Careers Workbook

This workbook is designed to help you to
- understand your work preferences
- evaluate your skills and personal traits
- think through your motivations (past and present)

Enabling you to
- start mapping your route to your dream job
- make more informed decisions for yourself in the future

Good luck!
SUMMARY

Work through the exercises on the following pages and fill in this summary as you go – it will then be useful to compare against job adverts and to remind you of your skills and strengths.

THREE AREAS OF INTEREST
1
2
3

THREE LIVES
1
2
3

FIVE PERSONAL TRAITS
1
2
3
4
5

TOP VALUES
1
2
3
4
5

TOP SKILLS
1
2
3

TOP QUALITIES OF WORK ENVIRONMENT
1

HIGHEST RESULTS FOR WORK STYLE
1
2
3

INSIGHTS FROM OTHERS

STRENGTHS:

SKILLS:

WORK ENVIRONMENT

RECOMMENDATIONS:
ACTION PLANS

Use this page for action planning. Decide your career goal(s) and for each goal write down the smaller steps you need to take to achieve your goal. Breaking your career goals down into small tasks will help make them more manageable and less daunting.

Objectives and actions are more effective if they’re SMART:

- Specific
- Measurable
- Achievable
- Realistic
- Time Related
THE CAREER DECISION MAKING PROCESS

Use the exercises that follow to help you to explore your ideas about yourself...

Self-assessment
- interests
- skills
- personality preferences
- values
- lifestyle
- decision-making style

Job search/Work
- opportunity research
- CV/cover letter writing
- Application forms
- applying for further study
- interviewing/assessment centres

Research careers
- books
- websites
- career files
- professional associations
- informational interviewing

Try out the career
- internships
- job shadowing
- volunteering
- student organisations
- summer jobs
- part-time work
CLUES FOR CLARIFYING YOUR INTERESTS

Learning your own unique pattern of interest, motivation, satisfaction and meaning is an important first step in career development. Fill out the questions below to help discern your unique pattern.

What careers have you considered throughout your lifetime that continue to attract your interest?

If you won the lottery, what might you do (after initial celebration, travel, etc.)?

What subject areas fascinate and absorb you?

What is the most gratifying thing you have accomplished?

What are your goals and dreams? Include short-term and long-term.
3 LIVES

Imagine you had three lifetimes to live, in a world free of constraints. What would you do?
What are your dream jobs?

Occupation titles are not necessary. Detailed descriptions work best. Example: Live in a house that allows artists to work on projects while having a place to stay. Write stories on the side and travel most of the time.

1.

2.

3.
PERSONAL TRAITS AND QUALITIES

Now that you have imagined several ideal scenarios, it is time to focus in on specific preferences and how they might influence your career decisions. An understanding of your personality traits and qualities can help refine your job search.

This process of exploring and identifying different aspects of your personality helps you to gain a better understanding of how you like to work, how you naturally interact with people and also the type of work environment you may find most fulfilling.

Circle the traits and qualities that fit your attitude, personal style, interpersonal style and habits:

<table>
<thead>
<tr>
<th>Attitude</th>
<th>Personal Style</th>
<th>Interpersonal Style</th>
<th>Work Habits</th>
</tr>
</thead>
<tbody>
<tr>
<td>positive</td>
<td>assertive</td>
<td>humorous</td>
<td>efficient</td>
</tr>
<tr>
<td>action orientated</td>
<td>motivated</td>
<td>tactful</td>
<td>dependable</td>
</tr>
<tr>
<td>straightforward</td>
<td>energetic</td>
<td>adventurous</td>
<td>resourceful</td>
</tr>
<tr>
<td>open minded</td>
<td>independent</td>
<td>enthusiastic</td>
<td>detail orientated</td>
</tr>
<tr>
<td>realistic</td>
<td>responsible</td>
<td>cooperative</td>
<td>take initiative</td>
</tr>
<tr>
<td>objective</td>
<td>persevering</td>
<td>competitive</td>
<td>decisive</td>
</tr>
<tr>
<td>caring</td>
<td>flexible</td>
<td>other</td>
<td>risk taker</td>
</tr>
<tr>
<td>imaginative</td>
<td>calm</td>
<td>other</td>
<td>other</td>
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<td>other</td>
<td>other</td>
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Choose five of the traits and qualities that are most representative of you and give a specific example of how you developed or experienced each of them.
CLARIFYING YOUR WORK VALUES: KNOWING WHAT’S MOST IMPORTANT TO YOU

Values are a set of standards that determine attitudes, choices and action. Mapping your values priorities can help lay important groundwork for making sound career decisions that fit your unique pattern of values, interests and talents. Work-related values underlie our choices about work. Some people value creativity; others place a premium on income or contributing.

Underline all the values most important in your work life for the next few years. Then narrow down the list and circle the top ten values that are absolutely essential to you. Prioritise those top ten and define them on the next page.

**Work Content**
- challenging
- leading
- competence
- mastery
- risk
- leading edge
- detail-oriented
- social activism
- learning
- excellence
- focus
- creativity
- variety
- growth
- knowledge
- control
- adventure
- helping
- initiating

**Work Setting**
- flexibility
- deadline pressure
- surroundings
- autonomy
- security
- high earnings
- action-orientated
- structure
- relaxed pace
- casual
- quiet
- organised
- excitement
- pressure
- predictability
- location
- public contact
- comfortable
- income

**Work Relationships**
- teamwork
- trust
- cultural identity
- caring
- competition
- cooperation
- diversity
- collaboration
- humour
- harmony
- recognition
- support
- open
- communication
- people contact
- independence
- fun

**Intrinsic Value**
- integrity
- status
- prestige
- achievement
- respect
- responsibility
- influence
- appreciation
- helping
- belonging
- community
- equality
- independence
- contributing
- service
- authenticity
- commitment
- balance
- honesty
- having an impact
- fairness
VALUES CONTINUED

<table>
<thead>
<tr>
<th>Your Top 10 Values</th>
<th>Your definition of each value</th>
</tr>
</thead>
<tbody>
<tr>
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FUNCTIONAL SKILLS: KNOWING YOUR STRENGTHS

Functional skills are competencies that might be transferable to many different work settings. Developing a list of the functional skills you have and most enjoy using can help you focus on positions that would fit your talents and provide more satisfaction. Underline all those skills you have. Then go back and circle the top 10 underlined skills you would enjoy using most.

Communication

*Exchange, convey, and express knowledge and ideas.*

- write
- edit
- summarise
- verbal communication
- listen
- facilitate discussion
- consult
- teach
- train
- persuade
- promote
- use foreign languages
- interview
- ask questions
- make presentations
- negotiate
- think on one’s feet
- conversational ability
- entertain/perform
- host
- deal with public
- public speaking
- teamwork
- use social media
- sell
- build relationships
- network

Organisation Management

*Direct and guide a group in completing tasks and attaining goals.*

- solve problems
- time management
- make decisions
- lead
- meet deadlines
- supervise
- motivate
- recruit
- resolve conflicts
- initiate projects
- organise
- coordinate
- handle logistics
- put theory into practice
- delegate
- give directions
- assume responsibility
- determine policy
- interpret policy
- apply policy
- set priorities
- strategise
- flexible
- self-discipline
- manage resources/budgets
- create/build a team
- set standards
- improve performance
- drive change
- manage projects
FUNCTIONAL SKILLS CONT.

Information Management
*Arrange and retrieve data, knowledge, and ideas.*
- numeracy
- organise information
- manage information
- keep records
- attend to details
- logical ability
- develop systems
- categorise
- summarise
- streamline systems
- monitor

Physical
*Use hands or tools to build, repair, and invent.*
- build
- construct
- invent
- operate equipment
- IT skills
- repair
- restore
- use physical coordination

Interpersonal
*Attend to physical, mental or social needs of people.*
- customer service
- self-aware
- culturally aware
- group process
- sensitivity to needs
- diplomatic
- empathise
- approachable
- counsel / advise
- advocate

• use intuition
• coach
• provide care

Research & Investigation
*Search for specific knowledge.*
- analyse ideas
- analyse data
- research
- investigate
- action-planning
- read for information
- interview for information
- gather data
- evaluate
- critical thinking
- synthesise information
- observe
- outline
- formulate hypotheses
- develop theory
- calculate/compare

Design & Planning
*Imagine the future and develop a process for creating it.*
- anticipate problems
- plan
- conceptualise
- design
- display
- layout/format
- design programmes
- anticipate consequences
- brainstorm new ideas
- think visually
- compose
- adapt
- create images
FUNCTIONAL SKILLS CONT. – Write your top 10 skills in the space below with a brief example of how you have used each skill in a job, internship, extracurricular activity, or academic work. Use this evidence to focus your job search and prepare for interviews.

<table>
<thead>
<tr>
<th>Skill 1</th>
<th>Example</th>
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<tbody>
<tr>
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<tr>
<td>Skill 2</td>
<td>Example</td>
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<tr>
<td>Skill 3</td>
<td>Example</td>
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<tr>
<td>Skill 4</td>
<td>Example</td>
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<tr>
<td>Skill 5</td>
<td>Example</td>
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<tr>
<td>Skill 6</td>
<td>Example</td>
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<tr>
<td>Skill 7</td>
<td>Example</td>
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<tr>
<td>Skill 8</td>
<td>Example</td>
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<tr>
<td>Skill 9</td>
<td>Example</td>
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<tr>
<td>Skill 10</td>
<td>Example</td>
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</tbody>
</table>
WORK ENVIRONMENT

It is important to note the specific criteria you are seeking in a work environment as you consider various career paths and evaluate actual job opportunities. *Circle and/or describe the criteria that fit for you and write in any others that are important.*

<table>
<thead>
<tr>
<th>Work Surroundings</th>
<th>Type of Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>formal</td>
<td>small</td>
</tr>
<tr>
<td>relaxed</td>
<td>large</td>
</tr>
<tr>
<td>outdoor</td>
<td>established</td>
</tr>
<tr>
<td>indoor</td>
<td>new</td>
</tr>
<tr>
<td>other</td>
<td>other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Atmosphere</th>
<th>Work Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>fast-paced</td>
<td>long</td>
</tr>
<tr>
<td>calm</td>
<td>short</td>
</tr>
<tr>
<td>friendly</td>
<td>flexible</td>
</tr>
<tr>
<td>hard-working</td>
<td>set</td>
</tr>
<tr>
<td>other</td>
<td>specify</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>cities/countries</td>
<td>required salary</td>
</tr>
<tr>
<td>near family/friends</td>
<td>desired salary</td>
</tr>
<tr>
<td>commute time/ willing to travel</td>
<td>benefits</td>
</tr>
<tr>
<td>additional lifestyle factors</td>
<td>incentives and bonuses</td>
</tr>
<tr>
<td>other</td>
<td>moving expenses</td>
</tr>
<tr>
<td></td>
<td>other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interaction with others</th>
<th>Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>work alone</td>
<td>close style of management</td>
</tr>
<tr>
<td>work with customers</td>
<td>independent style</td>
</tr>
<tr>
<td>work in teams</td>
<td>team-oriented</td>
</tr>
<tr>
<td>socialise with co-workers</td>
<td>regular feedback</td>
</tr>
<tr>
<td>other</td>
<td>other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Types of Opportunities</th>
<th>Additional factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>promotion/progression</td>
<td>travel</td>
</tr>
<tr>
<td>training</td>
<td>reputation of organisation</td>
</tr>
<tr>
<td>mentoring</td>
<td>purpose and mission of organisation</td>
</tr>
<tr>
<td>other</td>
<td>other</td>
</tr>
</tbody>
</table>
PREFERRED WORK STYLE

Your work style is made up of your personality and work environment preferences. Most people find work most satisfying when it fits their own personal style.

Mark with an “X” the point on each scale below where you see yourself. Try to resist choosing the middle and take a stand – it may yield a useful insight.

On a team 3 2 1 0 1 2 3 Independently/One-on-one

Meeting new people 3 2 1 0 1 2 3 Working with same people

Ideas and data 3 2 1 0 1 2 3 Mostly with people

Practical problems 3 2 1 0 1 2 3 Theoretical problems

Logical objective approach 3 2 1 0 1 2 3 Provide understanding and a subjective approach

Structured environment 3 2 1 0 1 2 3 Changing, flexible environment

Project-oriented work 3 2 1 0 1 2 3 More relaxed, open-ended results

Play it safe 3 2 2 0 1 2 3 Take risks (physical or intellectual)
INPUT FROM OTHERS: FEEDBACK SHEET

To develop a complete picture of who you are and how you work best, it is important to get input from others. Ask three friends, relatives, work peers or supervisors to give you feedback on the following questions. Summarise what they say on this form.

What do you see as the major strengths of my personality?

What are my most marketable skills?

What kind of work environments do you think would best suit me?
USEFUL RESOURCES

www.careers.ox.ac.uk - Oxford University Careers Service. Useful information on a variety of occupations and resources relating to finding and securing employment.

www.windmillsonline.co.uk/interactive - offers a portfolio of career and life management programmes and resources.

www.prospects.ac.uk - a substantial database of career-related information and tools for graduates.

targetjobs.co.uk - another graduate website with career information and job search features.

targetcourses.co.uk - information on further study and searchable database for funding for postgraduate study.

icould.com - videos to inspire and inform about potential career choices.

nationalcareersservice.direct.gov.uk - offers careers and skills advice to adults.