

## **Describing Your Job Goal Worksheet**

**1. Jobs You Would Like to do:**

Take 10 minutes (time yourself!) to brainstorm a list of jobs you would like to do. In the space below, write down the job titles that are interesting or appealing to you.

**2. Is there a particular job ad that has drawn your interest? Describe the job.**

**3. Is there a particular field of work you want to work in?**

You may work in a manufacturing environment in the plastics sector.

You may want to work in retail in a women's fashion store.

You may want to work as an administrative assistant in the not-for-profit sector.

You may have computer skills, but really enjoy working in a hospital environment.

You may have very strong people skills that you want to use in an HR position in a large corporation with an interest in educating its workforce.

**4. What size of company would you like to work in?**

- Under 10 employees
- 10 – 50 employees
- 100 employees
- Over 200 employees
- Not important

**5. Geographic location**

Are you looking to work in a specific geographic location that would make it easier to walk to work, or pick up your children after school? Does your place of employment need to be on a bus route?

**6. Rate of Pay**

Are you looking for a specific rate of pay? This may mean that you need to choose a job with higher challenges in order to meet your income requirements. Or perhaps you are willing to take less money if the job offers more creative work choices.

**7. Work Hours**

Are you looking to work specific hours? Do you function best when working nights? Do you need to be home at a certain time because of family requirements? Are you willing to work shifts?

**8. Work Values**

Try this [Work Values Quiz](#) from Jobsetc.ca – Is there something in this quiz that rings true for you? Write it down here.

**9. Your last job(s)**

Is there a particular reason you left your last job or a previous job? Does this influence the next job you want?

## **Your Job Goal - Put It All Together**

If you feel like you can describe your job goal, skip down to **Your Job Goal**.

Here's an exercise to help you summarize some of the above information.

- Cut up some paper into 3"x 5" pieces (or a similar workable size)
- Write one word or phrase on each piece of paper, listing from above, each job you want to do, and each of the qualities you defined as important.
- Now, try to group the pieces of paper - make one section that applies to your job goal, and another that applies to the company you want to work for.
- Now, try to group the cards in the job goal section – are there some natural groupings that occur – are there clusters of similar work roles? Move these cards around until you can see some clear clusters. Try to name each cluster (i.e. Customer Service Work) – use this technique to try to describe your job goal. Write these clusters in **Your Job Goal** below.
- Now, look at the group about the company – write a list in order of importance, of your ideal employer in **The Kind of Place You Want to Work** below.
- If you are feeling stuck, don't give up – ask for help from an Employment Counsellor.

### **Your Job Goal**

Review the things you have written down above, and write a brief summary of the specific kind of job you are looking for. If you have more than one job goal, write them down in order of importance. You should move through this roadmap on one job goal at a time.

### **The Kind of Place You Want to Work**

Write a brief summary of the kind of company you want to look for.

Print this page out and keep it in your binder. We will come back on this list a few times during this roadmap.