

INTEGRATED NATIONAL DEVELOPMENT IN ACTION (I.N.D.I.A.) TRUST

*A National Public Non Government al Organisation For Education - Research - T raining - Rural
Urban Development - Employment - Executive Management - Social Entrepreneurship - Leadership*

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Name

Residence

Institution / College

Date of Birth

Age

Cell

Res.Phone

Course

e-mail :

TEST 1

1. **Major achievements in the 1st 3 years**
 - a)
 - b)
 - c)
2. **Immediate career plan for the next 3 years.**
 - a)
 - b)
3. **Three wishes of yours that you would like to fulfill in your life.**
 - a)
 - b)
 - c)
4. **What career plans your parents are actually planning for you?**
 - a)
 - b)
5. **Three major advantages you possess at present, to help you to achieve your career success.**
 - a)
 - b)
 - c)
6. **Explain in 3 sentences as to how you perceive success in your life.**

.....

.....

.....
7. **Write 3 activities you do, during your free time, other than your studies / work (Hobbies).**
 - a)
 - b)
 - c)

8. Are you satisfied with your personality?
.....
.....
.....
9. Write three adjectives your friends used to describe you with.
a)
b)
c)
10. What causes pressure at work for you?
a)
b)
11. What causes pressure at home for you?
a)
b)
12. Are you satisfied with your current potential? Give one reason to justify your Answer
.....
.....
13. How effectively you can lead others?
.....
.....
14. Are you flexible, ready to modify your behaviour in order to accomplish your career goal? Explain the concept and process with regard to the above.
.....
.....
.....
15. To what extent you are emotionally dependent on others?
.....
.....
16. Would you like to be associated with successful people? If yes, Why?
.....
.....
17. How good are you in your communication? Give three factors to prove that you are a good communicator.
a)
b)
c)
18. Describe yourself as a leader.
.....
.....
.....
19. Are you a good team player? Explain How.
.....
.....
20. What major problem you are undergoing, which might affect your career progress?
a)
b)
c)

TEST 2

PLEASE CHOOSE THE APPROPRIATE GRADING TO INDICATE YOUR DEGREE OF CHARACTERISTIC FEATURES

Excellent : 10**Average : 5****Not Satisfactory : 1****Good : 7****Below Average : 3****Very Poor : 0**

- | | | | | | |
|-----------------------|--------------------------|------------------|--------------------------|-------------------------------|--------------------------|
| 1. Easy going | <input type="checkbox"/> | 11. Sociable | <input type="checkbox"/> | 21. Persistent | <input type="checkbox"/> |
| 2. Amiable | <input type="checkbox"/> | 12. Committed | <input type="checkbox"/> | 22. Friendly | <input type="checkbox"/> |
| 3. Intelligent | <input type="checkbox"/> | 13. Sensitive | <input type="checkbox"/> | 23. Truthful | <input type="checkbox"/> |
| 4. Independent | <input type="checkbox"/> | 14. Sympathetic | <input type="checkbox"/> | 24. Adaptable | <input type="checkbox"/> |
| 5. Reliable | <input type="checkbox"/> | 15. Thoughtful | <input type="checkbox"/> | 25. Innovative | <input type="checkbox"/> |
| 6. Emotionally stable | <input type="checkbox"/> | 16. Aesthetic | <input type="checkbox"/> | 26. Smart | <input type="checkbox"/> |
| 7. Realistic | <input type="checkbox"/> | 17. Responsible | <input type="checkbox"/> | 27. Ambitious | <input type="checkbox"/> |
| 8. Dominant | <input type="checkbox"/> | 18. Co-operative | <input type="checkbox"/> | 28. Concerned about character | <input type="checkbox"/> |
| 9. Assertive | <input type="checkbox"/> | 19. Carefree | <input type="checkbox"/> | 29. Respect others | <input type="checkbox"/> |
| 10. Cheerful | <input type="checkbox"/> | 20. Creative | <input type="checkbox"/> | 30. Willing to learn | <input type="checkbox"/> |

TEST 3

PLEASE TICK THE NEGATIVE PERSONALITY TRAITS THAT DISTURB YOU

- | | | | | | |
|--------------------------|--------------------------|---------------------------------|--------------------------|---------------------------------------|--------------------------|
| 1. Stress | <input type="checkbox"/> | 13. Prejudice | <input type="checkbox"/> | 25. Lack of respect for values | <input type="checkbox"/> |
| 2. Lack of communication | <input type="checkbox"/> | 14. Morale breakdown | <input type="checkbox"/> | 26. Lack of discipline | <input type="checkbox"/> |
| 3. Irritation | <input type="checkbox"/> | 15. Un co-opeartive behaviour | <input type="checkbox"/> | 27. Escapist behaviour | <input type="checkbox"/> |
| 4. Inferiority complex | <input type="checkbox"/> | 16. Conflict | <input type="checkbox"/> | 28. Inconsistency | <input type="checkbox"/> |
| 5. Closed mind | <input type="checkbox"/> | 17. Frustration | <input type="checkbox"/> | 29. Unwillingness to accept the truth | <input type="checkbox"/> |
| 6. No team spirit | <input type="checkbox"/> | 18. Unhappiness | <input type="checkbox"/> | 30. Past bad expereince | <input type="checkbox"/> |
| 7. Lack of credibility | <input type="checkbox"/> | 19. Selfishness | <input type="checkbox"/> | 31. Greedy | <input type="checkbox"/> |
| 8. Poor self esteem | <input type="checkbox"/> | 20. Rude behaviour | <input type="checkbox"/> | 32. Confused | <input type="checkbox"/> |
| 9. Isolation | <input type="checkbox"/> | 21. Lack of integrity & honesty | <input type="checkbox"/> | 33. Indecisive | <input type="checkbox"/> |
| 10. Poor health | <input type="checkbox"/> | 22. Negative attitudes | <input type="checkbox"/> | 34. Blaming others | <input type="checkbox"/> |
| 11. Distrust | <input type="checkbox"/> | 23. Shyness | <input type="checkbox"/> | 35. Misguided | <input type="checkbox"/> |
| 12. Anger | <input type="checkbox"/> | 24. Suspicious | <input type="checkbox"/> | 36. Enjoy vulgarity | <input type="checkbox"/> |

Underlying every set of principles by which we live are qualities generally called values.

A value is something you care about. Some of your values will be minor and dispensable under some circumstances. Others will be felt so strongly that in matters of life and death you will adhere to them. In many ways, it is possible to know the strength of your values only when they are put to the test.

The purpose of this test is to clarify us what you value and which of these things underpin your most deeply held Principles.

Please Tick the appropriate Boxes to indicate your choices

A = veryimportant value in my life B = fairly important to me but not crucial C=not important

	A	B	C		A	B	C
1. Freedom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Recognition, fame, stardom, status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Personal choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Good health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Telling the truth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Risk-taking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Loyalty to colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Friendships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Loyalty to organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Payment of Bills on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Keeping the laws of my religion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. Economic security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Caring for people eg.family, neighbours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28. Freedom to travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Always driving below the speed limit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29. Owning a car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Wealth, money, assets and possessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30. Fun, pleasure, relaxation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Learning, knowledge, experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31. The arts eg. music, painting, dance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Taking full responsibility for my own actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32. Winning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Giving compliments that are sincere	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33. Being in fashion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Not deliberately hurting others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	34. Youth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Accepting help, praise, criticism etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35. Appreciating yourself	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Self respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36. Your work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Achievements, Accompliments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37. Your interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Challenges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38. Peace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Difficulties and Problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	39. Your emotions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. National Identity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40. Being a powerful leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For the six sets of statements below, ask yourself, How interested you are in work that involves.

Circle one number along side each activity using the scale from 1 = no interest to 5 = strong interest

Entrepreneurial (data/people)

- 1 2 3 4 5 Persuading and influencing other people
- 1 2 3 4 5 Making business decisions
- 1 2 3 4 5 Managing / Leading people
- 1 2 3 4 5 Taking business and financial risks
- 1 2 3 4 5 Getting people interested/involved in a project

Intellectual (ideas/things)

- 1 2 3 4 5 understanding/being curious
- 1 2 3 4 5 Researching/analysing information
- 1 2 3 4 5 Asking questions
- 1 2 3 4 5 Solving problems in your own way
- 1 2 3 4 5 Learning about new things

Administrative (data/things)

- 1 2 3 4 5 Using a computer
- 1 2 3 4 5 Organising a file system
- 1 2 3 4 5 Working with figures
- 1 2 3 4 5 Getting all the details right
- 1 2 3 4 5 Clear Structure and routing

Creative (people/things)

- 1 2 3 4 5 using your imagination/expression your ideas
- 1 2 3 4 5 Designing and making things
- 1 2 3 4 5 Performing / participating in artistic activities
- 1 2 3 4 5 Watching plays, films / listening to music
- 1 2 3 4 5 Working along with creative people

Practical (things)

- 1 2 3 4 5 working with tools / machinery
- 1 2 3 4 5 Fixing and repairing things
- 1 2 3 4 5 Good hand eye co-ordination
- 1 2 3 4 5 Working outside
- 1 2 3 4 5 Developing Practical skills

Social (people)

- 1 2 3 4 5 Teaching people
- 1 2 3 4 5 Helping people with their problem
- 1 2 3 4 5 Meeting and talking to people
- 1 2 3 4 5 Building relationship with people
- 1 2 3 4 5 Looking after and caring for people

1. To point out mistakes of others frankly P
2. To make sacrifices and to accept hardships of others P
3. To think of one's benefit first and then say 'yes' to others P
4. To be indifferent when someone looks at us for an assistance in ordinary situations P
5. To avoid help by saying "this work will degrade me" P
6. To aware of the sufferings of others P
7. To avoid selfishness or to minimise undue self prominence P
8. To accept others freedom P
9. To treat others as equal P
10. To listen to the wish of others to express their mind P
11. To safeguard existing rules and regulations to keep the situation as it is. P
12. Not hurting the feeling of others P
13. To keep the surroundings clean and hygienic P
14. To have love towards one's country and work for the growth of the nation P
15. To control others by shouting in order to create calmness and silence P
16. To respect other's religions, their customs and their values P
17. To control and discipline children without allowing them to be themselves P
18. To co-operate with women to create an atmosphere of dignity and freedom for them. P
19. To involve oneself with others when they try to defend themselves in crisis P
20. To take some steps immediately to solve the problems of others when it is within one's scope or authority P

COMPLETE THE FOLLOWING QUESTIONNAIRE BY CIRCLING THE ANSWER THAT BEST DESCRIBES YOUR FEELING ABOUT EACH STATEMENT FOR EACH ITEM, CIRCLE YOUR RESPONSE ACCORDING TO THE FOLLOWING.

SA-Strongly Agree

A- Agree

D - Disagree

SD - Strongly Disagree

- | | | | | | |
|-----|---|----|---|---|----|
| 1. | A career that is free from organisational restriction is important to me. | SA | A | D | SD |
| 2. | I have always sought a career in which I could be of service to others | SA | A | D | SD |
| 3. | To rise to a position in general management is important to me. | SA | A | D | SD |
| 4. | I like to be identified with a particular organisation and the prestige that accompanies that organisation | SA | A | D | SD |
| 5. | The use of my skills in building a new business enterprise is important to me | SA | A | D | SD |
| 6. | I would like to reach a level of responsibility in an organisation where my decision really makes a difference | SA | A | D | SD |
| 7. | An endless variety of challenges in my career is important to me | SA | A | D | SD |
| 8. | Being identified with a powerful or prestigious employer is important to me | SA | A | D | SD |
| 9. | The excitement of participating in many areas of work has been the underlying motivation behind my career | SA | A | D | SD |
| 10. | The process of supervising, influencing, leading and controlling people at all levels is important to me. | SA | A | D | SD |
| 11. | An organisation that will provide security through guaranteed work, benefits a good retirement and so forth, is important to me | SA | A | D | SD |
| 12. | I want others to identify me by my organisation and job | SA | A | D | SD |
| 13. | To be recognised by my title and status is important to me | SA | A | D | SD |
| 14. | A career that permits a maximum of freedom and autonomy to choose my own work, hours, and so forth, is important to me. | SA | A | D | SD |
| 15. | A career that gives me a great deal of flexibility is important to me. | SA | A | D | SD |

1. My Career Management Option is
 - Higher Studies (Full time)
 - Higher Studies (Correspondence)
 - Self-Employment
 - Family Business
 - Part time Employment
 - Full time Employment
2. The financial supporter for my career development
 - Parents
 - Guardians
 - Relatives
 - Myself
3. Management areas of my interest
 - HRD
 - Marketing
 - Customer Relations
 - Social Service
 - Public Relations
 - Advt. & Publicity
 - Teaching
4. The confidence level for appearing for the job interview is
 - Excellent
 - Average
 - Not Satisfactory
 - Can try
 - Need mentoring
5. The current preparatory level of employment (Please tick whatever is applicable)
 - I am establishing contact with corporate sector
 - I am acquiring knowledge in career management
 - I am preparing for Govt. Services Examinations
 - I am undergoing Career Development Programme
 - I am preparing for Civil Services Examinations
 - I am doing part time / full time Job
 - I am having opportunities to be recommended for a job
 - I am pursuing courses for additional qualification
6. My expected Salary in my first job shall be (Be Realistic)
 - Rs.3000-Rs.5000
 - Rs.5000-Rs.7000
 - Rs.7000-Rs.10000
 - Rs.10000 and Above

- To improve my career prospects
- To improve my Non Academic Skills
- To improve my Communication Skills
- To achieve paradigm shift in my personality
- To get guidance for my higher studies
- To start my own business
- To update myself of executive skills
- To have proper career guidance
- To get international qualification for employment
- To realise my ambition
- To get exposed to practical work environment
- To achieve paradigm shift in my personality
- To associate with successful group
- To get a better employment
- To acquaint with Industries
- To develop my social circle

For which of the following hobbies or activities you are devoting substantial time. (mark all that apply)

- Playing a musical instrument
- Listening to recorded music
- Singing
- Reading for pleasure
- Writing stories or articles
- Traveling
- Collecting (stamps, coins, anything else)
- Building models
- Playing chess
- Painting or Drawing
- Craftwork
- Team sports
- Electronics
- Acting
- Photography
- Others - please specify

.....

How are you MOST LIKELY to spend your time when you are alone? (mark only one)

- Got to the cinema
- Catch up on reading
- Lounge around and relax
- Watch television
- Listen to music
- Work on a hobby
- Exercise, run or jog
- Do something else

Compared to other people in general, how would you rate your leadership ability? (mark only one)

- Top 5%
- Upper 20% (but not top 5%)
- Upper 33% (but not top 20%)
- Upper 50% (but not top 33%)
- Upper 75% (but not top 50%)
- Upper 25%

Which of the following things involving computers have you done? (mark all that apply)

- Written letters or paper
- Used spreadsheet programs
- Used Multimedia
- Created an organised data base
- Used electronic mail or electronic bulletin
- Written programmes in computer language
- Have not done any of these

Which attribute is your strongest? (mark only one)

- High personal standards
- Patience
- Willingness to work hard
- Concern for other people
- Knowledge and experience
- Some other attribute - please specify

.....

How would other rate your ability to present written information in a clear and understandable way? (mark only one)

- Far above average
- Somewhat better than average
- About as good as most
- Somewhat below average
- Much worse than average

Compared to other in your field how innovative are you? (mark only one)

- Much more innovative than most
- Somewhat more innovative
- As innovative as others
- Somewhat less innovative than others
- Much less innovative than others

During your time at your University/College, in which activity or area were you most successful? (mark only one)

- Maintaining high academic standing in completing course work
- Involvement with student societies
- Social activities
- Charity or community activities
- Athletics or sports
- Main success was in some other area - please explain

.....

Which of these best describes your study habits at the University/College? (mark only one)

- Did not study much because you did not want to
- Did not study much due to other demands
- Did not study much because it was not necessary
- Studied hard, only before examinations
- Studied hard regularly throughout the year
- Studied beyond what was required

1. Does the present Educational system provide the requisite qualities for a fresh graduate to enter a Corporate Sector?

- Yes No To some extent

2. What qualities you think a fresh graduate should possess at the time of entering into the Corporate Sector?

- | | |
|---|--|
| <input type="checkbox"/> Communication skills | <input type="checkbox"/> Technologically competent |
| <input type="checkbox"/> Interpersonal skills | <input type="checkbox"/> Creative |
| <input type="checkbox"/> Amiable | <input type="checkbox"/> Cheerful |
| <input type="checkbox"/> Assertive | <input type="checkbox"/> Innovative |
| <input type="checkbox"/> Willing to learn | <input type="checkbox"/> Ability to lead others |

3. Are you a Member of any Social Club?
(If yes, give details)

- Yes No

4. How many of your family members are working?

5. Do you use a Computer ?

- | | | |
|----------------------------------|------------------------------|-----------------------------|
| <input type="checkbox"/> At Home | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> At work | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

6. How much are you familiar with Internet?

- Have not heard of it Heard but not used I use Internet (Frequency.....)

7. What type of books you buy in general?

- | | | |
|------------------------------------|--|---|
| <input type="checkbox"/> Political | <input type="checkbox"/> Humour | <input type="checkbox"/> Best sellers |
| <input type="checkbox"/> Fiction | <input type="checkbox"/> How to? books | <input type="checkbox"/> Others (Specify) |

8. What are the Magazines/Newspapers you regularly subscribe for?

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> The Hindu | <input type="checkbox"/> The New Indian Express | <input type="checkbox"/> Business Line | <input type="checkbox"/> Business Today |
| <input type="checkbox"/> Economic Times | <input type="checkbox"/> Business word | <input type="checkbox"/> Business India | <input type="checkbox"/> India Today |
| <input type="checkbox"/> Indian Management | | | |

9. What type of articles you would like to read in the Magazine / Newspapers?

.....

.....

.....

10. In which sector you want to seek employment / or employed?

- Government Sector Private Sector Self-employment

11. Are you planning for any higher studies? Yes No

12. If yes, what Higher Education you want to pursue, and why you want to do that?

.....

.....

13. As a citizen of this country, which duty you think is the foremost one?

.....

.....

.....

15. Please list what are the top 3 issues that are facing our country.

.....

.....

.....

16. Are you planning for any Business of your own ?

Yes

No

Something in part time

17. What type of business you are interested in?

.....

.....

18. What type of seminar or Personal Development programmes would you be interested in attending?

.....

.....

**WRITE FIVE QUESTIONS YOU WOULD LIKE TO ASK US
ABOUT YOUR LIFE, CAREER AND ASPIRATION.**

1.

2.

3.

4.

5.

You are requested to complete the information in this form. Please give remarks as natural as possible indicating your current status. The originality of the evaluation will help us to provide suitable recommendations and remedial measures for the development of your career and profile.

Please evaluate yourself as beset and as fairly as you can in each of the categories below by placing an 'x' in the appropriate box beneath the scale at the top.

	Below Average	Average	Above Average	Good	Excellent	Out- Standing	Truly Exceptional
	40%	41-60%	61-75%	76-90%	91-95%	95%	100%
General ability							
Analytical skill							
Verbal skill							
Self-discipline							
Initiative							
Self-confidence							
Creative qualities							
Sense of humour							
Maturity							
Managerial potential							
Leadership potential							
Capacity to work hard							
Responsibility							
Sociable							
Flexibility							
Human Relations							

WRITE IN 50 WORDS HOW YOU WILL LEAD YOUR CAREER AS A SOCIALLY RESPONSIBLE CITIZEN