TO DEVELOP
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	
7.	
8.	
9.	
10.	
11.	
12.	

REVIEW YOUR PROFILE

You now have a clear picture:

- ✚ What you are already good at
- ✚ What you want to develop
- ✚ Which skills matter most for your work or career path

How to Use the Results

- ✦ Keep your lists of skills and values for future reference.
 - The skills list will help you know what to mention in your resume or in interviews.
 - The values list will remind you of what matters most in your goals and career choices.
- ✦ If your results overlap strongly with your career interests, highlight these skills and values in your resume, cover letters, and during interviews.
- ✦ If you see less overlap, look for opportunities to build your skills – through assessments, learning resources, coursework, group projects, internships, or part-time work.
- ✦ If you are still unsure about your area of interest, keep exploring. Career tools, guidance sessions, and informational interviews can help you understand the skills and work culture of different fields. You can also book a session with Veritas Pathways for personalised guidance to plan your next steps with clarity.

SWOT Analysis

Skills assessments identify your strengths and areas for improvement, helping you grow professionally.



SWOT Analysis is a strategic tool that evaluates four key aspects of an individual's skills, career prospects, or decisions:

- ✚ **Strengths (S):** Internal advantages, such as skills, resources, or qualities that provide an edge (e.g., strong communication, specialized degree).
- ✚ **Weaknesses (W):** Areas for improvement, such as lack of experience or technical skills, which need attention.
- ✚ **Opportunities (O):** External factors like industry trends, networking, or certifications that can be leveraged for growth.

- ✚ **Threats (T):** Risks, such as competition or economic downturns, which could hinder progress

How to Use the Results

Once you finish your SWOT analysis, the next step is to apply it in a practical way.

- ✚ **Build on Strengths** – Look for careers, courses, or projects where your strong skills and qualities give you an advantage.
- ✚ **Work on Weaknesses** – Identify areas you want to improve and make a plan, like learning new skills or seeking guidance.
- ✚ **Grab Opportunities** – Use your network, industry trends, or available resources to move forward in your career journey.
- ✚ **Prepare for Threats** – Think ahead about possible challenges and create backup plans to reduce their impact.

Using your SWOT results helps you make clear, confident choices and prepare for both opportunities and challenges in your career path.

How Veritas Supports You in Self-Assessment

At **Veritas Pathways**, we make self-assessment simple and reliable. Our tools are designed with expert knowledge and real-world experience, so the guidance you receive is practical and easy to apply in your career journey.

- ✚ **Interactive Tests:** Discover your values, interests, personality, and skills through engaging assessments designed to help you know yourself better.
- ✚ **Clear Reports with Suggestions:** Get easy-to-read reports that connect your results to possible careers, with practical tips you can apply right away.
- ✚ **Step-by-Step Guidance:** Understand your VIPS results in plain language, with simple advice on how to set goals and plan a career path that suits you best.

Why Choose Veritas Pathways

Choosing a career is one of the biggest decisions in life. At Veritas Pathways, we make this journey simple and meaningful. Our platform combines professional expertise with easy-to-use tools that guide you step by step.

- ✦ **Expert-Backed Support** – Every recommendation is shaped by decades of real-world experience from industry professionals. This means you receive advice that is both reliable and practical.
- ✦ **Simple and Clear Tools** – Our tests are designed to be easy, engaging, and insightful, even if you are not very tech-savvy. You get clear reports with real examples of careers that match your strengths.
- ✦ **Holistic Career Fit** – We go beyond single assessments. By bringing together your **Values, Interests, Personality, and Skills (VIPS)**, we suggest career paths that are truly aligned with who you are.
- ✦ **Guidance You Can Trust** – Whether you are a student deciding on a course or a professional exploring new option, our process ensures you move ahead with confidence and clarity.

At Veritas Pathways, we are not just giving you test results. We are giving you a roadmap that connects your unique self to real opportunities.



SUCCESS STORY

Riya's Path to a Fulfilling Career

Riya, a Class 12 student from Kerala, struggled to balance her family's wish for her to choose a secure career with her passion for art. Unsure of how to move forward, she felt caught between expectations and personal interests.

Through Veritas Pathways, Riya went through a structured self-assessment covering her Values, Interests, Personality, and Skills (VIPS). This helped her see her creative strengths clearly and match them with real-world options. With guidance and examples, she explored different paths and discovered Industrial Design Engineering—a field that combined her love for art with practical applications.

With clarity and confidence, Riya set her career goal and prepared for admission to a top design school. Today, she is thriving in her studies and building skills to design innovative products, while her family feels assured that her choice is both creative and future ready.

Conclusion

Self-assessment is one of the most effective ways to understand your true strengths, passions, and areas for growth. By exploring your **Values, Interests, Personality, and Skills (VIPS)**, you gain clarity about what suits you best and where you can excel. This process not only helps in making informed career choices but also builds long-term confidence and satisfaction.

At **Veritas Pathways**, we make this journey simple and practical with expert-backed tools, interactive assessments, and easy-to-read reports. Our guidance shows how your unique traits can connect with real opportunities. With the right insights, you can take decisions that are future-ready, meaningful, and aligned with who you truly are.



Whether you are a student planning your next move or a parent guiding your child, Veritas Pathways makes career decisions easier. Our self-assessments and expert insights help you uncover strengths, explore the right options, and choose a path that leads to success and satisfaction!

Start your journey now – reach out to us for guidance and support

**Questions?
Contact us.**

<https://veritaspayloads.com>

veritas.payloads@gmail.com

+91 7483280482

Veritas
Payloads

