



 AchieveWORKS®
Intelligences

Criteria Checklist

AchieveWORKS Intelligences

If you haven't already read it, please begin with the [Introduction](#).

The following guidelines will assist you in helping individuals understand the results of their AchieveWORKS Intelligences report. By the end of this process the individual will have a criteria checklist that summarizes the information that will help them define their personal requirements for an ideal career experience.

The AchieveWORKS Intelligences assessment is a premier career exploration tool. It is particularly ideal for individuals who are undecided or overwhelmed by the career decision-making process. Because the intelligences often encompass areas of high interest, it is especially useful for beginning or expanding one's search for the "perfect" career. For those who also have access to AchieveWORKS Personality, it can add an interesting perspective to the list of career ideas generated.

The insights outlined in AchieveWORKS Intelligences are based on the nine types of intelligence defined by Dr. Howard Gardner in his theory of multiple intelligences. The assessment's report is designed to educate and empower the individual in regards to their unique talents and interests. It is most valuable in defining areas of focus for vocational prospects that pull from the individual's passions or keen interests.

The report also offers suggestions for confirming and further developing one's intelligences. These suggestions can serve as a catalyst for idea generation, helping the individual understand how to begin integrating real-world experiences through leadership roles, volunteerism, job shadowing and the like. An individual's aptitude for a particular interest should validate their performance in that area. So once they find something they enjoy and are good at, their performance should be increasingly successful the more they embrace it.

AchieveWORKS Intelligences is often used as the basis for an action plan, with the intent of assisting individuals in exploring real-life application of their career ideas. As such, it is suggested that the assessment be retaken after an appropriate period of time once the activities have been completed.

There is also an emotional intelligence component, which employs a self-selecting emotional scale. This gives the professional an opportunity to poll the individual on their emotional stability in specific areas as they begin the process of working together. This is a basic tool and is offered to help start conversations that could be pertinent throughout the process.

How to Use the AchieveWORKS Intelligences Criteria Checklist

The [AchieveWORKS Intelligences Criteria Checklist](#) is designed to assist the individual and the professional in determining which of the three or four strongest intelligences offer potential career appeal versus the others that will be viewed as more a passion, hobby or cause.

If an individual is overwhelmed, or even highly unmotivated, using a passion to design experiential activities – whereby talents and skills could be explored in a real-world way – might serve to engage them. From this point they can begin the process of deciding which aptitudes they like to use and want to develop further, while providing an interesting outlet in which to do so. Use the Plan of Action section on the checklist to define activities, timelines and results.

For example, let's say the individual is into conservation. Committing to participate in a conservation-related activity of their choice, whether paid or unpaid, is a great way to start evaluating their abilities and interests. A series of experiences like this can be very helpful in determining potential directions. Perhaps the person decides their interest in conservation is more personal than professional as a pursuit, but on a broader level, they discover that they enjoy talking to people at community events. That is excellent confirmation of a talent for them to hold onto and continue looking for ways to develop.

Strengths and Challenges

The Strengths and Challenges categories on the checklist help to retain the focus on empowering the individual, assisting them in identifying their unique talents and learning how to recognize them in every aspect of their lives. Furthermore, with an awareness of their challenge areas, the individual can target problems and develop strategies to remediate, manage or eliminate them as obstacles. Since we all have challenges that we work around, often discussing those with a professional can lead to an awareness that perhaps more effective strategies might be worth consideration.

Once they have checked the statements they agree with in their assessment report, have the individual use their own words to transfer their strengths and challenges to the checklist. For each strength, have them brainstorm examples of these from any aspect of their life – school, work, volunteerism, and so on. They should continue to add examples as they recall them. The more examples they can generate, the better.

Ask the individual if any of the statements they have checked in the Challenges sections resonate with them – perhaps they relate to problems in the past or to concerns about future obstacles. If they've encountered a challenge before, ask if they were satisfied with how they handled the situation and whether they would use the same approach again.

If the individual has found an acceptable coping mechanism, ask if they see that same strategy working as they move forward. If not, discuss whether they feel the need to continue to explore alternate or better strategies to try; discussion and solutions could be offered, if desired. In some cases, it may be helpful to suggest recommendations and practical programs for additional learning and support.

Sample Questions and Points for Discussion

- What types of activities provide experiential situations that can help you select potential career ideas?
- What non-traditional experiences are available that relate to your interest in... (the environment, business, helping people, etc.)?
- Are there experiences that would allow you to draw from your interests? What kinds of experiences could morph into paid work?
- What experiential situations can we include in an action plan for you based on your favorite intelligences?
- What is a realistic timeline for each of these action plan items?
- Let's explore opportunities within the community for events, workshops, camps or other experiential activities that could get you more engaged in areas of interest or in providing greater exposure and a chance to develop skills you enjoy using.
- What leadership opportunities exist for an individual with an interest in "x" to get involved in?

Please consider registering for one of our free webinar sessions for this assessment where we discuss the criteria checklist in detail. For details, visit www.humanesources.com/professional-development

Criteria Checklist

Top Natural Intelligences	Ranking Vocational or Enrichment/Interest
1	
2	
3	
4	

Strengths	Examples

Challenges	Strategies

Plan of Action (activities, events, tasks)	Deadline (date)	Result
1		
2		
3		
4		
5		

Outcome Insights