Focus Your Job Search: Worksheet

Name________________________________ Date________________________

Goals are often easier to achieve if you write them down. Use this worksheet to help you focus your search for internships or jobs. Underline key words or look for themes in each of your responses. Bring your worksheet into an appointment with one of the Career Center’s career counselors for help in exploring your preferences and related job areas. It also could be helpful to talk about your responses with someone who knows you well, is a good listener and asks good questions. Friends and family often can see strengths and skills in us that we cannot see ourselves.

1. Who Are You?

Work Values

Which work values do you most want to have in your job? Rank order this list, and then focus on your top five preferences as you target your job search.

_____ Achievement
_____ Challenge
_____ Co-Workers
_____ Creativity
_____ Income
_____ Independence
_____ Lifestyle
_____ Prestige
_____ Security
_____ Supervision
_____ Variety
_____ Workplace

[You can more formally assess your Work Values by taking the Kuder Journey assessment.]

Career Interests

How do your career interests influence the jobs that are most appealing to you? Select two or three of the following career areas that are most interesting to you, and use those choices to narrow your job search to related fields.

_____ Doers: People who have athletic or mechanical ability; prefer to work with objects, machines, tools, plants or animals; or to be outdoors.

_____ Thinkers: People who like to observe, learn, investigate, analyze, evaluate or solve problems.

_____ Creators: People who have artistic, innovating or intuitional abilities, and like to work in unstructured situations using their imagination and creativity.

_____ Helpers: People who like to work with people to enlighten, inform, help, train or cure them, or are skilled with words.
Persuaders: People who like to work with people, influencing, persuading, leading or managing for organizational goals or economic gain.

Organizers: People who like to work with data, have clerical or numerical ability, carry out tasks in detail or follow through on others’ instructions.

[You can more formally assess your Career Interests by taking the Kuder Journey assessment.]

Transferable Skills
What are the skills that you would like to present to an employer and use on the job? Which skills do others recognize in you, or how do you distinguish yourself from other students? Also include these top skills sought by employers: communication, interpersonal, teamwork, initiative, analytical, leadership and technical. Click to see UNCW’s “Skill Seeker” handout.

2. What Are You Seeking?

Position Type
_____ Internship
_____ Part-Time/Temporary
_____ Full-Time
If you are open to more than one of these, which is your top preference?

Geographic Target
In what geographic areas do you prefer to live and work- cities, states, regions, countries? Urban, suburban, rural? Which are your top priorities? Is your location choice a preference or a requirement?

Industries or career fields
What industries, fields or type of organizations would you consider? Would you prefer a large, mid-sized or small organization? Profit or not-for profit? Private, public or government, etc.? How would you describe your preferred environment?

Job Titles or Functions
Are there particular job titles or functions you prefer? What primary responsibilities would you prefer undertaking?