

Career and Job Discovery Worksheet

I. Strengths and Weaknesses

List the most and least important attributes of your daily work and long-term career. Some questions to consider include:

- What are your technical strengths and deficiencies?
- What are interpersonal strengths and weaknesses?
- What are your financial requirements?
- What deficiencies require training?
- How important are fringe and company benefits?
- How important is schedule flexibility, travel, or length of daily commute?
- How do you feel about work content and its importance?
- What are your feelings about office politics?
- Would you rather be part of a team or independent in the workplace?
- How important is it to be able to forecast from day to day what will happen next on the job?

List:

Strengths

Weaknesses

II. Personal Objectives

Personal objectives can be specific to compensation, learning new skills, location, quality of life.

Example: I desire a position that is within 10 miles of my home, I desire a six figure salary, I am looking for a contract in New Mexico, I would like an opportunity to get training in Web Development.

List:

III. Position Requirements

List the requirements for a permanent or contract position as required and plus. Examples include full-time employment, contract consulting, staying with your current employer, (Before You Start to Look) leaving your current industry, or moving into management or sales.

For this step, brainstorm your alternative career paths. Be imaginative and consider all angles when determining these alternatives.

You can consider the following:

Required

- You receive a base salary and possibly bonuses, stock options, and other incentives. Your salary includes paid vacation and holidays. You may not get paid for overtime.
- You have the independence to choose when you will work and what projects you will accept.
- You have the opportunity to diversify or deepen your skill set with company-paid training. Your projects may be in a focused area, making it possible for you to become an expert in an area.

Plus

- Maximum of 20 miles away
- No travel

List:

Required

Plus
