

JOB GUIDE
YOUR CAREER

WHICH JOB IS THE RIGHT JOB FOR YOU?

You want to be sure you're making the best decisions, your career is likely to include many jobs with new challenges, new training and new rewards. So getting the job is just the start of your career... and that's why it's important to start off on the right foot.

Assess yourself to assess your options.

To know which job is best for you, you need to know what it is that interests you, what you do best and what you think you would like to do.

By taking the time to work through the following steps, you can be confident that you're heading in the right direction. Remember that there are no right or wrong answers. The only person who ever needs to see your personal assessment is you – so be honest to yourself.

Now with a pen and paper, let's go to work!

WHERE ARE YOU GOING?

Write down the **goals** that you would like to **achieve** in the...

Short term – one year from now;

Medium term – two to five years from now; and

Long term – six to ten years from now.

To help you think about your goals, you may like to use the '**4 W's**'

• **Who...**

Who do you want to work with –

A small or large company, a private or government organisation?

Working with a team or in a job that lets you work independently?

Who do you admire for their achievements?

• **What**

What do you want to achieve in your life?

What do you enjoy or not enjoy doing?

What sorts of people do you like spending time with?

• **When...**

When do you want to achieve your 'what's'?

When do you want to finish studying?

• **Where...**

Where do you want to live and work – in your home town, big city, interstate or overseas?

To help decide on the job – or jobs – that you are interested in, take the time to answer the following questions.

Artistic, Literary and Creative

Do you have interests or abilities in music, drama, writing, advertising and the media, arts administration, marketing or promotion.

You may be interested in writing reports and letters or organising, recording and checking information. At higher levels, these positions may include planning, organising and supervising office activities and staff.

Service Industry

Positions in the retail or hospitality industries usually suit people who like working as part of a team and enjoy dealing with other people. In these industries there is often the opportunity to progress to supervisory roles.

Figures and Computers

These positions may suit thinkers who like to work with numbers, formulae and statistics, to collect, investigate, analyse and summarise information.

Helping and Community Services

Covers careers in community welfare, education, health care and protective and information services. If you're interested in helping or teaching people about influencing issues or behaviour, these careers could be for you.

Outdoors

If you don't want to be tied to an office and prefer a career that keeps you on the move, jobs such as construction, agriculture, mining and transport may be for you.

Technical and Engineering

If you are interested in design, construction and maintenance of equipment and machines, working with technical manuals or plans, using computers as an aid to design manufacture could be the job for you.

Practical and Manual

This group covers many professions where you may use your hands or tools to prepare, make or repair things, often involving skills of precision and accuracy.

Scientific

You may like to observe, investigate and inquire into scientific or technical processes and be involved with research, experimentation and observation.

WORK IT!

Tedious, even boring, but stick with it! Just keep in mind that the more 'homework' you do now, the more likely you are to get a job.

Having decided which career groups interest you most, apply these questions and considerations to your choices:

- What do you think are your best personal qualities? And your worst?
- What would other people think are your best and worst personal qualities? (ask your friends and family)
- What skills or abilities do you already possess that could help your employment prospects? Things like:
 - ✓ Having a driving licence
 - ✓ Ability to speak another language
 - ✓ Computer skills
 - ✓ Ability to type
 - ✓ Experience with public speaking
 - ✓ Skills you've gained through past employment, part-time or holiday work
- What skills or abilities would you like to gain through further learning or on-the-job training?
- List the three things that you have accomplished that you're most proud of.
- What school subjects or tasks in the past did you enjoy most and which did you do best in?
- Do you have hobbies or special interests that you would like to develop into a career?
- What would make you stand out from a crowd when applying for a job?

PICTURE THIS

Using the answers you have arrived at, write a description of your job.

- What would you be doing?
- What skills would you be using or learning?
- What would your responsibilities be?
- What sort of company and people would you be working with?

You have established a benchmark to help you find the job that's for you.

Of course, for a number of reasons you might not be able to step straight into the job. You may need to start at a lower level to gain more experience or improve your qualifications with further education. Or a competitive market may make your ideal job very hard to come by. And remember, just about any job will have some things that you won't like – it's a matter of finding a job where the positive points outweigh the negatives.