
IDEAL EMPLOYMENT PROFILE

YOUR INTERESTS, TALENTS, AND SKILLS

1. What are your interests?

2. What jobs and careers are you most interested in (list up to ten)?

3. Circle your job-related talents and skills in the list below. This list is not exhaustive, so feel free to add additional items.

- | | | |
|--|---|--|
| Acting | Estimating | Organizing |
| Advising | Evaluating (a process, someone's performance) | Persuading |
| Analyzing (data, situations) | Examining (a patient, information) | Photographing |
| Assembling | Explaining | Presenting |
| Budgeting | Handling complaints | Proofreading |
| Building | Influencing | Public speaking |
| Calculating | Initiating | Reasoning |
| Caring for animals | Innovating | Recording information |
| Caring for people | Inspecting | Repairing |
| Caring for things (plants, artwork, records) | Interpreting (data, languages, terminology) | Researching |
| Categorizing | Inventing | Scheduling |
| Classifying | Investigating | Selling |
| Compiling | Leading | Summarizing |
| Composing music | Listening | Supervising |
| Coordinating (events, people's work) | Meeting deadlines | Teaching (children, adults, animals) |
| Counseling | Meeting the public | Testing |
| Creating | Monitoring | Troubleshooting |
| Decorating | Motivating | Updating |
| Deciding | Negotiating | Visualizing (a process, object, outcome) |
| Demonstrating | Observing | Writing (business, technical, creative, instructional) |
| Designing | Operating (equipment) | |
| Drawing | | |
| Editing | | |

Additional skills:

4. Review the items you circled, and write down the ten talents and skills you most enjoy using:

5. Circle your most important personal characteristics from the list below. Feel free to add additional items.

Accurate	Energetic	Orderly
Adaptable	Enthusiastic	Organized
Analytical	Flexible	Outgoing
Assertive	Focused	Patient
Big picture thinker	Follow instructions	Persistent
Careful	Friendly	Practical
Concrete	Hardworking	Precise
Confident	Helpful	Punctual
Conscientious	Honest	Quick learner
Creative	Imaginative	Reliable
Curious	Independent	Responsible
Decisive	Intelligent	Sense of humor
Dependable	Logical	Systematic
Detail oriented	Loyal	Take initiative
Determined	Methodical	Thorough
Efficient	Motivated	Trustworthy

Additional skills:

6. List your job-specific skills here (e.g. CSS and HTML, word processing software, programming, or foreign languages):

IMPORTANT CRITERIA AND IDEAL WORK ENVIRONMENT

1. How many hours do you want to work per week?

2. What is your maximum commute (time and distance)?

3. How will you get to and from work (drive an automobile, use public transportation, walk)?

4. How much money do you need to make?

5. How much money do you *want* to make?

6. Are you willing/able to obtain further training in order to qualify for a particular job?

7. Do you prefer to perform the same duties every day, different duties every day, or a combination of both?

8. Do you need a job that is very structured, where you know exactly what you need to do, or one that allows you to decide what tasks to do and when?

9. Do you need a job with a slow and steady pace?

10. Can you manage at a job with tight deadlines and surprise projects?

11. How do you prefer to work?
 - Alone for most of the day.
 - Minimal interaction with co-workers.
 - Lots of interaction with co-workers.
 - Interaction with people inside and outside of the organization.

12. What kind of supervision do you need?

- Close, including contact with my supervisor several times per day.
- Daily check-ins.
- Minimal supervision (e.g. weekly).
- Prefer to be self-employed.

13. Do you want to work indoors or outdoors?

14. Do you prefer an environment that is formal or informal?

15. Are you better at analytic, linear problem solving or intuitive, big picture thinking?

16. Do you prefer detailed, well-defined work or creative/strategic work?

17. Which of the following do you prefer working with?

- Facts and information
- Numbers
- Ideas
- Your hands
- People
- Animals

18. Check the characteristics that are very important for you to have in a job:

- | | |
|--|--|
| <input type="checkbox"/> Challenges my intellect | <input type="checkbox"/> Lots of opportunity for advancement |
| <input type="checkbox"/> Involves some risk | <input type="checkbox"/> Good benefits |
| <input type="checkbox"/> Includes travel | <input type="checkbox"/> Lots of vacation time |
| <input type="checkbox"/> Utilizes my creativity | <input type="checkbox"/> Being needed |
| <input type="checkbox"/> Helps others | <input type="checkbox"/> Job security |
| <input type="checkbox"/> Allows me to express my ideas | <input type="checkbox"/> Low stress |
| <input type="checkbox"/> Work that I like | <input type="checkbox"/> Low responsibility |

19. What other criteria are important to you?

PERSONAL LIMITATIONS

1. Rate any challenge areas that apply to you. A rating of mild/moderate means that the limitation is a problem sometimes. A rating of serious means that it is a problem most of the time. You can also ask someone who knows you well to fill out this section, and compare the rating they give to yours.

Challenge Area	Mild/Moderate	Serious
Making adequate eye contact		
Blurt out my thoughts (unintentionally offend/anger others)		
Interrupt		
Uncomfortable meeting new people (what to say/how to act)		
Speak too loudly/softly/rapidly/monotone		
Hard to follow group conversations		
Take words literally and misunderstand instructions/expectations		
Slow to process verbal information (prefer written material)		
Easily distracted		
Not sure how to start projects/what the steps are		
Black and white thinking (hard to see options)		
Work too slowly		
Difficulty prioritizing		
Difficulty multitasking (rapid attention-shifting)		

Hard to refocus if interrupted during a task		
Act impulsively, based on too little information		
Managing time (scheduling tasks, knowing how long they should/will take, arriving on time, meeting deadlines)		
Controlling frustration/anger (yell, shut down, walk away, cry)		
Anxiety (especially meeting new people, learning new task)		
Dual-track processing (e.g. writing while listening, looking at someone and listening)		
Other:		
Other:		
Other:		

2. Describe the type of work environment and tasks that would be very difficult for you to manage (e.g. noisy, many interruptions during day, little supervision, lots of multi-step tasks, etc.):

SWOT ANALYSIS

SWOT stands for Strengths, Weaknesses, Opportunities, and Threats. Complete the four questions below. You can also ask people who know you well for their evaluation.

1. *What are your strengths?* These include personal attributes plus resources that give you an advantage.

- a) Talents and skills:

- b) Personal characteristics:

- c) Education (formal, internships, certificates, workshops):

- d) People who can assist you:

- e) Other resources:

2. *What are your weaknesses?* This encompasses personal limitations as well as external factors that can slow or derail your employment search.

- a) Personal difficulties:

b) Missing or inadequate skills or knowledge:

c) External factors:

d) Unrealistic expectations:

3. *What are your opportunities?* These are the positive potentials available to you.

a) Industry trends or regulatory changes to capitalize on:

b) Growth industries in need of my skills:

4. *What threats do you face?* List the obstacles that are getting in the way of your employment goal.

a) Weaknesses or unrealistic expectations from question 2 that must be addressed:

b) External factors:

JOB RESEARCH TEMPLATE

Copy this form for each occupation that you are researching.

Begin by gathering basic information about the job or career that you are interested in from an occupational database such as the Occupational Outlook Handbook (www.bls.gov/ooh).

Name of job/career: _____

Read the description of the nature of the work. What are the primary job tasks? Are there specialties (lawyers, for example, may specialize in civil or criminal law, bankruptcy, or property law, etc.)? What kind of equipment or technology is used?

1. What are the most important hard skills needed for this work?

2. What are the most important soft skills?

3. How is the work environment described? What is the pace like? How many hours per week are typical? How much structure is there?

4. How well do you think you could work in this environment?

5. What kind of education or training do you need? Are you able to acquire any that you lack?

6. How do you see yourself advancing in the field?

7. What types of companies hire people in this field? Which type of companies and/or industries do you prefer?

8. What is the job outlook? Have there been any major changes in the field? How competitive is it? Are certain jobs more abundant than others? If you are new to this work, what are the entry-level jobs?

9. How much can you make? Are the average salaries what you expected? (Note that salaries may be averages, and not necessarily what is paid at the entry-level.)

10. What are the related occupations? Which, if any, do you want to learn more about?

11. What aspects of this occupation are attractive to you?

12. What aspects are you concerned about? Are there any tasks that would be difficult or impossible for you to manage?

13. Based on what you know now, rate your interest in this occupation:

- A** I am very interested in this occupation and want to learn more.
- B** Looks interesting; I have some concerns but will continue researching.
- C** Might be a possibility, but I do not want to actively research it at this time.
- D** Take it off the list!

14. If you rated this occupation an A or B, which resources do you want to consult next?

- Visit job board(s) and review three to five job posts.
- Research occupations on another website, such as O*NET (www.onetonline.org).
- Google search the job/career (e.g. "What do veterinarians do?" or "Jobs in the legal field").
- Visit the website of a professional association.
- Read a professional journal/newsletter/blog.

15. Notes:

INFORMATIONAL INTERVIEW CHECKLIST

Check each item when completed.

- Reviewed the background of the person I am meeting.
- Prepared two commonalities or talking points.
- Briefcase, portfolio, or folder contains: five copies of my resume, a pen and notepad, my list of questions, and the individual's telephone number.
- I have at least five business cards in my wallet or purse (optional).
- I am dressed as if this is a job interview: professional attire with matching accessories, shoes shined, and hair neatly styled.

Transportation plan

- a) My appointment is on [date]_____ at [time]_____ am/pm.
- b) In order to arrive at the reception desk 15 minutes before my appointment, I need to leave my home at [time]_____ am/pm.

(Note: if you are traveling during rush hour, or not familiar with the area, schedule extra time.)

- c) If I am using an automobile, I will park:
 - in the company's parking lot.
 - at a parking garage (location: _____ cost: _____).
 - I have enough gasoline for the trip.
 - I have money for a parking garage.
 - I have money for tolls.
 - I have printed driving directions.
 - I am using a GPS system.
- d) I have cash to cover incidental expenses.
- e) If I am using public transportation, I have the bus/train/subway schedule.

RESUME CHECKLIST

- At least two people, including myself, have proofread and eliminated typos and grammatical errors.*
- Formatting is consistent throughout, and suitable for computer scanning.
- Email address is professional.
- Fonts are easy to read (e.g. Times New Roman, 11 or 12pt).
- Margins are at least three-quarters of an inch on all sides.
- Objective or summary of experience clearly indicates the type of job that I am seeking.
- Skills used and results achieved are emphasized.
- Content is relevant to the job I am seeking *now*.
- Printed copies are on high-quality resume paper and mailed in matching envelopes.
- Envelopes are typewritten.

* Grammar rules do not apply to the abbreviated sentence structure commonly used in resumes.

COVER LETTER CHECKLIST

- Salutation is followed by a colon (“Dear Mr. Rodgers:”).
- Letter is addressed to a specific individual whenever possible.
- Fonts are easy to read (e.g. Times New Roman, 11 or 12pt).
- Margins are one inch on all sides.
- Signature is in blue or black ink.
- Content is customized for each job.
- Content demonstrates interest and knowledge of the specific company.
- Closing paragraph requests an interview, states that I will follow up, and includes my contact information.

JOB SEARCH ACTIVITIES

- Visit job boards and respond to posted openings.
Which ones?

- Post resume on job boards.
Which ones?

- Create a LinkedIn profile.
- Join relevant special interest groups on LinkedIn.
- Networking:
 - Find contacts for informational/one-on-one job networking.
 - Send queries.
 - Follow up on queries.
 - Plan for a meeting.
- Register with one to three staffing agencies.
Which ones?

- Contact college career services office.
- Contact college alumni office.
- Register for temporary assignments (staffing agency).
- Make direct contact with target companies.
- Join a job seeker support group.
- Join a professional association.
Which one(s)?

- Attend meetings.
- Attend a career fair.
- Explore strategic volunteering opportunities.
- Practice responses to interview questions.

Other job search activities:

WEEKLY JOB SEARCH PLAN

Print a copy for each week.

For the week of (date): _____

Goals:

- Send at least _____ resumes.
- Make at least _____ follow-up telephone calls.
- Send at least _____ follow-up emails.
- Other goals:

	<i>Morning</i>	<i>Evening</i>	<i>Action Items</i>
<i>Monday</i>			
<i>Tuesday</i>			
<i>Wednesday</i>			
<i>Thursday</i>			
<i>Friday</i>			
<i>Saturday</i>			
<i>Sunday</i>			

INTERVIEW CHECKLIST

Pre-planning

- Practice responses to anticipated interview questions.
- Research company; plan five or six questions to ask the interviewer.
- Research the person(s) I will meet with; prepare commonalities and talking points.
- Rehearse announcing myself to the receptionist.
- Practice greeting the interviewer.
- Create a portfolio of work samples (if applicable) of up to eight best examples.
- Select what to wear; clothing is neat and pressed; shoes are shined.
- Choose accessories (belt, jewelry, shoes, socks) that coordinate with clothing.
- Carry a portfolio or briefcase with extra copies of resume, pad and pen for notes, business cards.
- Allow time for personal hygiene on the day of the interview.
- Schedule haircut, if necessary, several days prior to the interview.
- Write down the interviewer's name, telephone number and address of the company and place it in portfolio or briefcase.

Transportation plan

- a) My appointment is on [date]_____ at [time] _____ am/pm.
- b) In order to arrive at the reception desk 15 minutes before my appointment, I need to leave my home at [time] _____ am/pm.
(Note: if you are traveling during rush hour, or are not familiar with the area, schedule extra time.)
- c) If I am using an automobile, I will park:
 - in the company's parking lot.
 - at a parking garage (location: _____ cost: _____).
 - I have enough gasoline for the trip.
 - I have money for a parking garage.
 - I have money for tolls.
 - I have printed driving directions.
 - I am using a GPS system.
- d) I have cash to cover incidental expenses.
- e) If I am using public transportation, I have the bus/train/subway schedule.

INTERVIEW LOG

Contact Information	Action Taken and Date	Follow-up Action (what you will do, when, results)
Example: Carol Smith, Office Manager, Widgets, Inc., 300 Main Street, Boston, MA 02000. Tel: 617-555-5555; CSmith@Widgets.com; www.widgets.com	9/15: Interview, re: admin assistant position	9/16: Emailed thank you note; 9/23: Called to follow-up; next interview on 9/27 w/ Carol and Anne Thompson, Div. Director

SMART GOALS PLANNER

SMART is an acronym for Specific, Measurable, Achievable, Reasonable, and Time-oriented. This model helps you to develop realistic goals and a step-by-step plan to reach them.

Step 1: Specific goal (What do you want, by when?):

Step 2: Measure of success (How will you know when you've achieved the goal?):

Step 3: Achievable (Do you have the skills, ability and resources needed to meet your objective? If you answer "no," what skills/resources do you need to acquire? Do you need to modify your goal?):

Step 4: Reality check: is the goal reasonable? (Are you willing to put in time and effort over a realistic time frame?):

Step 5: Time-oriented (When do you want to achieve your goal? Use this date to work backward and create an action step timeline):

ANXIETY MANAGEMENT WORKSHEET

Describe a situation related to your job search that you feel anxious about:

1. How important is the situation/activity to your goal of employment?

- Critical
- Very important
- Somewhat important
- Not very important

2. What is the worst thing that you can imagine happening?

3. How likely is it that the worst would happen?

- Extremely likely
- Likely
- Somewhat likely
- Not very likely

4. If the worst did happen, then what?

5. What can you plan to do next?

6. What do you already know about this situation?

7. What additional information do you need to prepare? Where can you find the information?

8. How have you handled a similar situation in the past?

9. What advice do you have for someone facing a similar situation?

10. How, specifically, will you prepare for the event?

11. What is a way to look at this situation (reframe it) so that it is less frightening?
