

How Others See Me

Ask someone who is close to you-- spouse, sibling, roommate or friend-- to circle 10 to 15 traits that describe you. Their impressions may surprise you and possibly point you in some new direction. Look for ways to maximize your strengths and overcome your weaknesses.

Able	Fearful	Mature	Realistic
Accepting	Foolish	Modest	Reasonable
Active	Frank	Mystical	Reassuring
Adaptable	Friendly	Naive	Reflective
Ambitious	Frugal	Negative	Relaxed
Angry	Gentle	Neurotic	Reliable
Anxious	Giving	Noisy	Religious
Assertive	Gruff	Observant	Remote
Bitter	Gullible	Obsessive	Resentful
Bold	Hard	Organized	Reserved
Bright	Helpful	Original	Resolute
Calm	Helpless	Overconfident	Respectful
Careless	Honorable	Overemotional	Responsible
Caring	Idealistic	Overprotective	Responsive
Certain	Imaginative	Passive	Rigid
Cheerful	Inconsiderate	Paternal	Sarcastic
Clever	Independent	Patient	Satisfied
Cold	Innovative	Perceptive	Scientific
Confident	Insensitive	Perfectionist	Searching
Conforming	Insincere	Persuasive	Self-Accepting
Controlled	Intelligent	Petty	Self-Assertive
Courageous	Introverted	Playful	Self-Aware
Creative	Intuitive	Pleasant	Self-Conscious
Critical	Irresponsible	Poised	Self-Indulgent
Cynical	Irritable	Pompous	Self-Righteous
Demanding	Jealous	Powerful	Sensitive
Dependable	Jovial	Precise	Unpredictable
Dependent	Juvenile	Pretentious	Unreasonable
Determined	Kind	Principled	Unstructured
Dignified	Knowledgeable	Progressive	Useful
Disciplined	Lazy	Protective	Vain
Domineering	Liberal	Proud	Vulnerable
Dutiful	Lively	Quarrelsome	Warm
Efficient	Logical	Questioning	Wise
Elusive	Loving	Quiet	Withdrawn
Ethical	Manipulative	Radical	Witty
Extroverted	Materialistic	Rational	Worried
Fair	Maternal	Reactionary	Youthful

Occupational Titles

Use the following list of job titles as a brainstorming tool when considering job goals.

Accountant	Doctor	Manager
Architect	Drafter	Mason
Assembler	Editor	Nurse

Cabinet Maker	Engineer	Painter
Carpenter	Financial Analyst	Programmer
Cashier	Graphic Designer	Salesperson
Chef	Inspector	Scientist
Clerk	Lab Technician	Secretary
Cook	Librarian	Teacher
Counselor	Machine Operator	Veterinarian
Dentist	Machinist	Welder

Employment-Related Titles

Community involvement and volunteer experience may be a valuable resource for your job search. The following are common titles. Just attach the name of the activity or community organization. Example-- YMCA **Volunteer** or School **Fundraiser**.

Campaigner	Fundraiser	Promoter	Teacher
Consultant	Leader	Secretary	Treasurer
Coordinator	Member	Solicitor	Volunteer
Director	Organizer	Sponsor	Worker

Job Skills

The following is a short list of job skills. (There are literally thousands of job-specific skills.) You will have to research the job skills specific to your occupation.

Accounting	Cooking	Filing	Public Speaking
Auditing	Counseling	Hammering	Scheduling
Brake Alignments	Customer Service	Interviewing	Soldering
Building Maintenance	Desktop Publishing	Keyboarding	Teaching
C++ Programming	Detailing	LAN Administration	Technical Writing
Carpet Laying	Drill Press Operation	Management	Telemarketing
Cleaning	Driving	Mechanical Drafting	Typing
CNC Machine Operation	Editing	Metal Fabrication	Welding
Composite Engineering	Electronic Repair	Payroll Accounting	Writing
Computer Software	Auto CAD	Lotus	PageMaker
	Excel	Microsoft Word	WordPerfect

Self-Management Skills

You use self-management skills every day to survive and get along. Self-management skills are important because employers hire people who will fit in with the work group. Circle the self-management skills you possess right now.

Critical Skills	Follow Instructions	Get Things Done	Punctual
	Get Along Well with Others	Honest	Responsible
Adaptive Skills	Assertive	Integrity	Self-Motivated

Assume Responsibility	Intelligent	Sense of Direction (Purpose)
Competitive	Inventive	Sense of Humor
Complete Assignments	Kind	Sensitive
Creative	Learn Quickly	Sincere
Decisive	Mature	Sociable
Dependable	Open-Minded	Tactful
Detail-Oriented	Outgoing	Tolerant
Diplomatic	Patient	Tough
Enthusiastic	Persistent	Trusting
Flexible	Physically Strong	Understanding
Friendly	Pleasant	Willing to Learn
Highly Motivated	Proud of Doing a Good Job	New Things
Ingenious	Results-Oriented	

Transferable Skills

Transferable skills can be transferred from one job or even one career to another.

Critical Transferable Skills may get you higher levels of responsibility and pay. Emphasize them in an interview as well as on your resume.

Critical Transferable Skills	Accept Responsibility	Project Planning		
	Budgeting	Public Speaking		
	Efficiency	Sales		
	Meet Deadlines	Supervise Others		
Thing Skills	Assembling	Grinding	Operating Machines	
	Balancing, Juggling	Hammering	Physical Agility, Strength	
	Counting	Hand Crafts	Precise, Tolerance, Standards	
	Drawing, Painting	Keyboarding, Typing	Restoring	
	Driving	Keypunching, Drilling	Sandblasting	
	Endurance	Manual Dexterity	Sewing	
	Finishing, Refinishing	Modeling, Remodeling	Sorting	
	Gathering	Observing, Inspecting	Weaving	
	People Skills	Caring	Empathy	Mentoring
		Comforting	Encouraging	Motivating
Communicating		Group Facilitating	Negotiating	
Conflict Management		Helping Others	Outgoing	
Conflict Resolution		Inspiring Trust	Problem Solving	
Counseling		Inquiry	Respect	
Consulting		Instructing	Responsive	
Developing Rapport		Interviewing	Sensitive	
Diplomacy		Listening	Sympathy	
Diversity		Mediating	Tolerance	
Dealing with Data	Analyzing	Cost Analysis	Investigating	
	Auditing	Counting	Interrelate	
	Averaging	Detail-Oriented	Organizing	

	Budgeting Calculating, Computing Checking for Accuracy Classifying Comparing Compiling	Evaluating Examining Financial or Fiscal Analysis Financial Management Financial Records Following Instructions	Problem Solving Recording Facts Research Surveying Synthesizing Taking Inventory
Using Words and Ideas	Advertising Articulate Brainstorming Correspondence Design Edit	Imaginative Inventive Logical Promotional Writing Public Speaking Publicity	Quick Thinking Sign Language Speech Writing Telephone Skills Write Clearly, Concisely Verbal Communication
Leadership	Competitive Coordinating Decision Making Decisive Delegate Direct Others Evaluation Goal Setting Influence Others Initiate New Tasks	Integrity Judgment Manage, Direct Others Mediate Problems Motivate People Multitasking Negotiate Agreements Organization Planning Results-Oriented	Risk Taker Run Meetings Self-Confident Self-Directed Self-Motivated Sets an Example, Sets Pace Solve Problems Strategic Planning Supervision Work Schedules
Creative, Artistic	Artistic Dance, Body Movement Designing Drawing, Painting Expressive Handicrafts	Illustrating, Sketching Mechanical Drawing Model-Making Perform Photography Playing a Musical Instrument	Poetic Images Present Artistic Ideas Rendering Singing Visualize Shapes Visualizing

Job Skills Identification

Describe four major tasks that you've performed in previous employment, which you'd like to continue using in your next job. List the skills which were required to perform each task well.

Activity/Job Title

Task	Skill
Task	Skill

Task	Skill
Task	Skill

Values Checklist

Work-related values are a part of setting job search goals. Decide what working conditions are important to you.

Instructions

1. Check the box next to those conditions that you'd like in a job. Add additional values on the blanks.

2. Draw a line through those conditions that you wouldn't like in a job.

- | | | |
|---|---|--|
| <input type="checkbox"/> Authority | <input type="checkbox"/> Other Benefits | <input type="checkbox"/> Travel |
| <input type="checkbox"/> Career Enhancement | <input type="checkbox"/> Pace (Fast, Slow) | <input type="checkbox"/> Variety |
| <input type="checkbox"/> Casual Environment | <input type="checkbox"/> Position | <input type="checkbox"/> Wage |
| <input type="checkbox"/> Challenge | <input type="checkbox"/> Power | <input type="checkbox"/> Work Indoors/Outdoors |
| <input type="checkbox"/> Close Supervision | <input type="checkbox"/> Public Contact | <input type="checkbox"/> Work on a Team |
| <input type="checkbox"/> Commuting Distance | <input type="checkbox"/> Public Transportation | <input type="checkbox"/> Work Alone |
| <input type="checkbox"/> Competence | <input type="checkbox"/> Quality Environment | <input type="checkbox"/> Work Under Pressure |
| <input type="checkbox"/> Creativity | <input type="checkbox"/> Recognition | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Decision Making | <input type="checkbox"/> Regular Work Week | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Diversity | <input type="checkbox"/> Relocation | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Excitement | <input type="checkbox"/> Respect | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Flexible Schedule | <input type="checkbox"/> Retirement Benefits | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Formal Environment | <input type="checkbox"/> Security | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Health Benefits | <input type="checkbox"/> Shift Work | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Independence | <input type="checkbox"/> Size of Company (Large, Small) | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Learning Opportunities | <input type="checkbox"/> Skill Building (Training) | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Organizational Structure | <input type="checkbox"/> Status | <input type="checkbox"/> _____ |

Goal Identification Worksheet

Instructions

1. Write the occupational title of your immediate job goal representing the kind of job you plan to pursue right now. If you've more than one distinct job goal, complete this exercise for each one. See the list of [Occupational Titles](#). Review the values that you identified as important to your job goals on the [Values Checklist](#). Which conditions do you require in a new opportunity? Which conditions do you desire?
2. Write your required values and desired values from the [Values Checklist](#) in the appropriate space below.
3. Evaluate whether your expectations are reasonable and attainable. To accomplish this, conduct a [Labor Market Survey](#).

Job Goal
Required Values
Desired Values
Reality Check
Are these expectations reasonable and attainable?
Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered no or are unsure, reexamine your values.

Source: <http://www.deed.state.mn.us/cjs/cjsbook/skills4.htm#values>