

CANDIDATE RESOURCES

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FOR TODAY'S LEADERS



Getting Started with Your Job Search

There are three basic rules to remember:

1. **Be Persistent.** It takes time and energy to plan and execute so be sure and allow for this in your schedule. The more effort you invest, the more you will get out of it. Fight procrastination by continuing to take small, manageable steps forward. Don't try to do everything at once.
2. **Don't Do It Alone.** Ask for help and support from family or friends to keep you moving. Stating a job search requires us to manage stress as well as fears.
3. **Be Flexible.** Don't expect the process to be easy and straightforward. In fact, expect that you will need to retrace your steps on occasion. As you learn more about specific jobs and careers, you may need to reevaluate more closely your strengths and preferences.

Readiness Checklist

Are you really ready to start your job search? Ask yourself these simple questions to determine how prepared you are. If you answer "no" to any of these questions, you have some work to do.

- 1) Have you updated your resume in the past 6 months?
- 2) Do you have a personal career website?
- 3) Have you posted your resume on a major job board?
- 4) Do you have a secure "career email" address?
- 5) Have you taken any steps to analyze your interest/skills as they relate to other occupations?
- 6) Have you read a book or listened to a guide on career or self development in the past 6 months?
- 7) Do you have a current source of industry information you refer to daily/weekly?
- 8) Could you professionally contact 100+ selected employers within one week if you had to?
- 9) Are you prepared to interview and negotiate for a new job either inside or outside of your company?
- 10) If a competitor asked you for a resume, could you immediately respond?

Career Planning

During the average lifetime, an adult will have many jobs, several different careers, and will spend half their waking hours working. Yet that same person will spend more time watching television in one week than they will spend in their lifetime planning for employment!

Employment is more than a job. It shapes a big part of your life and deserves thoughtful consideration and planning. With the frequency that people change careers, it also deserves reconsideration throughout your work life.

Don't worry if you don't have all of the answers right now. The important point is to start with a plan that you can work. This basic plan can be modified periodically and will serve as a reference point to help manage your career for many years to come.

Understanding Yourself

The first step in the planning process is to understand yourself; your values, your strengths and weaknesses, your style of interaction with others and your career goals. Your value system, your skills, strengths and interests will determine your success in your working life. The following checklist and worksheet are designed to help you create your personal inventory of what is important to you.

Values Checklist

Understanding your value system and keeping these values in mind while analyzing career choices greatly improves your chances of successfully choosing a new career. The following list is a starting place; circle those values that are important to you in a career. You might also go back and rank them as essential or merely desirable to you. Cross off values that are not important to you. Also, add any other values that are important or desirable to you.

Salary level	Retirement Benefits	Other benefits
Commission Basis	Security	Make friends
Health Insurance	Size of Company	Use existing skills
Vacation	Status	Meet interesting people
Travel	How much Pressure	Full-time
Growth Opportunity	Additional Training	Part-time
Chance to help People	Number of people in Office	Accomplishment
Type of Industry	Work with Public	Incentive rewards
Work in a team	No public contact	Predictable
Work Independently	On going Training Offered	Variety
Manage others	Flextime	Risk
Dress Code	Levels of management	Personal growth
Close supervision	Position Power	_____
Work hours	Respect	_____
Work environment	Creativity	_____
Location of office	Decision Making Authority	_____
Relocation	Challenging	_____

Strengths & Weaknesses Worksheet

Understanding your personal strengths will help you focus on the types of career choices that will allow you to work at your best and provide the best opportunity to succeed. Equally important, and challenging, is to examine your weaknesses. Minimizing your weaknesses is as important as maximizing your strengths. Do not target an occupation demanding excellence in an area that you have identified as a weakness. You don't have to publish a list or tell anyone else but you need a reference for your job search. Again, this list is a starting place; it may not be complete, so add your own notes. Rank the following attributes to identify your strengths and weaknesses.

Good with numbers

Enjoy meeting new people

Accept constructive criticism

Good verbal ability

Strong organization

Need constant feedback

Work best in a team

Good planner

Don't need feedback

Work best alone

Analytical thinker

Empathize with others

Meet deadlines

Linear thinker

Honest

Self motivated

Global thinker

Hardworking

Externally motivated

Can handle ambiguity

Attention to detail

Confident public speaker

Need clear direction

Creative

Work best in small groups

Takes direction well