

The Values-Based Job Search

An Alternate Path to a Fulfilling Career



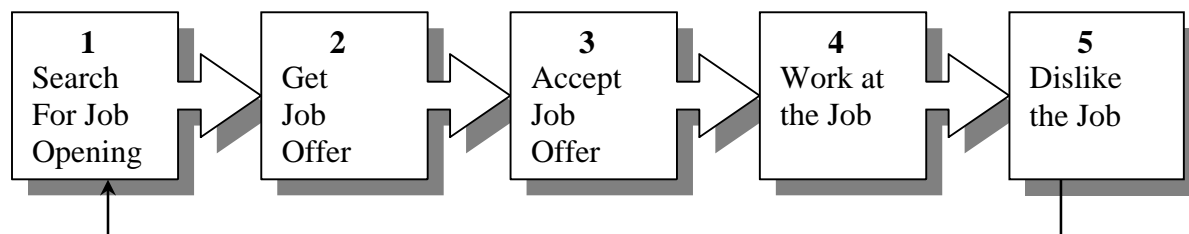
**How can you find a fulfilling position if you don't
really know what you want from a job?**

The Values-Based Job Search

If you place a high value on career satisfaction—and if you don't, shouldn't you?—it behooves you to take some time to examine your values and make job and career choices that are consistent with them. The information and exercises in this booklet are designed to help you identify what's important to you personally, and what's needed in your work and your work environment to enable you to feel satisfied with your job and fulfilled in your work.

Going From Unemployed to “What Have I Gotten Myself Into” In 5 Easy Steps

All too often, job seekers follow a “traditional” path from unemployed... to employed... to employed and disappointed.



Unfortunately, this scenario can take someone from unemployment to “What have I gotten myself into?” in no time flat—leaving them dissatisfied and frustrated, and with a high likelihood of facing yet another job search in the too-near future. And so the cycle goes.

Employment standing alone, and especially when taken at random, offers us little more than a steady income—no small matter, that's true, but certainly not the “objective” most people would set for themselves as they started out on a job search: “*Employment Objective: To have a job that provides me with steady income.*” (Even worse, imagine it on your gravestone when your life is over: “Here lies Pete. He had a job that gave him a steady income.”)

When it comes to charting your career path, “finding employment” should not be your primary objective—“**finding fulfilling employment**” should.

Employment Objective: To have a career that allows me to use my existing skills while developing new ones, in an environment where the value of my contributions is appreciated by my managers, with a company that recognizes that an employee must have sufficient time away from work if he is to remain a satisfied and productive member of the team.

Taking the time to assess your desires as well as your needs can mean the difference between getting a job you'll grow tired of in a short while, and making a career move that will satisfy you for the long term.

On the pages that follow, you'll find a series of exercises designed to help you chart a course to fulfilling employment.

Self-Knowledge: What Do I value?

While it's not a part of a "traditional" job search, it's wise for job seekers to spend some time thinking about their values—doing self-assessment—and how the types of jobs they are applying for will be compatible or incompatible with those values. *By identifying your values and projecting them into the job marketplace, you'll be more likely to find work that will satisfy your needs on many levels.*

When we start to look at our values, or look *for* them—our most important ones—we may often get them mixed up with goals.

To help clarify, a *goal* is something to be achieved, an end result. A *value* (ideally) takes you to that goal. For example, "getting rich" or "retiring to a sailboat" is a goal, while "high income," "physical challenges" or "adventure" are core values.

(And ultimately, if we have lived by them, our core values determine our legacy, our "life's work.")

But at the job seeking stage, the thing to remember is this: When your job allows you to work and live according to your values, life becomes much richer, you will "realize your full potential," and you'll get where you want to go!



EXERCISE 1: YOUR VALUES INVENTORY

The following exercise is designed to help you focus on and assess your most important values, so you can better target a career that includes and supports them.

On the following page is a list of 100 values which people commonly cite when asked what they care about most. Some are work-related; others are more personal.

Review the list and select the 12 values that are most important to you. You need not "rank" them by number; for now just place a check in front of them.

As you review the list, ask yourself these questions:

What matters most to me?

What makes me feel happy and fulfilled?

How would I define success?

Note: There are several blank spaces at the bottom of the page where you can add values that are important to you which are not included in the list.

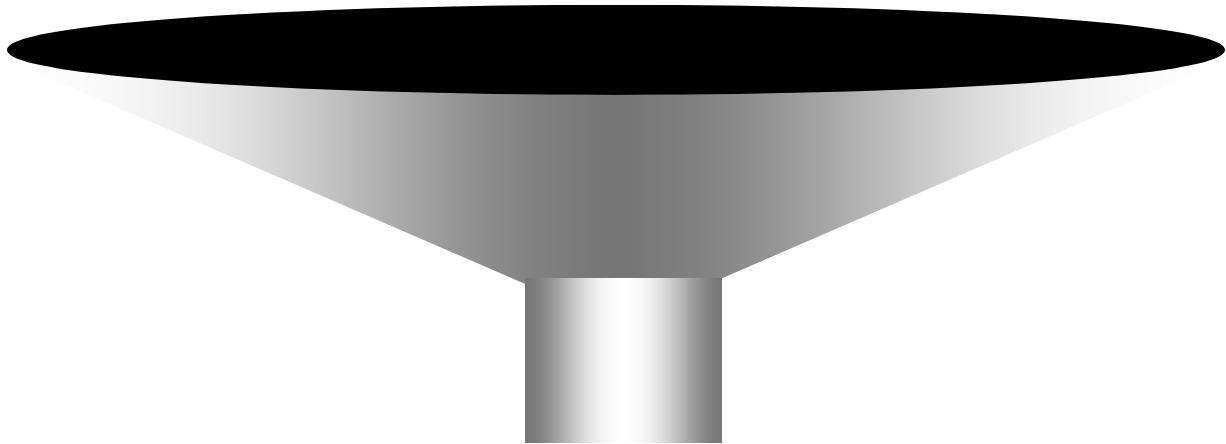
EXERCISE 1: YOUR VALUES INVENTORY

<input type="checkbox"/> Power/authority	<input type="checkbox"/> Advancement/promotion	<input type="checkbox"/> Close relationships	<input type="checkbox"/> Influencing others
<input type="checkbox"/> Community	<input type="checkbox"/> Competition	<input type="checkbox"/> Intuition/empathy	<input type="checkbox"/> Location
<input type="checkbox"/> Family time	<input type="checkbox"/> Economic return	<input type="checkbox"/> Flexibility	<input type="checkbox"/> Health
<input type="checkbox"/> Working with numbers	<input type="checkbox"/> Economic security	<input type="checkbox"/> Efficiency	<input type="checkbox"/> Ethical practices
<input type="checkbox"/> Merit	<input type="checkbox"/> Effectiveness	<input type="checkbox"/> Money	<input type="checkbox"/> Nature
<input type="checkbox"/> Courage	<input type="checkbox"/> Fame	<input type="checkbox"/> Excitement	<input type="checkbox"/> Fast pace
<input type="checkbox"/> Working with machines	<input type="checkbox"/> Friendships	<input type="checkbox"/> Helping other people	<input type="checkbox"/> Argument/debate
<input type="checkbox"/> Helping society	<input type="checkbox"/> Honesty	<input type="checkbox"/> Change and variety	<input type="checkbox"/> High quality of product
<input type="checkbox"/> Working alone	<input type="checkbox"/> Frankness/candor	<input type="checkbox"/> Cooperation/teamwork	<input type="checkbox"/> Independence
<input type="checkbox"/> Quality relationships	<input type="checkbox"/> Integrity	<input type="checkbox"/> Involvement with people	<input type="checkbox"/> Climate
<input type="checkbox"/> Hobbies	<input type="checkbox"/> Intellectual standing/status	<input type="checkbox"/> Decisiveness	<input type="checkbox"/> Loyalty
<input type="checkbox"/> Public contact	<input type="checkbox"/> Intellectual stimulation	<input type="checkbox"/> Routine work	<input type="checkbox"/> Leadership
<input type="checkbox"/> Knowledge/education	<input type="checkbox"/> Leadership	<input type="checkbox"/> Ecological awareness	<input type="checkbox"/> Service
<input type="checkbox"/> Professionalism	<input type="checkbox"/> Moral fulfillment	<input type="checkbox"/> Working with children	<input type="checkbox"/> Working with hands
<input type="checkbox"/> Recognition/status	<input type="checkbox"/> Orderliness/neatness	<input type="checkbox"/> Personal development	<input type="checkbox"/> Autonomy
<input type="checkbox"/> Personal growth	<input type="checkbox"/> Persuading others	<input type="checkbox"/> Physical work	<input type="checkbox"/> Using the senses
<input type="checkbox"/> Achievement	<input type="checkbox"/> Physical challenge	<input type="checkbox"/> Creativity	<input type="checkbox"/> Privacy
<input type="checkbox"/> Creative chaos	<input type="checkbox"/> Humility	<input type="checkbox"/> Management	<input type="checkbox"/> Material status
<input type="checkbox"/> Problem-solving	<input type="checkbox"/> Public attention	<input type="checkbox"/> Prestige	<input type="checkbox"/> Working with seniors
<input type="checkbox"/> Predictability	<input type="checkbox"/> Public service	<input type="checkbox"/> Challenging problems	<input type="checkbox"/> Independence
<input type="checkbox"/> Reputation	<input type="checkbox"/> Responsibility	<input type="checkbox"/> Security	<input type="checkbox"/> Serenity
<input type="checkbox"/> Financial security	<input type="checkbox"/> Self-expression	<input type="checkbox"/> Travel	<input type="checkbox"/> Freedom
<input type="checkbox"/> Stability	<input type="checkbox"/> Self-respect	<input type="checkbox"/> Working under pressure	<input type="checkbox"/> Mentoring/advising
<input type="checkbox"/> Sophistication	<input type="checkbox"/> Supervising others	<input type="checkbox"/> Truth	<input type="checkbox"/> Wealth
<input type="checkbox"/> Dignity	<input type="checkbox"/> Detail/intricate work	<input type="checkbox"/> Solitude	<input type="checkbox"/> Social

Take a moment to transfer the 12 values you've selected to the lines below.

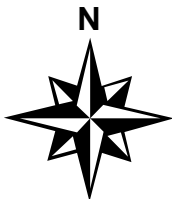
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Now, suppose you had to squeeze these values through a funnel that would allow only six (6) of them to come out on the other side. Which of the values listed above would you choose to retain after the "filtering" process? (List these six values on the lines below.)



Congratulations! You've just identified the six core values that are most important to you! As you'll see, these will be at the center of your **"map"** as you determine the best path to career fulfillment.

"The longer you roam without a map, the longer you stay lost."



Getting Your Bearings: The Personal Values Statement (PVS)

Now that you've identified your core values, it's time to write a Personal Values Statement—putting what's important to you in a nutshell.

A Personal Values Statement (PVS) is intended to serve as a **compass for your goals and career development wishes**. Usually, the PVS consists of a series of "I" statements that define the person you *are* and the person you *want to be*. An honest PVS will help you achieve and maintain consistency in the way you make life decisions and work decisions.

Every PVS is different, because the "P" stands for Personal—you. On the following pages are two PVS examples written by different people who have selected the same six values: **money, service, dignity, integrity, wisdom, and challenging problems**. The PVS format used in the samples is a simple one. The writer first makes a short statement about how he or she plans to adhere to their core values, and follows up with a statement about the effect that action will likely have on his or her career.

Though the authors of these sample statements have identified the same core values, that's where the similarities in their PVS's end. As you read the samples, notice how the same values can be interpreted in very different ways and with different career goals in mind. Bear in mind as you read them that there is no "right" or "wrong" set of values, only different sets of values and different interpretations.

"Sample PVS One" was written by a 45-year old man who has decided that some of the career choices he has made over the years, though they've provided a healthy income, have ultimately cost him too much in his personal life. You will see how his PVS reflects his feelings about the past and his hopes for the future.

"Sample PVS Two" was written by a 25-year old woman who is living in a location where "everyone seems to have more" than she does. At this time and place in her life, she seeks prestige and material outcomes most of all. As with the first sample, you'll see how she has crafted statements that "cut to the chase," giving a realistic picture of what she wants to accomplish through her career.

SAMPLE PVS ONE

MONEY

Money is my servant, not my master. I will seek to keep myself free of debts and pay obligations as soon as possible. I will strive to increase my income, but not, however, by increasing my workload to the point where I neglect my family. *(Effect on career: As a person who values money, but does not place it before other important values, I am less likely to feel I must “endure” a job that pays well but is unfulfilling for me.)*

SERVICE

I will strive for excellence in anticipating and responding to the requirements of the people I serve. *(Effect on career: By serving customers well, I also serve my employer well. Providing excellent service to customers will allow me to feel proud of my work, while helping me gain the respect of my managers. Thus I will have greater opportunities for career progression within the company.)*

DIGNITY

I will recognize and affirm each and every person as a unique individual worthy of respect and compassion. *(Effect on career: Dignity is a quiet confidence, not proud or bullying, but a knowing of one's priorities and values and worth. As a person of dignity I am fully aware that the success of one is the success of all—making me an invaluable and respected team member.)*

INTEGRITY

I will build each relationship on honesty and trust, delivering on my promises and treating everyone with fairness. *(Effect on career: As a person of integrity I will be well-respected by my peers and managers alike. As a result, my manager will be comfortable in promoting me to a position of greater authority with little fear of turmoil.)*

WISDOM

I will share ideas and insights, and seek knowledge to act meaningfully, productively and responsively. *(Effect on career: By honoring this value, I will increase my expertise and will be more likely to be viewed as a valuable asset to my employer.)*

CHALLENGING PROBLEMS

I will choose to be more a product of my decisions than my conditions. I do not allow circumstances or past conditioning to determine my responses to the challenges I face. Rather, I will lead others and myself by seeking solutions unique to the situation at hand. *(Effect on career: I will be a problem solver rather than someone who shies away from difficult situations or reacts to them in a “standard” or routine manner. My managers will recognize me as an effective problem solver and I will be appropriately rewarded.)*

SAMPLE PVS TWO

MONEY

Money, and the status and material belongings that come with it, are very important to me. I will do whatever I must to ensure a lifestyle that I will be content with. *(Effect on career: As a person who understands the value of money and the things it can bring, I am willing to work long hours and commit myself fully to my work. I am also willing to endure performing tasks I do not care for, as long as I am well compensated for my efforts.)*

SERVICE

I will strive to serve the company's customers according to the standards established by the company. *(Effect on career: By serving customers well, I will earn the confidence of my managers and will likely be promoted to a position with more authority and greater compensation.)*

DIGNITY

I will treat others as I expect to be treated myself—with dignity and respect. *(Effect on career: By treating others with dignity, I will earn the respect of my managers and co-workers. Through this, my managers will be more likely to promote me and my co-workers will be less likely to resent my growth within the organization.)*

INTEGRITY

I will be honest in my work relationships and will strive to treat everyone fairly regardless of their position in the company. *(Effect on career: As a person of integrity, I will earn the esteem of my managers and the trust of my co-workers.)*

WISDOM

I will make use of the wisdom and knowledge I have accumulated in my work experience to perform with excellence in my position. *(Effect on career: By employing my expertise in my daily tasks, I will demonstrate to my managers my value to the company, thereby increasing the probability of my advancement within the organization.)*

CHALLENGING PROBLEMS

I enjoy facing challenging problems and will do so in my work with the patience and perseverance required to achieve solutions. *(Effect on career: My managers and co-workers will seek me out when challenging problems arise, and I will become a more appreciated and valued employee on many levels.)*



EXERCISE 2: DEVELOPING YOUR OWN UNIQUE PERSONAL VALUES STATEMENT

Now that you've identified your six core values and seen two examples of PVSs, it's time to develop your own—unique to you. This is not an easy exercise; values are something we live by, but rarely discuss or elaborate on. Some people find it useful to work on their PVS over the course of several days, rather than trying to “force” it all in one sitting.

Some of the values you have identified may seem more personal than professional. However, the purpose of this particular statement is to help you in your job search. So on the following pages, as you draft your PVS, remember to address the six values you identified on page six **as they relate to your professional life**.

(If you need to use more space, or prefer to set down your PVS in a different format, please feel free to do so. While it may be difficult to write, a PVS should be an expression of who you are and what you're comfortable with... right down to the paper or computer screen it's written on!)

Core Value: _____

Value Statement:

Effect On My Career:

Core Value: _____

Value Statement:

Effect On My Career:

Core Value: _____

Value Statement:

Effect On My Career:

Core Value: _____

Value Statement:

Effect On My Career:

Core Value: _____

Value Statement:

Effect On My Career:

Core Value: _____

Value Statement:

Effect On My Career:

Assessing Your Values Gaps

You've determined what your core values are, and crafted a statement detailing how you will honor or follow them and how this will influence your career. Now, before you go any further, let's identify the gaps that may exist between what your values are and what your reality—your “here and now”—may be. This will help you determine how strong those values are in your life right now, and which careers will best help you close the gaps between your reality and your ideal.



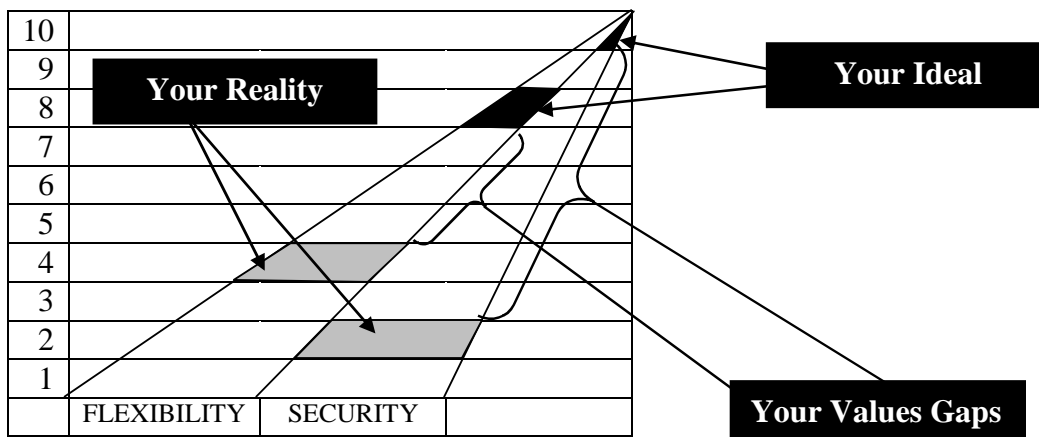
EXERCISE 3: ASSESSING YOUR VALUES GAPS

On the following page is a “Values Pyramid” with six “bricks” at the base.

Step 1: Place the six values you selected on page six in those bricks—one value per brick.

Step 2: Using the scale numbered from 1 to 10 (10 being the highest) along the left side of the pyramid, and keeping in mind the PVS you drafted earlier, “rate” your DESIRED level in each of the values you just placed in the bricks at the base of the pyramid.

For example, in the sample below, the writer has placed the values “Flexibility” and “Security” at the base of her pyramid. Ideally, she would like to have a lot of flexibility in her work, so she has set her “ideal” for flexibility at “8.” Additionally, she feels a strong need for security in her career, so she has set her security ideal at “10.”

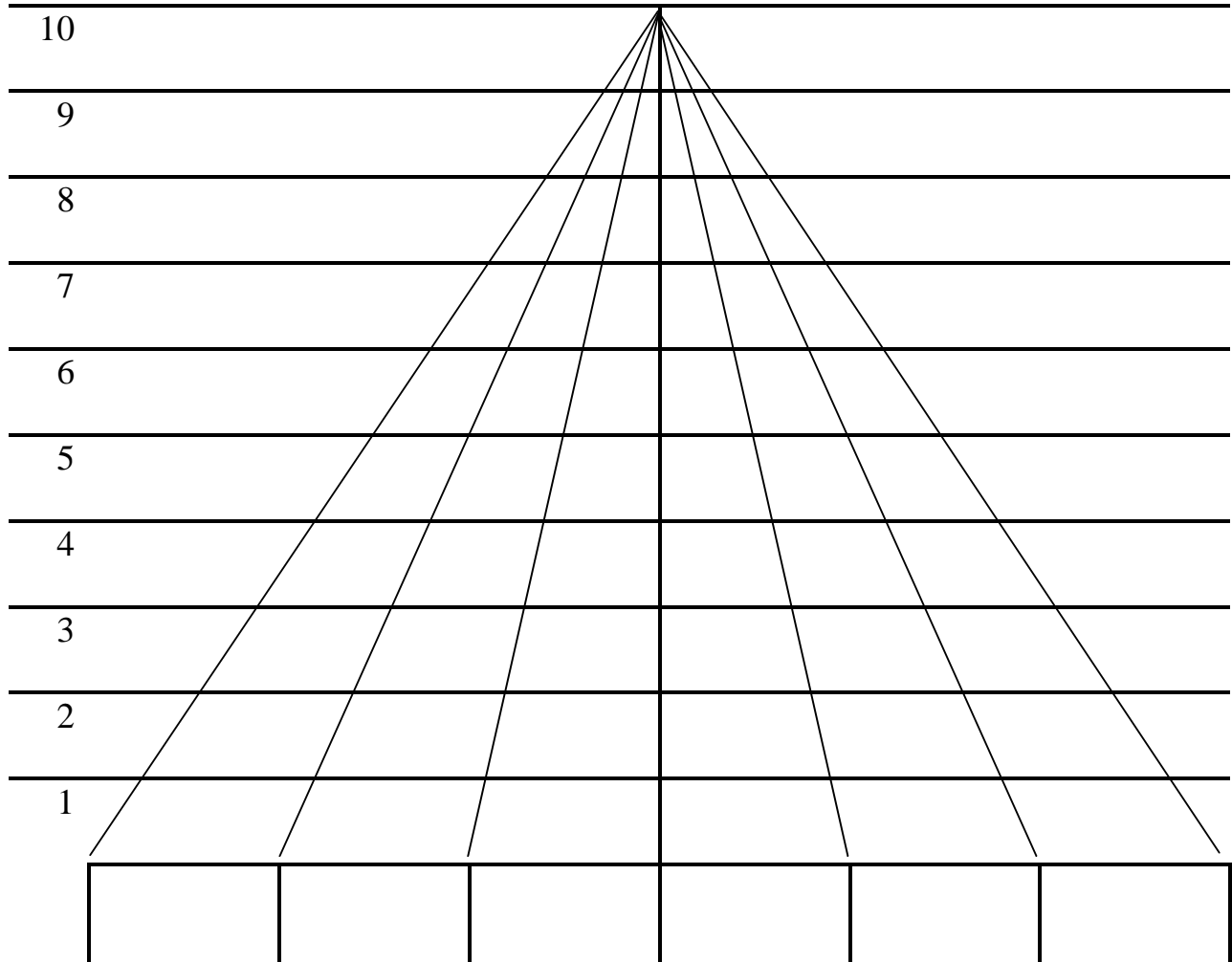


Step 3: Once you've determined your IDEAL level for each value, think about where you are **now** in terms of those values—your REALITY. Now give your REALITY a rating too, and mark it in each value area.

Refer again to the example above. The writer assessed her current reality for “flexibility” as “4,” and for “security” she has determined it to be “2.”

Using the Values Pyramid below, follow steps 1 through 3 to develop a clearer picture of your own “values ideals,” “values realities,” and the gaps between them.

VALUES PYRAMID



Now you've created a clear picture of your "**Values Gaps**"—the distance that lies between **where you are now** and **where you would like to be**. Only by closing those gaps can you move from your reality to your ideal.

So how does this pertain to your job search?

Since so many areas of your life are affected by your work—it opens or closes the gaps between reality and ideal, whether you want it to or not—it's critical to identify the gaps so you can *plan the role your job will play* in helping you achieve your goals.

For instance, if "advancement" is one of your core values, and you've uncovered a large gap in that area, you'll probably want to seek a position that gives you high "visibility" within a company, or bigger financial rewards for your work. Alternatively, if you've identified a large gap in the area of "flexibility," a job that includes autonomy and independence may be a better fit for you.

In other words, understanding your values and the present gaps between realities and ideals helps you target jobs and companies that will satisfy you and propel you toward your goals.

And by the same token, if you don't have a clear picture of your Values Gaps, you risk inadvertently making them **wider** by pursuing or persisting in a career that is not a good "fit" for you. (For example, if the greatest gap you have is in the area of "family," you may want to be especially careful that the career or job you're after doesn't require long hours or send you on the road a lot, widening the gap and worsening your reality—and theirs!)

Ultimately, your **MISSION** is to plot a career course that will close the gaps and help you achieve your ideal!

VALUES FEED INTERESTS...

Self-Knowledge—What Are My Interests?

“Interests”—areas that grab your attention and stir your enthusiasm—are usually closely related to your values and often trigger skill development. Since interests are usually rooted in the activities we find the most enjoyable or fulfilling, they are often easy to identify.

Think about the enduring themes in your life—the way you spend your free time, things you daydream about, activities that persist over the years, consistent choices, etc. Such themes usually indicate a strong interest.

Now imagine going after a job that you would be working in for a long time, but that doesn’t contain any of your interests. *The importance of considering your interests when you’re looking at career paths should not be underestimated!*



EXERCISE 4: INTERESTS INVENTORY

To reiterate, one of the most important factors in determining your happiness and your success in your working life is finding a position that aligns with your interests.

Your answers to questions like those listed below and on the following pages can be very revealing. Your interests say a lot about your personality and what you really love to do, and these are important insights as you plan a focused search for a fulfilling career.

Take a few moments to review the list and note your responses.

If you had some time to spare, what would you do?

What arouses your curiosity and triggers your enthusiasm?

What do you enjoy doing most?

What types of activities do you enjoy participating in?

Do you enjoy group activities, or do you prefer working alone?

What hobbies do you actively pursue?

Do you enjoy outdoor activities or do you prefer being indoors?

What courses did you enjoy most in school?

When you fantasize about a career, what do you think you would enjoy doing?

What do you really DISLIKE doing?

ESSENTIAL QUESTIONS

	Yes	No
Do you like working with machines and tools?	<input type="checkbox"/>	<input type="checkbox"/>
Do you like fixing or mending things?	<input type="checkbox"/>	<input type="checkbox"/>
Do you see yourself as being practical?	<input type="checkbox"/>	<input type="checkbox"/>
Do you like to examine and understand objects and events?	<input type="checkbox"/>	<input type="checkbox"/>
Do you like to keep fit?	<input type="checkbox"/>	<input type="checkbox"/>
Are you artistic?	<input type="checkbox"/>	<input type="checkbox"/>
Do you like to solve problems or discover things?	<input type="checkbox"/>	<input type="checkbox"/>
Are you good at math and science?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a good imagination?	<input type="checkbox"/>	<input type="checkbox"/>
Do you like reading, music, art or theater?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a great organizer or administrator?	<input type="checkbox"/>	<input type="checkbox"/>
Do you like for things to be orderly?	<input type="checkbox"/>	<input type="checkbox"/>
Do you enjoy responsibility, achievement and working toward goals?	<input type="checkbox"/>	<input type="checkbox"/>
Do you express yourself well?	<input type="checkbox"/>	<input type="checkbox"/>
Do you work best in a non-structured environment?	<input type="checkbox"/>	<input type="checkbox"/>
Do you like to help others with their troubles or problems?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a leader or a good public speaker?	<input type="checkbox"/>	<input type="checkbox"/>
Do you like influencing others?	<input type="checkbox"/>	<input type="checkbox"/>
Do you enjoy following processes and meeting standards?	<input type="checkbox"/>	<input type="checkbox"/>

Do You Really Know What Your Skills Are?

A skill is a learned ability to do something well. People who have a firm grasp of their abilities and who can describe themselves to a potential employer in terms of their skills—what employers pay us for, and why they hire us—are more likely to find the work that they want and enjoy.

Developing a list of your skills and accomplishments can “feed” you details for your resume, help you identify your areas of strength, boost your confidence, and aid you in targeting jobs that are a good fit. But building a comprehensive list of your skills is never as simple as it seems. If you sit back and look at everything you’ve done in your life—from high school to the present—you’re likely to find that your skills list is much longer than you expected. You may even discover strengths in areas you hadn’t previously considered—thus widening your job search options.

When we take stock of our skills, a natural modesty sometimes hinders us from claiming all the skills we actually possess, and often makes us feel that we are “promoting” ourselves in too many areas. However, while it’s never a good policy to exaggerate your expertise when you’re searching for a job, neither is it a time for excessive modesty. Being objective as you list your skills will help you draw a true picture of your strengths, and “knowing what you know” will bolster your self-confidence as you interview with potential hirers.

Below is a list of skill-related “thought starters” that will help get the ideas flowing as you begin to write down your skills. As you review this list, place a check beside the entries that stimulate thoughts about your own skills. You’ll have an opportunity to elaborate in the next step.

<input type="checkbox"/> Physical coordination and agility	<input type="checkbox"/> Event planning, social, recreational, business
<input type="checkbox"/> Using hand coordination with tools	<input type="checkbox"/> Mediate, problem solve
<input type="checkbox"/> Working with machines	<input type="checkbox"/> Instruct, teach, train, inform
<input type="checkbox"/> Working with nature	<input type="checkbox"/> Administer, prioritize, plan, decide
<input type="checkbox"/> Working with animals	<input type="checkbox"/> Advise, influence
<input type="checkbox"/> Working with children	<input type="checkbox"/> Manage, direct, delegate
<input type="checkbox"/> Problem solving	<input type="checkbox"/> Motivate
<input type="checkbox"/> Analysis, logic, examination	<input type="checkbox"/> Initiate, anticipate, promote change
<input type="checkbox"/> Evaluate, assess	<input type="checkbox"/> Convince, sell, negotiate, persuade
<input type="checkbox"/> Research, investigate	<input type="checkbox"/> Advocate, debate
<input type="checkbox"/> Conceive, develop, discover	<input type="checkbox"/> Demonstrate, speak in public
<input type="checkbox"/> Study, observe	<input type="checkbox"/> Financial, account, budget
<input type="checkbox"/> Conceptualize, integrate	<input type="checkbox"/> Attention to detail
<input type="checkbox"/> Entertain, perform	<input type="checkbox"/> Calculate, compute, compare
<input type="checkbox"/> Intuition, insight	<input type="checkbox"/> Appraise, estimate
<input type="checkbox"/> Artistic ability	<input type="checkbox"/> Monitor, implement, coordinate
<input type="checkbox"/> Creativity, imagination	<input type="checkbox"/> Organize, arrange
<input type="checkbox"/> Write, translate, edit, critique	<input type="checkbox"/> Counsel, coach, guide, advise
<input type="checkbox"/> Care, heal, treat, minister	<input type="checkbox"/> Host, comfort, serve, welcome

Exploring Career Options That Fit Your Values, Interests & Skills

Now that you've identified your core values, interests, and skills, you're ready to draw a clearer picture of your career options. Remember, you're looking for a career that will allow you to *live your values, indulge your interests, and use your skills*. (And finding work is much easier when you can describe what you want with clarity and confidence.)

Never let the fear of striking out get in your way. - Babe Ruth

As you think about the types of work you may wish to pursue, consider your past achievements and failures, and which skills you used, or wished you had had, in each case. Analyzing your achievements and failures and the roles that skills played will help you define reasonable, long-term career objectives.

As you brainstorm about your job options, consider the “realities” in your life and assess your job choices accordingly. Are you interested in a certain type of work, but find that you don't have the right skills? Or do you have great skills for the position, but no interest or enjoyment in performing the required tasks? Or maybe you have the skills and the interests, but the job market is flat and your prospects of finding a position in your desired field are bleak.

In some cases, of course, you can overcome such hurdles with a little initiative. The “right skills for the job” may just be a question of additional training or courses. If finances are too tight for training right now, a job that is similar or related to the one you really want—where you might acquire directly or indirectly the skills and experience you need—can be a good option. And if the hurdles are geographic, maybe a relocation to a high-growth area is in order.



EXERCISE 6: CREATING YOUR GAME PLAN!

In this exercise, you'll create a list of your top three career options—the ones you would most like to pursue—then “measure” them for fit with the values, interests, and skills you identified in the previous exercises.

CAREER OPTION 1

Job Title: _____

JOB FIT QUESTIONS	YES	NO
Do your strongest motivations for listing this job come from your interests, your skills, and your values?	<input type="checkbox"/>	<input type="checkbox"/>
Are outside pressures (from family, peers, or the job market) shaping and influencing you to pursue this kind of work?	<input type="checkbox"/>	<input type="checkbox"/>
Would your motivation in this job be strong enough to enable you to succeed in the position?	<input type="checkbox"/>	<input type="checkbox"/>
Is this your DREAM job?	<input type="checkbox"/>	<input type="checkbox"/>
Will this job satisfy your career desires for the LONG-TERM?	<input type="checkbox"/>	<input type="checkbox"/>
Will this job serve more as a SHORT-TERM stepping-stone to help you achieve long-term career objectives?	<input type="checkbox"/>	<input type="checkbox"/>
Will this job allow you to exercise and honor your values?	<input type="checkbox"/>	<input type="checkbox"/>
Does this job mesh with your interests?	<input type="checkbox"/>	<input type="checkbox"/>
Will this job require existing skills?	<input type="checkbox"/>	<input type="checkbox"/>
Will this job enable or allow you to learn new skills?	<input type="checkbox"/>	<input type="checkbox"/>
Will this job be more of a joy than a burden?	<input type="checkbox"/>	<input type="checkbox"/>
Will you feel proud of what you are doing in this job?	<input type="checkbox"/>	<input type="checkbox"/>
Will this job enable or allow you to achieve your personal objectives?	<input type="checkbox"/>	<input type="checkbox"/>
Will this job enable or allow you to achieve your professional objectives?	<input type="checkbox"/>	<input type="checkbox"/>
Will this job fit well with your personal, social, and family life?	<input type="checkbox"/>	<input type="checkbox"/>
Will you be happy in this work 2 years from now?	<input type="checkbox"/>	<input type="checkbox"/>
Will you be happy in this work 5 years from now?	<input type="checkbox"/>	<input type="checkbox"/>
Will you need to learn new skills to obtain this kind of work?	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel confident you have the skills and experience to secure this type of position today?	<input type="checkbox"/>	<input type="checkbox"/>
Can you clearly communicate to prospective employers that you have the skills, abilities, and attitude to perform well in this position?	<input type="checkbox"/>	<input type="checkbox"/>

What new skills or experience would you need (if any) to secure this type of position?

How can you learn more about the options available in this employment area?

What are your barriers to securing this type of position (if any), and how can you overcome them?

Who can assist you in your pursuit of this type of work? Who are my allies?

CAREER OPTION 2

Job Title: _____

JOB FIT QUESTIONS	YES	NO
Do your strongest motivations for listing this job come from your interests, your skills, and your values?	<input type="checkbox"/>	<input type="checkbox"/>
Are outside pressures (from family, peers, or the job market) shaping and influencing you to pursue this kind of work?	<input type="checkbox"/>	<input type="checkbox"/>
Would your motivation in this job be strong enough to enable you to succeed in the position?	<input type="checkbox"/>	<input type="checkbox"/>
Is this your DREAM job?	<input type="checkbox"/>	<input type="checkbox"/>
Will this job satisfy your career desires for the LONG-TERM?	<input type="checkbox"/>	<input type="checkbox"/>
Will this job serve more as a SHORT-TERM stepping-stone to help you achieve long-term career objectives?	<input type="checkbox"/>	<input type="checkbox"/>
Will this job allow you to exercise and honor your values?	<input type="checkbox"/>	<input type="checkbox"/>
Does this job mesh with your interests?	<input type="checkbox"/>	<input type="checkbox"/>
Will this job require existing skills?	<input type="checkbox"/>	<input type="checkbox"/>
Will this job enable or allow you to learn new skills?	<input type="checkbox"/>	<input type="checkbox"/>
Will this job be more of a joy than a burden?	<input type="checkbox"/>	<input type="checkbox"/>
Will you feel proud of what you are doing in this job?	<input type="checkbox"/>	<input type="checkbox"/>
Will this job enable or allow you to achieve your personal objectives?	<input type="checkbox"/>	<input type="checkbox"/>
Will this job enable or allow you to achieve your professional objectives?	<input type="checkbox"/>	<input type="checkbox"/>
Will this job fit well with your personal, social, and family life?	<input type="checkbox"/>	<input type="checkbox"/>
Will you be happy in this work 2 years from now?	<input type="checkbox"/>	<input type="checkbox"/>
Will you be happy in this work 5 years from now?	<input type="checkbox"/>	<input type="checkbox"/>
Will you need to learn new skills to obtain this kind of work?	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel confident you have the skills and experience to secure this type of position today?	<input type="checkbox"/>	<input type="checkbox"/>
Can you clearly communicate to prospective employers that you have the skills, abilities, and attitude to perform well in this position?	<input type="checkbox"/>	<input type="checkbox"/>

What new skills or experience would you need (if any) to secure this type of position?

How can you learn more about the options available in this employment area?

What are your barriers to securing this type of position (if any), and how can you overcome them?

Who can assist you in your pursuit of this type of work? Who are my allies?

CAREER OPTION 3

Job Title: _____

JOB FIT QUESTIONS	YES	NO
Do your strongest motivations for listing this job come from your interests, your skills, and your values?	<input type="checkbox"/>	<input type="checkbox"/>
Are outside pressures (from family, peers, or the job market) shaping and influencing you to pursue this kind of work?	<input type="checkbox"/>	<input type="checkbox"/>
Would your motivation in this job be strong enough to enable you to succeed in the position?	<input type="checkbox"/>	<input type="checkbox"/>
Is this your DREAM job?	<input type="checkbox"/>	<input type="checkbox"/>
Will this job satisfy your career desires for the LONG-TERM?	<input type="checkbox"/>	<input type="checkbox"/>
Will this job serve more as a SHORT-TERM stepping-stone to help you achieve long-term career objectives?	<input type="checkbox"/>	<input type="checkbox"/>
Will this job allow you to exercise and honor your values?	<input type="checkbox"/>	<input type="checkbox"/>
Does this job mesh with your interests?	<input type="checkbox"/>	<input type="checkbox"/>
Will this job require existing skills?	<input type="checkbox"/>	<input type="checkbox"/>
Will this job enable or allow you to learn new skills?	<input type="checkbox"/>	<input type="checkbox"/>
Will this job be more of a joy than a burden?	<input type="checkbox"/>	<input type="checkbox"/>
Will you feel proud of what you are doing in this job?	<input type="checkbox"/>	<input type="checkbox"/>
Will this job enable or allow you to achieve your personal objectives?	<input type="checkbox"/>	<input type="checkbox"/>
Will this job enable or allow you to achieve your professional objectives?	<input type="checkbox"/>	<input type="checkbox"/>
Will this job fit well with your personal, social, and family life?	<input type="checkbox"/>	<input type="checkbox"/>
Will you be happy in this work 2 years from now?	<input type="checkbox"/>	<input type="checkbox"/>
Will you be happy in this work 5 years from now?	<input type="checkbox"/>	<input type="checkbox"/>
Will you need to learn new skills to obtain this kind of work?	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel confident you have the skills and experience to secure this type of position today?	<input type="checkbox"/>	<input type="checkbox"/>
Can you clearly communicate to prospective employers that you have the skills, abilities, and attitude to perform well in this position?	<input type="checkbox"/>	<input type="checkbox"/>

What new skills or experience would you need (if any) to secure this type of position?

How can you learn more about the options available in this employment area?

What are your barriers to securing this type of position (if any), and how can you overcome them?

Who can assist you in your pursuit of this type of work? Who are my allies?

Ask friends and family members where they see your best “job fit.”

Often, job seekers can’t see themselves as fully as others can, or will miss factors or traits that can play a key role in career success. Now is the time to ask friends, family, and colleagues for objective opinions about where they think you would “fit in” best—jobs, careers, companies. Then ask them why. Their answers may not only broaden your thinking, but may point you in exciting new directions you might not even have considered!

Here’s a handy form to keep track. (Remember to include career paths and companies where appropriate.)

(Name) _____ feels I should consider working as

a/n (job title) _____

because _____

The Search Is On!

Congratulations! Now you are ready to translate your values, interests, skills, and career options into a focused job search. And the best person to help you with your next steps is a **qualified career counselor or other career development professional**.

Your career counselor may be able to assist you with:

- ◆ Researching employers
- ◆ Checking the careers you've listed against the realities of the job market
- ◆ Exploring careers you may have overlooked
- ◆ Uncovering skills and talents you may have missed
- ◆ Comparing your skills with job requirements
- ◆ Guiding you toward any additional training you may need
- ◆ Identifying organizations or companies you might wish to target
- ◆ Identifying specific hiring managers
- ◆ Developing networking strategies
- ◆ Creating targeted resumes and cover letters
- ◆ Fine-tuning and practicing your interview skills
- ◆ Many other career development issues

Finally, here are a few things to keep in mind as you explore your career options and begin interviewing:

- ◆ Use the interview as a chance to find out what drives the company and what values the employer cherishes most. Don't take a job offer if you and the company aren't a good fit.
- ◆ Your personality and mindset are the most important predictors of success in your career and in your life generally. *You can't accomplish more than you believe you can.* Your thoughts and emotions—positive or negative—will have a direct effect on what you achieve.
- ◆ To be successful in your work and career, you need to know where you want to go, have a strong desire to get there, believe you *can* get there, and get out and change your flat tires along the way!

