

## Preparation for WEST *Career Management for Today's Work Environment* June 13 Workshop

This workshop provides an opportunity to take stock of your career preferences, motives, drivers and interests through an online assessment you will take prior to attending. To prepare, please read and follow the reminders and tips below.

### Important Reminders

1. You must **register by June 3 and complete the assessment on or before June 7** in order to receive a printed report of your assessment results during the workshop.
2. Within 1-3 days of registration you will receive an email from [support@talenttools.org](mailto:support@talenttools.org) containing your individualized assessment link. **Please add this email address to your safe list** and be sure to check your spam folder.
3. If after checking your spam folder you still have not received a link within 1-3 days of having registered, please contact [vicki.tardino@gmail.com](mailto:vicki.tardino@gmail.com) and provide your name and the email address you used to register.
4. We strongly encourage early completions where possible. Technology is not perfect so we account for this in our timeline.

### Tips for Taking the Online Assessment

1. **For the best results, set aside 20-30 minutes to take the assessment at a time when you can relax and be uninterrupted.** If you are overtired, stressed or feeling rushed, the results may not be as helpful for you. Some people get done in as little as 10 minutes but others require more time.
2. **Know in advance that this assessment can be a challenging one to complete.** You will be asked several questions that pertain to your current work context and then about your preferences. Try to think clearly about your current situation and how that is the same or different from what is most ideal for you. If you are in a transition, it is most helpful to refer back to your most recent job in response to the questions about your current situation.
3. **Be honest with yourself as you complete the assessment.** The results are only valuable to the extent they reflect your true thoughts and preferences. There is no good or bad profile, no judgment.
4. **Know that your assessment results will be held in strict confidence,** available only to those administering the assessment and printing your results for the purpose of providing you feedback.
5. If you have any questions or concerns about the assessment at any point in the process, reach out to Vicki Tardino at [vicki.tardino@gmail.com](mailto:vicki.tardino@gmail.com) or leave a voice mail at 641-715-3900 x557471. You will receive a reply within 24 hours.