VIPS Workbook

KNOW YOURSELF

Identify your Values, Interests, Personality and Skills (V.I.P.S) to better understand yourself.

What activities or tasks motivate you? *E.g. Making Singapore clean and green, using my creativity, working with special needs children.*	**What are your strengths?** *E.g. Communicating with people, creating new things with design software, programming.*
What do you want to achieve? *E.g. Find a job in 2 months, upgrade to a better paying job, switch to a lighter role.*	**Is there something you hope to learn more about?** *E.g. Advanced accounting, special needs education, project management certifications.*
What are some of the resources, options or plans you have tried? *E.g. Applied for several jobs, attended career fairs, approached recruiters, taken career profiling tools.*	**What is your career goal?** *E.g. Attain an accounting position in Big 4, be a special needs teacher*

CAREER ACTIVITY

PART A

Discover how your Values, Interests, Personality and Skills (V.I.P.S) can help you better understand yourself for a clearer career direction. Fill in as much information as possible without reference to any specific occupation. Spend some time to reflect or discuss with someone close. You may also find out more about yourself by using the resources in MyCareersFuture portal.

1. Career values — what do you care about in a job? *Intrinsic value examples: variety at work, helping others, independence, leadership. Extrinsic value examples: high pay, job security, work-life balance, progression, location.*	2. Career interests in industries/sectors or occupations *What new industries or potential occupations do you wish to explore, based on your interest or passion? Examples: MICE, ICT, FinTech, Healthcare, GreenTech.*
3. Personality and style *What are your characteristics or qualities that form your unique self?*	4. Skills and other abilities *What are your skills and competencies? (List 10 to 15 skills)*

PART B

Putting everything together.

1. List the 2 – 3 occupations you have identified in Part A Question 2.
2. Analyse each occupation and score them (1 – 10) on how well they fulfil your V.I.P.S.
3. Select the highest scoring occupation and focus on it.

OCCUPATIONS	FULFILMENT BY V.I.P.S	
Example: Business Analyst	Career values	7
	Career Interests	8
	Personality	10
	Skills and abilities	7
	Total	32
	Career values	
	Career Interests	
	Personality	
	Skills and abilities	
	Total	
	Career values	
	Career Interests	
	Personality	
	Skills and abilities	
	Total	
	Career values	
	Career Interests	
	Personality	
	Skills and abilities	
	Total	
	Career values	
	Career Interests	
	Personality	
	Skills and abilities	
	Total	

Remarks/Comments: