

My Personal Job Description

I want to work on the following tasks and projects:

The functions, industries, and types of organizations that most appeal to me are:

The skills I have that most enable me to be successful are:

My best talents and how I want those to be a part of my work are:

My most important values and how I want those to be a part of my work are:

The environments in which I am at my best are:

The title of this job/career is

Research into the World of Work

Thorough research is necessary to develop clear goals for yourself.

Your research will help you to make the connection between your personal job description and the realities of the world of work.

There are two ways to conduct the needed research and you should use both methods to set the best goals for yourself:

1. Printed resources (on-line information, annual reports, stories and articles in newspapers and magazines, etc.)
2. Person to person (called information interviewing)

Information to gather during your research:

- ✓ What functions and organizations are a good fit for your personal job description?
- ✓ What jobs and positions exist that are a good fit for your personal job description?
- ✓ What are the career opportunities in these functions and organizations?
- ✓ How do people with your personal job description actually get hired into these functions and organizations?

Informational Interview Guidelines

A. Purposes of Informational Interviewing:

- To gather information about various areas of interest that will enable to set and achieve your goals.
- To make yourself known to people who may provide connections to the areas that you are interested in pursuing.
- To seek ideas and advice from others about future opportunities in areas of interest and what you need to do to get yourself ready.

B. How to Approach Potential Resources/Contacts:

- Call directly, if appropriate, and set up a mutually convenient time to meet. Having a referral is the best way to make your initial contact.
- Meet face to face, when possible. If not, a phone call or e-mail is better than no contact at all.
- Be clear in your own mind that your request is for information or advice, and not for a job. Also, be sure to communicate this early in your initial contact.
- If your contact has no time or rejects your request, do not take it personally. Instead, ask if they know someone else who could help you.

C. Presenting Yourself:

- Have a well thought out agenda of questions to ask your contact (and practice asking them before hand, if necessary). Here are some of the questions you may want to ask:
 1. Can you describe the work you do? What is a typical day like?
 2. What are the skills you most use in your work?
 3. What do you like best about your work? Least?
 4. What is it like to work in this kind of organization/field?

5. What are the career opportunities in this kind of organization/field?
6. How people get hired into this kind of organization/field? What education, experience, and skills are needed? What connections would be most helpful for someone wanting to get into this organization/field?
7. What advice do you have for me as I decide on my goals and build my plans?
8. Can you suggest one or two other people I could talk to in this process?

- Stay or talk only for the agreed time. 15-30 minutes is the right amount of time.
- Be sure to thank your contact. A thank you note following your meeting is a sure way to be well remembered.
- Don't forget to ask your contact for the names of others who might be helpful with your goals and plans.
- Remember, informational interviewing is not a job interview. Don't put any pressure on your contact to turn it into one.

D. Making Contact:

- List five people with whom you can do an informational interview:

1.

2.

3.

4.

5.

Goal Setting

Goal A:

Goal B:

Goal C:

Goals that are **SMART** have the following characteristics:

Specific: Goals should be as specific as possible. When you describe your goal, a clear picture of what it looks like should emerge.

Meaningful: Goals must be meaningful to you and fulfill the criteria you've set in your personal job description.

Achievable/Attainable: Your goal must feel achievable if you are to be motivated to take the necessary action steps.

Realistic: Do you have the tools, resources, skills to achieve the goal? If not, how will you go about obtaining these?

Time-framed: Your goals should come with some reasonable expectation on when they will be achieved.

Your Action Plans (Part 1)

Start doing:

Stop doing:

Keep Doing:

Do more of:

Do less of:

Your Action Plans (Part 2)

Steps to take in the next week:

Steps to take in the next couple of weeks:

Steps to take in the next month:

Steps to take beyond one month: