

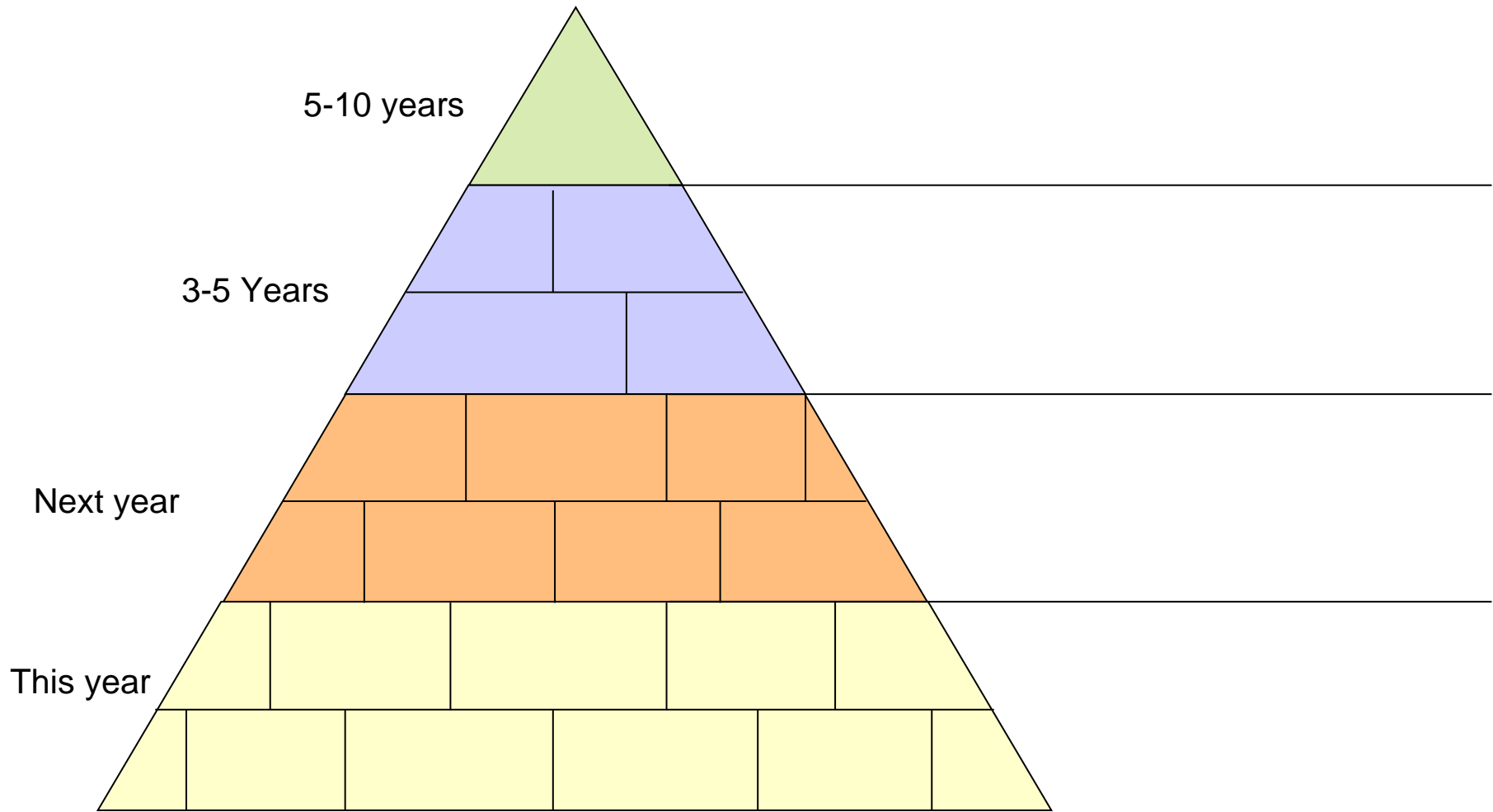
Worksheet 1: What Do You Value In Your Workplace?

- Choose four to six values statements that are meaningfully important to you.
- Check off the box next to the name of the item.
- Write in new ones if you don't see things that are what you mean.

Being Content With My Work	<input type="checkbox"/>	
Having Major Accomplishments	<input type="checkbox"/>	
Being Well-Liked	<input type="checkbox"/>	
Being Creative	<input type="checkbox"/>	
Serving Others	<input type="checkbox"/>	
Having Authority Over Others	<input type="checkbox"/>	
Inventing Something New	<input type="checkbox"/>	
Advancing My Career	<input type="checkbox"/>	
Making My Own Decisions	<input type="checkbox"/>	
Being Competitive	<input type="checkbox"/>	
Having High Income	<input type="checkbox"/>	
Having Status	<input type="checkbox"/>	
Choosing My Work Location	<input type="checkbox"/>	
Having Interests Outside Of Work	<input type="checkbox"/>	
Being Self Motivated	<input type="checkbox"/>	
Being Loyal At Work	<input type="checkbox"/>	
Challenging Myself Athletically	<input type="checkbox"/>	
Challenging Myself Intellectually	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

Feeling Needed And Appreciated	<input type="checkbox"/>	
Pursuing Excellence	<input type="checkbox"/>	
Having Low Work Stress	<input type="checkbox"/>	
Spending Time With Family And Friends	<input type="checkbox"/>	
Helping Society	<input type="checkbox"/>	
Having Time Freedom	<input type="checkbox"/>	
Collaborating With Colleagues	<input type="checkbox"/>	
Working For The Environment	<input type="checkbox"/>	
Being Well Known	<input type="checkbox"/>	
Having Power	<input type="checkbox"/>	
Being Independent	<input type="checkbox"/>	
Having Job Security	<input type="checkbox"/>	
Taking Risks	<input type="checkbox"/>	
Being Active In The Community	<input type="checkbox"/>	
Gaining New Knowledge	<input type="checkbox"/>	
Influencing Others	<input type="checkbox"/>	
Being Part Of A Team	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

Worksheet 2: Goals Pyramid



Worksheet 3: Alignment Check

- Pair up with someone near you.
- One of you will be A (talking), the other B (listening).
- You will swap roles and repeat the exercise afterwards.

	“TALKER”	“LISTENER”
5 MIN	<ul style="list-style-type: none"> • Describe your values • Provide some sense of which is most important to you. • Show your goals pyramid. • Talk about the goals & actions you’ve written down. • Explain how each one helps with the big goal. 	<ul style="list-style-type: none"> • Listen actively. • Make a few notes if necessary. • Look for: <ul style="list-style-type: none"> ○ How much freedom is there in the goal? ○ Does the goal align with at least one value?
5 MIN	<ul style="list-style-type: none"> • Accept feedback. • Do not apply judgement to the person or yourself. 	<ul style="list-style-type: none"> • Provide feedback to the “Talker” • Give honest, non-critical feedback. <ul style="list-style-type: none"> ○ Were there goals which seemed needlessly constraining? ○ Did the goals and values seem in conflict at any point? • When done, the “Talker” keeps this page.

Listener Notes:

THE POINT THEY MADE	FREEDOM? CONSTRAINTS? ALIGNMENT WITH VALUES?

Worksheet 4: Skill Self-Assessment

- What are your strengths & weaknesses?
- Make sure items here relate to near & long term goals.
- *Improve* your weak spots.
- Showcase your strengths with *accomplishments*.

Item Or Area	Rating	Which Goal Does This Connect With?	Needs Improving?	What are possible next steps that help me meet my goals?
(Sample 1 - <i>skill</i>) Able to facilitate meetings	4	Core BA skill set.	Y	Put pre-planning sessions on my calendar before meetings. Offer to assist expert facilitators with meetings. Always include at least a tentative agenda with meeting invites.
(Sample 2 - <i>accomplishment</i>) Ability to think abstractly, identify patterns, generate ideas.	10	I want to be seen as a highly talented business-oriented problem solver.	N	I need a way to showcase that I'm good at this. I'll identify a key, difficult, high-visibility business problem that my company has, work with a business owner, recruit key stakeholders for a brainstorming session, and create an analysis of the highest-rated ideas that were generated.

Worksheet 5: Career Story Starters

The Call to Adventure

I often think of _____ because they taught me _____.
A lesson I have applied again and again is _____.
I'm so grateful that I learned _____, it has been so helpful.

The Teacher

Had I not overcome _____ my life would have been completely different.
I often think of the preparation to _____, it made all the difference.
I think my greatest challenge so far has been to _____.

The Trial or Challenge

After I overcame _____ I understood that _____.
I am so proud I learned _____, it has made a huge difference to me.
Once I had gained _____ I really was able to make progress.

The Gathering of Wisdom

After I overcame _____ I understood that _____.
I am so proud I learned _____, it has made a huge difference to me.
Once I had gained _____ I really was able to make progress.

The Transformation

After all that has happened, I'm now able to _____.
The biggest change was on the inside. Now I always feel _____.
All the learning and doing I've done has enabled me to give _____ to my community.
I'm proud that I can make a contribution like _____ today.

Worksheet 6: Career Story

The Call to Adventure	
The Teacher	
The Trial or Challenge	
The Gathering of Wisdom	
The Transformation	

Worksheet 7: Career Story Feedback

Can you identify the following things in the career story you just heard?

What inspired this person?	
What did they have to learn, and who did they learn it from?	
What challenge have they had to overcome?	
What did they achieve?	
What skills and abilities do they have now?	

Give 3 words that summarize & describe your impression of this story:

1. _____ 2. _____ 3. _____

Are there any things you think a hiring manager might be concerned about when hearing this story?

Worksheet 8: STAR Answers

The thing I'm trying to illustrate or demonstrate:	
Situation <ul style="list-style-type: none">• Context• Framing• Setup	
Task <ul style="list-style-type: none">• Objective• Goal• Event	
Action <ul style="list-style-type: none">• What I did• What I said• Skills I used	
Result <ul style="list-style-type: none">• Outcomes• Achievements• The difference	
“So what?”	

Worksheet 9: STAR Answer Feedback

Make notes here about the STAR answers you're hearing.

FEEDBACK ITEM	
What was the question?	
Situation	
Task	
Action	
Result	
What is the most important information in the STAR you just heard?	
What do you think the "So What" is of this STAR?	
Give three words that summarize the impression you have of the candidate from this STAR.	<ol style="list-style-type: none">1.2.3.

Worksheet 10: Resume Content Sample

PROJECT MANAGER - Franklin Technologies 1/2015 through 6/2018

Known for successful projects and developing team members.

Responsible for implementation of IT projects from \$500K to \$2M in budget. Managed project through scope, requirements, development, and delivery phases. Responsible for direct supervision of team members, budget accounting, participation with PMO, stakeholders and technical professionals. Managed projects of increasing complexity and responsibility.

*Successfully delivered 8 projects with average budget of \$4M, largest \$8M.

*Scope of supervision varied from teams of 4 to 50 technical and business professionals.

*Noted as having been in the top 10% of project managers as rated by their teams.

*Commended for successfully handling a major scope change during delivery; accommodated core business needs while keeping to original budget and timeline.

Company Title Dates of employment	PROJECT MANAGER - Franklin Technologies 1/2015 through 6/2018
The “So What” of this position	Known for successful projects and developing team members.
Brief summary of responsibilities	Responsible for implementation of IT projects from \$500K to \$2M in budget. Managed project through scope, requirements, development and delivery phases. Responsible for direct supervision of team members, budget accounting, participation with PMO, stakeholders and technical professionals. Managed projects of increasing complexity and responsibility.
3-5 Bullet points about your accomplishments	<p>*Successfully delivered 8 projects with average budget of \$4M, largest \$8M.</p> <p>*Scope of supervision varied from teams of 4 to 50 technical and business professionals.</p> <p>*Noted as having been in the top 10% of project managers as rated by their teams.</p> <p>*Commended for successfully handling a major scope change during delivery; accommodated core business needs while keeping to original budget and timeline.</p>

Worksheet 11: Your Resume – Professional Experience

Company Title Dates of employment	
The “So What” of this position	
Brief summary of responsibilities	
3-5 Bullet points about your accomplishments	

Company Title Dates of employment	
The “So What” of this position	
Brief summary of responsibilities	
3-5 Bullet points about your accomplishments	

Worksheet 12: Thinking about a job change

What are you comparing?			
TANGIBLES			
Wages <i>Hourly or annually.</i>			
Bonus pay <i>Commissions, incentives, etc.</i>			
Health & Wellness Benefits <i>Quality of the plan, as well as costs</i>			
Long-term incentives <i>Stocks, discounts, or similar.</i>			
Retirement benefits <i>401K, pension program, etc.</i>			
Paid time off <i>Vacation, sick, family, etc.</i>			
Product Discounts			
Educational benefits & reimbursement <i>Tuition or book reimbursement.</i>			
Professional development <i>Expenses, time off, conferences</i>			
Company training <i>How often? What kind?</i>			

INTANGIBLES			
Professional advancement			
Work you enjoy doing			
Relationship with supervisor			
Professional network inside company			
Your reputation at the company			
Reputation of the company <i>Does it help you in any way?</i>			
Commuting <i>Time, transportation mode</i>			
Job related travel			
Schedule flexibility			
Work/Life balance			
Job security/stability			
Consistent vs. new & different work <i>Is the work routine or changing?</i>			

Contextual			
Industry you care about			
Aligns with your goals			
Aligns with your values			
Company size <i>Small? Large? Private/public?</i>			
Social investment of the company			

Worksheet 12: Thinking About a Job Change (Sample)

		CURRENT POSITION	I WOULD DEFINITELY SAY YES	THE THING I AM CONSIDERING
Tangibles	Rate of Pay	\$75,000.00	\$90,000.00	\$85,000.00
	Bonus	10% (\$7.5K)	15% (\$13.5K)	10% (\$8.5K)
	Health & Wellness Benefits	Family coverage (\$250/month)	Same or better	Family coverage (\$200/month)
	Stock options	No	No	No
	Pension program	Yes (vested)	Not expecting it	No
	Retirement account contribution/match	Matches first 6% at 50%	Same	After a year, matches first 4% at 100%
	Long-term incentives	No	No	No
	Vacation time	4 weeks	4 weeks	3 weeks (+1 after 5 years)
	Product discounts	No	Same	No
	Educational benefits & reimbursement	No		
	Degree program reimbursement	\$3000/yr w/ at least 3.0 GPA	Nice, but I'll take salary instead	\$2,000/yr. Passing grades
	Books	\$500/yr		None
	Professional development expenses	No		
	Professional development time permitted	Up to a week a year		
	Training	Promised; never happens (Budget)		
	Conferences	No	Would really like 1/yr	
	Memberships,	\$200/yr reimbursable	Same	None

	Subscriptions			
Intangibles	Opportunity for professional advancement	Yes, but I'd have to change dept.	Would like a career path.	They say they have one.
	Work you enjoy doing	Yes, but I'm bored.	This is a must.	I think I'll enjoy it.
	Relationship with your supervisor	Good		Supervisor seems like he'll be OK.
	Professional network within the company	Good		None yet
	Personal and career development opportunity	Nothing right now		Growing company, lots of hiring!
	Your reputation with your company	Good		Need to develop this
	Commute to work	35 minutes, and near kids' school	About 30 mins, near school	30 minutes, not near school
	Job-related travel	Very rare	Same	None expected (rare)
	Workplace flexibility about time	Up to supervisor (OK)	Medium	Said yes to what I asked about.
	Work/Life balance	OK	I'd like to stop on-call work	On-call once per quarter, expected
	Reputation of the company in the marketplace	Good company		Good reputation
	Job stability and security	Stable		
	Consistent vs. novel work	Work has gotten routine.		Will be new!
	Job security	Been there 5 years, good	Stable company	Seems OK

Contextual	Industry you care about	Not really	Not important	Not important
	Aligns with your goals	Used to, doesn't now	Really needs to	Does align
	Aligns with your values	No, but not against them	Would be nice	Seems OK
	Company size (small, large)	Large	Any	Medium, growing
	Public, private, family ownership	Private	Any	Private
	Social investment	1 volunteer day/ year		1 day per year