



Know Thyself ...

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You cannot begin to job hunt successfully without getting to know yourself a little better. You will have a greater chance of finding the right job if you know what you like and dislike, what you're good at and what you're not so good at, and the kinds of situations in which you find yourself happiest.

Probably the best way to illustrate what we mean is by example. Let's look at Howard who took a job as a sales representative for a major company. When he accepted the job, he was really excited by the potential for making lots of money in high commissions, and he thought being out in the field would be more exciting than sitting at a desk from 9 to 5. In just one month, Howard was miserable. Why? Howard was not someone who could meet strangers and start a conversation easily. He hated making sales presentations, and he couldn't handle the rejection that accompanies most sales positions (not everyone buys your product). Worse, he didn't like making sales calls; he found it was kind of lonely...Howard liked being around the same people day after day, at a desk in a 9 to 5 job. What happened to Howard was that he didn't think about what career situation would be best for him. He never considered what kinds of tasks he liked to do and what he disliked. Howard accepted a job that sounded good and it was...it just wasn't right for him.

To make sure you don't make the same mistakes as Howard or other unfortunate job hunters, we want you to answer the following questions. Hopefully, as you *think* about your answers, you'll gain new insights about yourself, and they will make you think twice about the kind of job for which you should be looking. We believe your answers will help you take your job search in the right direction.

Answer the following questions by checking the appropriate box that corresponds with your correct answer – Yes (Y), No (N) or Sometimes (S):

I am able to work well in a team situation. Y N S

I can work well on my own, with minimal supervision. Y N S

When I am in a team situation, I am usually an active participant. Y N S

I handle deadlines easily and remain calm under pressure. Y N S

Pressure makes me cranky. I don't like feeling rushed.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> S
I am a leader. Other people follow my instructions and I like being in charge.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> S
I am comfortable with responsibility.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> S
I prefer to let someone else assume the responsibility for a project.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> S
When I am assigned a project, I follow through easily. I get it done in a timely and efficient manner.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> S
I need to feel a little bit pushed to finish a project on time.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> S
Repetition doesn't bother me. It doesn't make me crazy to do the same job over. I am comfortable with routine.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> S
I like having someone near me who can answer my questions about a project.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> S
If no one is around when I have questions, I make my own decision.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> S
I like speaking before groups.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> S
I like doing many things at once.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> S
I prefer doing one thing, completing it and then going on to the next.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> S
I have a good sense of humor.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> S
I am a moody person.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> S
I am outgoing.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> S
I am punctual.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> S
I am creative and artistic.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> S
I think learning is fun.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> S
I think learning is work.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> S
I communicate well orally.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> S

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| I communicate well in writing. | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> S |
| I like working with numbers. | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> S |
| I like working with people. | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> S |
| I prefer a casual environment. | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> S |
| I like a corporate (a formal or semi-formal) environment. | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> S |
| I like a casual (jeans and t-shirt) environment. | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> S |
| I am good at instructing others. | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> S |
| I am a good listener. | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> S |
| I like helping others. | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> S |
| I am a procrastinator (I put things off until later). | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> S |
| I answered this questionnaire honestly. | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> S |

Once complete, look over your answers. Pay particular attention to your "No" answers. Do you see any surprises, patterns or contradictions? What have you learned about yourself? How does this apply to the kind of job for which you will look?

NOTE: List the top five things you have learned about yourself that you didn't realize before this exercise.

- #1 _____
- #2 _____
- #3 _____
- #4 _____
- #5 _____

Now it's time to rank what is most important to you in a job or from an employer.

The Ideal Job

Sometimes job hunters confuse their dreams with reality. It is okay to search for the perfect job, if you remember you may have to settle for a position that has 70% of what

you are looking for. Perfect jobs do exist, but they are as elusive as the pot of gold at the end of the rainbow. You will find yourself frequently disappointed if you keep searching for a job that has everything you want.

Maybe it will be easier if you think of yourself as the employer looking to hire the ideal candidate. Does he or she exist? How about you...are you the ideal candidate? If you are like most people, you have strengths and weaknesses. A weakness doesn't mean you cannot overcome it or get around it.

Rank from 1 to 5 what is important to you in a job. 1 is top priority, 5 is least important. Circle the appropriate number regarding how you feel about each item.

Title	1	2	3	4	5
Salary	1	2	3	4	5
Benefits	1	2	3	4	5
Prestigious company	1	2	3	4	5
Location/ease of commute	1	2	3	4	5
Small company	1	2	3	4	5
Big company	1	2	3	4	5
Working for 1 person only	1	2	3	4	5
Creative environment	1	2	3	4	5
Coworkers (social factor)	1	2	3	4	5
Glamour	1	2	3	4	5
Growth/promotability	1	2	3	4	5
Opportunity to learn	1	2	3	4	5
Diversity	1	2	3	4	5
People contact	1	2	3	4	5
Hours	1	2	3	4	5

Look over your number 1 answers. Are you flexible? Suppose you listed Salary as a 1. Would you consider a great job that didn't pay as much as you wanted? It is good to know whether or not you have requirements that can be stretched a little bit. Job hunting requires that you make certain allowances for yourself and for the job...you may have to trade some priorities in order to gain others.