**Exercise 1B – Objective, and Target Jobs/Industries**

|  |
| --- |
| **Write your Personal Objective Statement:** |

With the answers you developed in Exercises 1D and from the **high-rated areas of Exercise 1C**, list the Interest, Experience, Skill or Motivator in the first column. Next, identity the jobs you know of that need that capability/ characteristic. Then, in column 3, describe the industry that is related to the jobs you identified in column 2.

|  |  |  |
| --- | --- | --- |
| **Experience, Skill, Interest, Motivator** | **What jobs need this?** | **What industries relate to these jobs?** |
| Example: Technical Admin Assistant | computers, software, hardware engineering | finance, medical entertainment, website, IT |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Sort the above information into your highest preference of position/job on top and your least interested position at the bottom. Be able to identify your top 3 preferred positions.

Coordinate with a colleague, friend, or job search coach to review the results of these exercises and confirm your top 3 choices.

**Exercise 1C – Interest and Experience Questions**

|  |  |
| --- | --- |
| **Question** | **Answer** |
| **Do I like working for a small, medium, or large company?** |  |
| **Do I like working by myself or in a team?** |  |
| **Do I like working with multiple teams and multiple projects?** |  |
| **Do I like to work inside or outside?** |  |
| **Do I like to stay in one place or move around during the day?** |  |
| **Do I like to travel?** |  |
| **Do I like to meet with customers?** |  |
| **Do I like to sell products or services?** |  |
| **Do I like to fix things?** |  |
| **Am I creative, artistic, and/or a craftsman?** |  |
| **Do I prefer to manage or supervise others or be an individual contributor?** |  |
| **Do I like being in the “spotlight”?** |  |
| **Do I like research, digging into the details, and/or analyzing data?** |  |
| **Do I like teaching or sharing with others the things I’m skilled in?** |  |
| **Do I like to be busy all day or have periods of quiet?** |  |
| **Do I like carrying out others’ ideas or creating “new” ideas?** |  |
| **Do I like helping people?** |  |
| **Do I like to coach or mentor other who are new to the job?** |  |

**Exercise 1D– Skills and Motivators Inventory**

**Make a list of the things you are interested in, your experience, and the skills you have**

|  |  |
| --- | --- |
| **Category** | **Rating (1 = low, 5 = high)** |
| **Interested In:** |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Experienced In:** |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Skills I have:** |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Activities that Motivate Me:** |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Exercise 1E – Transferrable Skills**

Use the top 1-3 jobs from your list in Exercise 1D and list them in this table along with the existing skills/ experience you already have.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Experiences or Skills** | **Job** | **Industry** |
| 1 | **Existing Skills/Experience:** |  |  |
| **Transferrable Skills/Experience:** | **Additional education/certificates needed, if any:** | |
| 2 | **Existing Skills/Experience:** |  |  |
| **Transferrable Skills/Experience:** | **Additional education/certificates needed, if any:** | |
| 3 | **Existing Skills/Experience:** |  |  |
| **Transferrable Skills/Experience:** | **Additional education/certificates needed, if any:** | |

**Based upon the results of this Exercise, re-sort the jobs for priority/interest, if appropriate.**

**Exercise 1F – SMART Career Plan & Timeline**

Now that you have a focus for your career search, you need to have a plan.

**Make SMART goals:**

**S – a Specific definition for your goal**

**M – your goal is Measurable**

**A – it’s Achievable (it’s realistic)**

**R – it Relates to your target job or career**

**T – your goal is Time-Bound (it has a specific timeline**

|  |  |  |  |
| --- | --- | --- | --- |
| **SMART Goal** | **Milestones** | **Expected Completion Date** |  |
| Goal 1 | #1 - |  |  |
| #2 - |  |  |
| #3 - |  |  |
| #4 - |  |  |
| Goal 2 | #1 - |  |  |
| #2 - |  |  |
| #3 - |  |  |
| #4 - |  |  |
| Goal 3 | #1 - |  |  |
| #2 - |  |  |
| #3 - |  |  |
| #4 - |  |  |
| Goal 4 | #1 - |  |  |
| #2 - |  |  |
| #3 - |  |  |
| #4 - |  |  |
| Goal 5 | #1 - |  |  |
| #2 - |  |  |
| #3 - |  |  |
| #4 - |  |  |

***Move to the next step once you’ve completed this step thoroughly***