



# The Job of Job Hunting

Resources and worksheets to help you in the job of job hunting.

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## Work Values

The following list describes a wide variety of satisfactions that people obtain from their jobs. Review the descriptions of these various satisfactions and underline the statements that best define each value for you. Feel free to add clarifying comments or additional information. Rate the degree of importance that you would assign to each value for yourself, using the scale below:

- 1 = Not important at all
- 2 = Not very important
- 3 = Reasonably important
- 4 = Very important in my choice of career

\_\_\_ **Advancement:** Opportunities for advancement and promotion are available.

\_\_\_ **Adventure:** Have work duties which involve frequent risk taking.

\_\_\_ **Aesthetics:** Be involved in studying or appreciating the beauty of things, people, art, nature, surroundings or whatever else I consider lovely and important.

\_\_\_ **Affiliation:** Be recognized as a particular member of an organization.

\_\_\_ **Benefit Package:** Receive benefits according to my needs which may include: liberal vacation policies, sick leave, holiday pay, profit sharing, insurance benefits, pension plan, child care, etc.

\_\_\_ **Change and Variety:** Have work responsibilities which frequently change in content and setting; work tasks are not routine and repetitive.

\_\_\_ **Community:** Live in a town or city where I can get involved in community affairs.

\_\_\_ **Commute:**

- Work at home.
- Work near residence.
- Commute less than ½ hour to work.
- Commute ½ hour or more to work.

\_\_\_ **Competition:** Engage in activities which pit my abilities against others where there are clear win/loss outcomes.

\_\_\_ **Creativity:**

- Engage in creative work in any of several art forms.
- Opportunities for developing new ideas, implementing new programs, organizational structures or anything else not following a format previously developed.

\_\_\_ **Excitement:** Experience a high degree of (or frequent) excitement in the course of my work.

\_\_\_ **Fast Pace:** Work in a job where there is a high pace of activity; work must be done rapidly.

\_\_\_ **Help Others:** Be involved in helping people in a direct way; impacting people in a positive way, either individually or in small groups.

\_\_\_ **Help Society:** Do something to contribute to the betterment of the world in which I live.

\_\_\_ **Hours:**

- No specific work hours required.
- Schedule my own work hours (daytime, nighttime, weekends, full time, part time).
- Work which leaves me free to devote time to personal relationships and/or leisure activities.

\_\_\_ **Independence/Autonomy:** Be able to determine the nature of my work and make decisions without significant direction from others; to work without constant supervision.

— **Influence People:**

- Have a significant impact on others.
- Change attitudes or opinions of people

— **Intellectual Status:** Be regarded as a person of high intellectual prowess or as one who is acknowledged as an “expert” in a given field.

— **Knowledge/Learning:**

- Engage myself in the pursuit of knowledge, truth, and understanding.
- The opportunity to develop new skills and acquire knowledge.

— **Leadership:** The opportunity to inspire, motivate and direct others toward a goal or vision.

— **Location:**

- My job exists in a town/geographic area which is conducive to my lifestyle and affords me the opportunity to do the things I enjoy most.
- Does not require relocation.

— **Make Decisions:** Have the power to decide courses of action, policies, etc.

— **Moral Fulfillment:**

- Feel that my work is contributing significantly to a set of moral standards.
- Maintaining, without conflict, my moral, ethical and/or religious standards whatever their source.
- Being able to accept the goals, values, and standards of my organization.

— **Peace of Mind:** Work that gives me freedom from pressure, deadlines, anxiety, stress.

— **Physical Challenge:** Have a job that makes physical demands which I would find rewarding.

— **Pleasure/Fun:** A work environment in which I have a good time; enjoy the company of others; have the time to play; make new friends.

— **Power and Authority:** Control the work activities of people; getting others to follow the course of action I prefer.

— **Precision Work:** Work in situations where accuracy is imperative.

— **Prestige:** Work in a career field that society views as important; status.

— **Profit/Gain/Wealth:**

- Have a strong likelihood of accumulating large amounts of money or other material gain.
- Significantly improve my financial position.

— **Public Contact:** Have a lot of day-to-day contact with people, interacting with many different people.

— **Recognition:**

- Be recognized for the quality of my work in some visible or public way.
- Know my input is considered seriously.
- Receive feedback/approval/attention from those whose opinions I respect.

— **Relationship:**

- Have a good rapport with supervisor and co-workers.
- Enjoy being part of a team.
- Friendships with colleagues.

— **Security:**

- Be assured of keeping my job and a reasonable financial reward.
- Steady pay.
- Layoffs are unlikely.

— **Stability:** Have a work routine and job duties that are largely predictable and not likely to change over a long period of time.

— **Supervision:** Have a job in which I am directly responsible for the work done by others.

— **Time Freedom:** Accomplish work tasks according to my own time schedule within the work day.

— **Travel:**

- None.
- Local travel.
- Some out-of-town travel.
- Heavy travel.

— **Work with Others/Alone:**

- Have close working relationships with a group.
- Work as a team towards common goals.
- Work alone.
- Combination of working with people and working alone.

— **Work under Pressure:**

- Work in situations where time pressure is prevalent.

- The quality of my work is judged critically by supervisors, customers, and others.

— **Working Conditions:** Conditions may include: work outdoors, work indoors, cafeteria, dress code, smoking policy, privacy, parking available, nice offices/surroundings, comfortable work environment, etc.

— **Other**

### A Sorting Through Process

Below, list the values which you rated as “Very important in my choice of career” (those you rated 4). In the right column, list those which you rated as “Not important at all” (those you rated 1). Next, take a few moments to reflect on what these say about the kinds of positions and work environments that will best fulfill your values. Now, rank the left-hand column with the most important values from 1 to 10, with 1 as the most important value to you in your career and 10 as the least of those that matter. After you have done this, consider how many of these are a necessity to you in your position and how many you would be willing to give up. Keep this evaluation in mind as you review job descriptions and consider organizations where you might work.

**VERY IMPORTANT**

**NOT IMPORTANT AT ALL**

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*Adapted by Carolyn Wassberg Manley & Mary Beth Bussert from PATH by Figler, 1979. Loyola University, Chicago, 1993.*

## Functional Skills: Knowing Your Strengths

Functional skills are competencies that are 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, and then circle the top 10 underlined skills you would enjoy using most. After completing this section, proceed to the next page.

### Communication

Writing  
Editing  
Summarizing  
Listening  
Facilitating discussion  
Promoting  
Negotiating  
Conversing  
Public speaking  
Interviewing

### Developing People

Teaching  
Train  
Coaching  
Counseling  
Team Building  
Assessing performance  
Motivating

### Information Management

Analyzing data  
Organizing information  
Managing information  
Keeping records  
Gathering data  
Measuring  
Logical thinking  
Developing systems  
Categorizing  
Streamlining systems  
Assessing quality

### Design & Planning

Anticipating problems  
Planning  
Conceptualizing  
Designing  
Formatting  
Anticipating  
Brainstorming  
Reviewing  
Improvising  
Surveying

### Research & Investigation

Analyzing ideas/ data  
Interviewing for  
information  
Gathering data  
Evaluating  
Critical thinking  
Synthesizing information  
Observing  
Formulating hypotheses  
Calculating/Comparing

### Managing/Directing

Solving problems  
Decision making  
Meeting deadlines  
Supervising  
Motivating  
Recruiting  
Resolving conflicts  
Mediating  
Managing people  
Interpreting policy  
Managing projects  
Managing tasks  
Setting priorities  
Strategizing

### Human Service

Interpersonal skills  
Group process  
Sensitivity to needs  
Empathizing  
Counseling  
Advocating  
Coaching  
Providing care  
Intermediating  
Listening

### Selling & Marketing

Advertising  
Social Media  
Analyzing markets  
Consumer relations  
Managing sales  
Forecasting  
Goal setting  
Pricing  
Marketing  
Selling  
Writing proposals  
Relating to clients

### Financial Management

Auditing  
Budgeting  
Forecasting  
Controlling  
Cost Accounting  
Analyzing  
Financial Planning  
Fund raising  
Managing finance

**Technical Skills**

Graphic designing  
Computer literate  
Designing  
Social Media

Developing products  
Engineering  
Inventing  
Scientific research  
Manufacturing

Programming  
Repairing  
Inquisitive

Write your top skills in the space below with a brief example of how you have used this skill in a job, internship, extracurricular activity, or class. This provides a central theme for focusing your job search and preparing for interviews.

Your Top 10 Preferred Functional Skills

Examples of how you used this skill:

## Inventory Your Accomplishments

Resumes have much more impact and demonstrate your value to potential employers when written in a S.T.A.R formula. Too often we get caught up in writing what we were responsible for in each position rather than what we accomplished.

Using the S.T.A.R. formula, begin to capture and demonstrate how you stand out from the competition.

S = Situation

T = Task or obstacle you overcame

A = Action - what is the action you took

R = Results that came from your action(s)

**Situation #1** –Describe the situation

**Tasks** – What were the tasks or obstacles you needed to overcome

**Actions** – List the actions did you take to resolve or solve the problem

**Results** – Describe the outcome or success from your actions above

**Situation #2** –Describe the situation

**Tasks** – What were the tasks or obstacles you needed to overcome

**Actions** – List the actions did you take to resolve or solve the problem

**Results** – Describe the outcome or success from your actions above





## Clustering Your Skills with Power Verbs

In order to write a great resume and to really analyze your skill set, try to think of your skills in a clustered format. The following list of power verbs will help you to accurately detail your skills and experience.

### Detailed Skills

Approved  
Validated  
Retained  
Executed  
Dispatched  
Responded  
Followed through  
Implemented  
Enforced  
Met deadlines  
Arranged  
Managed Time  
Judged  
Compiled  
Purchased  
Systematized  
Tabulated  
Compared  
Inspected  
Organized  
Classified  
Operated  
Collated  
Copied  
Retrieved  
Recorded  
Processed  
Facilitated

### Teaching Skills

Influenced  
Persuaded  
Briefed  
Informed  
Encouraged  
Communicated  
Advised  
Guided

Coached  
Instructed  
Explained  
Enlightened  
Stimulated  
Invented  
Expressed  
Enthusiasm  
Adapted  
Adopted  
Facilitated  
Coordinated  
Developed  
Enabled  
Clarified  
Evaluated  
Set Goals  
Decided  
Initiated

### Helping Skills

Related  
Guided/Led  
Adjusted  
Serviced  
Referred  
Rendered  
Attended

### Research Skills

Recognized  
Clarified  
Surveyed  
Interviewed  
Investigated  
Inspected  
Gathered  
Synthesized  
Examined

Diagnosed  
Reviewed  
Organized  
Evaluated  
Critiqued  
Perceived  
Collected  
Wrote  
Interpreted  
Extrapolated  
Isolated  
Extracted  
Decided

### Counseling Skills

Listened  
Guided  
Communicated  
Diagnosed  
Assessed  
Tested  
Developed  
Discussed  
Critiqued  
Reported  
Wrote  
Conducted  
Motivated  
Helped  
Assisted  
Interviewed  
Supervised  
Integrated  
Treated  
Observed  
Measured  
Classified  
Evaluated  
Consulted

### **Counseling Skills** (con't)

Interned  
Facilitated  
Supported

### **Communication Skills**

Influenced  
Persuaded  
Helped  
Directed  
Lead  
Reasoned  
Developed  
Sold  
Recruited  
Created  
Negotiated  
Arbitrated  
Arranged  
Meditated  
Reconciled  
Merged  
Obtained  
Wrote  
Interpreted

Enlisted  
Motivated  
Manipulated  
Read  
Spoke

### **Financial Skills**

Calculated  
Computed  
Planned  
Managed  
Budgeted  
Kept books  
Audited  
Appraised  
Researched  
Analyzed  
Kept records  
Detailed  
Allocated

### **Creative Skills**

Innovated  
Developed  
Created  
Imagined  
Designed  
Planned  
Conceptualized  
Synthesized  
Integrated  
Abstracted  
Generated  
Perceived  
Memorized  
Discriminated  
Visualized  
Fashioned  
Shaped  
Wrote  
Directed  
Painted  
Performed  
Acted  
Played  
Shared

## **Building Your Brand**

We all recognize marketing slogans such as Just Do It!, Thirst Quencher, and I'm Lovin' It for their special ability to make a product's image stand out in our minds. You can use the same techniques to capture the essence of what you can contribute to an organization.

A branding statement is the foundation for marketing your unique set of skills, knowledge areas, experiences, and accomplishments. It can be used as a summary on a resume, in cover letters, during networking, or when preparing for interview questions such as 'Tell me about yourself'.

It is best to craft a branding statement AFTER you have written your resume content as the details of your background will be fresh in your mind.

Complete these sections to identify the four key components of your branding statement:

**Who Are You?** State who you are presently. Identify yourself by program, area of focus or industry. This begins to communicate why you as a job candidate are **relevant** to an employer's need.

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**What Are Your Professional Areas of focus?** Describe your skills areas and/or competencies that you have or are acquiring. As a student, this can include areas of interest where are looking to gain more experience or work assets you can offer. Through this information, you are aiming to **interest** the reader in you further.

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**What experiences or training do you have? What are the work environments in which you have gained experience?** List the areas in which you are working or studying presently or have in the past that align with your current career goals. With this information, you are building **credibility** in yourself as a future or new practitioner.

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**What are your Professional Strengths?** Reflect on what you do that adds value and how you contribute positively to a work environment. This is where you set yourself apart from others by listing your **unique** characteristics as a professional - attributes that follow you wherever you go.

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When you have completed these four areas, use them to compose one concise branding statement below:

Here are some examples:

- Marketing and Communications professional with expertise in the areas of public relations, business communications and company branding. Successful in working for profits and non profits in mid-sized markets. Creative and enterprising at B2B solutions in both print and electronic media. Strengths include social media, project management and strategic planning.
- Energetic Administrative professional with experience supporting senior level executives in the insurance and financial industries. Known for ability to be flexible and to respond to problems and issues quickly and adeptly. Professional manner at all times and relied upon for confidentiality and handling sensitive materials. Strengths include dependability, strong interpersonal skills and attentiveness to details.

My brand statement:

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**Networking: The Key to Unlocking Doors**

To be successful in landing a job or finding the right career for you, you will network with others to some degree. Let’s get you started in being purposeful about networking by compiling a list of people you know. Remember: don’t pre-qualify or pre-judge who can and who cannot help. You may be very, very surprised!

Family	Neighbors	Church	Service people (doctors, cleaners, repairmen)
Friends	Co-workers	Acquaintances	Hobby/Clubs
Colleagues	Health Care	Friends of friends	Professional Associations

## Websites & Resources

### Career Search

[www.job-hunt.org](http://www.job-hunt.org)

[www.careerjournal.com](http://www.careerjournal.com)

[www.metrochicagojobs.com](http://www.metrochicagojobs.com)

[www.simplyhired.com](http://www.simplyhired.com)

[www.linkedin.com](http://www.linkedin.com)

[www.careeronestop.org](http://www.careeronestop.org)

[www.visualcv.com](http://www.visualcv.com)

[www.quintcareers.com](http://www.quintcareers.com)

### Career Exploration

<http://online.onetcenter.org>

[www.careeronestop.org](http://www.careeronestop.org)

[www.vault.com](http://www.vault.com)

### Recommended Books:

*Highly Effective Networking: Meet the Right People, Get a Great Job* – Orville Pierson

*The Unwritten Rules of the Highly Effective Job Search* – Orville Pierson

*The 'Magic Series'* - Susan B. Whitcomb

- Resume Magic
- Cover Letter Magic
- Interviewing Magic
- Job Search Magic

*Today Matters* – John Maxwell

*Three Signs of a Miserable Job* – Patrick Lencioni

*Do What You Are: Discover the Perfect Career for You Through Personality Type* – Paul D.

Tieger & Barbara Barron Tieger

*What Color Is Your Parachute* – Richard Bolles