

Job Search Information

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The whole purpose of exploring careers, taking assessments, researching information on training education, increasing one's knowledge about work-based learning opportunities and mentoring is to get a job! Preferably the job is related to a career that matches your goals and accomplishes a life-time of learning.

This section focuses on job search resources. Topics such as resources to find work, improving one's resume, networking with other job seekers to access the hidden job market and discovering one's marketable skills have all been compiled in this section. In addition, there's an easy to access chart, with direct links to the appropriate tools per topic heading.

Included are Lesson Plans, Worksheets and Career Development Activities. Many of the Lesson Plans correspond with National Career Development Guidelines and are Minnesota-specific. Additionally, there are resource handouts for students or clients. As always, worksheets are designed to further encourage students and clients to engage in a variety of career exploration activities, and assist in the career development process.

The following tools will help individuals in their job search process.

WHERE TO FIND JOB SEARCH MATERIALS



There are literally thousands of Web sites to visit and books to read when it comes to job search advice. Not only can it be overwhelming, but how do you know which information is accurate and best for you? Below is a listing of quality job search resources so counselors can help jobseekers find the materials they need.

JOB-SEEKING RESOURCES: www.mnwfc.org/jobseeking.htm

This Web site is a service of the Minnesota WorkForce Center system. It contains:

- A brief set of questions where you gain instant access to results
- Comprehensive listing of resources available at local Minnesota WorkForce Centers
- Directs you on how to research career information, find training or employment information needs

AMERICA'S CAREER INFONET: www.careerinfonet.org

This national workforce information site offers:

- Occupation and Industry Information
- A Resume Tutorial
- An Employer Locator Tool (with over 12 million listed employers)
- Career Resource Library

CREATIVE JOB SEARCH: www.deed.state.mn.us/cjs/index.htm

This publication and online tool is very informative. Single page handouts and workshops are available. You'll find:

- Job Search Tools and Preparation Materials
- Job Search Strategies for the Internet

ISEEK: www.iseek.org

This Web site is a comprehensive site for all your job search and career planning needs. At ISEEK you will find:

- Current job openings
- Employment and wage data
- Jobseeker Services
- *MnCareers* online resources

JOB SEARCH GRID BY CAREER TOOL

RESOURCES

TOPIC		CareerInfoNet www.careerinfonet.org	CJS www.deed.state.mn.us/cjs/	Find a Job! Job Guide	ISEEK www.iseek.org	MnWFC www.mnwfc.org
Job Search Information	Where can I find job search advice?	X	X	X	X	X
	Where can I find job openings?	X	X	X	X	X
	How do I develop job leads?	X	X	X	X	X
	What is networking, how does it work?		X	X	X	
	How do I access the hidden job market?	X	X	X		
	Where can I obtain resume writing assistance?	X	X	X	X	X
	Where can I find interviewing assistance?	X	X	X	X	X
	Where can I learn about legal and illegal interview questions?	X	X		X	X
	How do I successfully transition my career?		X	X	X	X
Training and Education	How do I update my skills?	X		X	X	X
	Where do I find training, certification and licensing information?	X			X	X
	How do I pay for training or education?	X			X	
	Where can I find information about obtaining my GED or HS diploma?				X	X
	Where can I explore distance learning?				X	
	Where do I find information about services if I've been laid off?	X	X		X	
Career & Labor Market Information	How do I choose the right job for me?	X	X	X	X	X
	Where can I find career planning information?	X	X		X	X
	How do I identify my skills?	X	X	X	X	X
	How do I explore career information?	X	X		X	X
	Where can I find accurate salary data?	X	X		X	X
	How do I find in-demand jobs for my area?	X	X			X
	Why is labor market information an integral part of career-decision making?	X	X		X	X
	I need to relocate. How can I compare wages?	X	X		X	X
	Where do I find information about fast growing and shrinking occupations?	X	X		X	X
Where can I learn about my ability to find a similar job at a similar wage (employability)?	X			X	X	
Specialized Community Resources	Where can I access employment resources if I have special needs?		X		X	X
	Where can I find employment opportunities for people with disabilities?		X		X	X
	Where can I find links to ADA resources?		X			X
	I need basic needs met (food, clothing and shelter). Where are community resources?		X	X	X	X

MINNESOTA WORKFORCE CENTERS



Get connected to Minnesota's nearly 50 WorkForce Centers located throughout the state.

Minnesota's WorkForce Centers are "one-stop shops" for jobseekers to access employment, training and career information.

Services include:

- Look for a job (locally or in other states) using a computer and searching the Internet.
- Write and send a resume or cover letter, using quality word processors, laser printers, fax or copy machines for FREE.
- Talk to trained job coaches about your employment options and career goals.
- Research growing or in-demand careers and the skills you need to get those jobs.
- Take assessments to discover how your interests or skills match potential jobs.
- Enroll in free classes to fine tune your resume or learn how to search for jobs.
- Explore financial aid possibilities and school information.
- Look for summer jobs and special opportunities for qualified youth.
- Learn about local and national companies – what they do and what kind of workers they need.

Minnesota's WorkForce Centers are a resource for everyone, including teachers. Contact your local WorkForce Center for information about tours, training or presentations for career classes. Look for a location near you at: www.mnwfc.org/field.

To learn more about the services available at each WorkForce Center, call **1.888.GET.JOBS** 1.888.438.5627; TTY 651.282.5909 or 1.800.657.3973.

A complete listing of WorkForce Center locations can be found on page 124 in *MnCareers*.



FINDING JOBS & EMPLOYERS

There are many places to look for current jobs openings and potential employer information. Here is a list of a few suggestions:

- Your networking contacts
- Newspaper ads
- Online and printed business directories
- Business bulleting boards
- Yellow pages
- Temp and other employment agencies
- Labor union offices
- Career centers
- Help-wanted signs in businesses
- Job fairs
- Job coaches and counselors



RECOMMENDED INTERNET SITES:

- ISEEK: **www.iseek.org**
- Minnesota's Job Bank: **www.minnesotaworks.net**
- CareerOneStop: **www.careeronestop.org**
- Star Tribune's Working: **www.startribune.com/jobs**
- Twin Cities.com: **www.twincities.com/jobs**
- State of Minnesota Dept. of Employee Relations: **www.doer.state.mn.us**
- WorkForce Centers Recommended Books:
www.mnwfc.org/resourceareas/books.htm

Adapted from
Find a Job! Job Search Guide
[iSeek Solutions]

APPLICATION & INTERVIEW DISCRIMINATION



Both Minnesota and federal laws regulate hiring decisions to ensure candidates are not unfairly excluded from employment. Occasionally employers purposely or unknowingly post inquiries on an application or ask questions during an interview that are potentially illegal.

As a job seeker, keep the following questions in mind when interviewing or completing information on a job application. Some of these questions might have the effect of discouraging women, people of color, people with disabilities or members of other minority groups from applying or getting hired.

The questions listed below might not be illegal but information gathered from their answers can be used to illegally exclude candidates from getting hired. For tips on how to handle difficult questions during an interview, contact your job coach or career counselor.

Potential Illegal Inquiries

Age:

- What's your date/year of birth?
- What are your retirement plans?
- How can someone so young handle this job?
- Any inquiries as to date of graduation from high school or college.

*When applicable, employers might inquire whether the applicant meets minimum age requirements or subject the hire to verification of minimum age. The focus should be on experience and qualifications needed to perform job duties, not the age of the applicant.

Arrest Record/Conviction:

- Have you ever been arrested? If so, for what crime?
- Any other questions related to an arrest.

*Consideration of arrest records is unlawful; an arrest is no indication of guilt. Additionally, inquiries about felonies where the question itself implies an absolute bar to an applicant seeking employment can be unlawful. Employers can ask about convictions but that information cannot be used to prohibit a candidate from being hired from most positions (there are exceptions.)

Availability:

- Are you available to work on Saturdays or Sundays?
- Any other questions about religious observations or childcare responsibilities.

*These questions might serve to discourage applicants of certain religious groups that prohibit work on Saturday or Sunday. Instead the employer should inquire whether you can meet the work schedule of the job.

Children:

- Do you have any children?
- Are your kids under age 18? What are the ages of your children?
- Do you have arrangements for the care of minor children?

*These questions relate to the employer's worries about potential sources of tardiness or absenteeism. Title VII of the Civil Rights Act of 1964 prohibits an employer from having different policies for men and women. Instead the employer should inquire whether you can meet the work schedule of the job.

APPLICATION & INTERVIEW DISCRIMINATION, CONTINUED

Citizenship:

- Are you a U.S. citizen?
- What's your place of birth?
- What is your first or native language?
- Any other inquiries related to candidacy for U.S. citizenship.

*A lawfully immigrated alien who is domiciled or residing in this country can not be discriminated against on the basis of his or her citizenship status.

Credit Rating:

- Do you have a credit record or charge account?
- Do you own your own home? Do you own your own car?

*Consideration of these factors has had an adverse effect on women and minorities and can be considered discriminatory unless specifically related to performing the particular job in question.



Disability:

- Do you have a disability?
- What's the nature of your disability?
- How many days last year did you miss work due to an illness?
- Do you anticipate needing time off for treatment of an illness or disability?
- Have you ever sought workers' compensation?

*Minnesota and Federal law prohibit an employer from asking any questions concerning a disability on an application. Instead the employer should inquire whether you can meet specific physical requirements of the job.

Fidelity Bond:

- Has Fidelity Bond ever refused you?
- Have you ever been bonded before?

*These questions presumably represent an indirect effort to find flaws in an individual's past. The difficulty with this question is that a bond can be denied for arbitrary or discriminatory reasons that an individual might not know.

Height/Weight:

- How much do you weigh or how tall are you?

*Height and weight requirements not related to job performance are discriminatory. Unless directly related to a job requirement, questions about height or weight should not be asked.

Marital Status:

- What's your maiden name or your prior married name? Are you married, single, separated, divorced or widowed?
- What's your relationship to your emergency contact?

*These questions are not relevant to a person's ability to do their job and could be considered discriminatory.

If you feel you've been asked a question that's potentially illegal, contact the Minnesota Department of Human Rights at 651.296.5663; www.humanrights.state.mn.us.

Adapted from
ODEO NewsLine: The Hiring Process: Application and Interview Inquiries
[DEED Office of Diversity and Equal Opportunity]

PREPARING FOR WORK: JOB INTERVIEWS



An interview is a meeting between you and a potential employer. It's the opportunity for an employer to learn more about you and for you to learn about the employer. As you get acquainted with one another, try to demonstrate how your skills and abilities make you the best candidate for the job.

Three basic types of interviews

Telephone Screening Interview — employers "screen" a large number of candidates and narrow down the contenders based on certain criteria. This saves the employer time and money of bringing a lot of people for in-person interviews.

In-Person Screening Interview — this very common type of interview is used to verify a candidate's qualifications and to establish a preliminary impression of an individual. This type of interview is usually done with a human resources representative asking general questions about a candidate's work history and giving information about the company but will not go into specifics about the position.

Selection Interview — the selection interview process is conducted by the decision maker, who probes a candidate to assess technical skills and specific personality traits related to the success of the job. Questions asked in this interview will be more detailed and specific to the job opening.

Tips for a successful interview

- ✓ Research the company
- ✓ Practice and role play before the interview
- ✓ Look neat and clean
- ✓ Dress appropriately
- ✓ Arrive early
- ✓ Shake hands firmly
- ✓ Maintain eye contact
- ✓ Be enthusiastic and positive
- ✓ Answer questions clearly and honestly
- ✓ Never talk badly about previous employers
- ✓ Focus on what you can offer the company
- ✓ Ask questions
- ✓ Thank the interviewer
- ✓ Follow-up with a thank-you note



Adapted from
Creative Job Search
[Department of Employment and Economic Development]

PREPARING FOR WORK: NETWORKING

Networking is the process of broadening your circle of contacts and acquaintances in order to exchange information and lend ongoing support regarding the job market, education options, career development and related topics.

To network with others meant that you are actively attempting to meet and communicate with people who are willing to share information about their occupation, industry, company, and let you know about their contacts who might assist you with your job seeking or career goals. Networking does not have to be scary or complicated. Start with people you know and ask them for the names of business and personal acquaintances that can assist you in seeking information.

Networking Steps:

1. Identify your "network" (a list of names of everyone you know, including people you know well like family, friends, neighbors, and people you see occasionally like acquaintances, former teachers and classmates, business contacts or referrals from other networking contacts).
2. From your network, select people who might have the most valuable information related to your goals. Don't disregard contact who seem like they don't have valuable information, you never know where a good lead might come from!
3. Prepare a script that explains your goals and asks for specific advice or information. Call your contacts and start the networking process. Remember to express gratitude for any help received, no matter how small.
4. Keep records of everyone you called and write thank-you notes to everyone who assisted you.
5. Put the leads you received on a networking list and contact them. Don't just wait to bump into people. Initiate contact for the sole purpose of networking.



Networking Tips:

- Let people know you are available for work but do not ask for a position directly; rather, ask for information about their company or potential job leads.
- Set networking goals for yourself. Regularly check your progress.
- Effective networking requires excellent people and communication skills. Networking helps tap into the hidden job market (jobs that are never advertised).
- More than 75 percent of your networking will require listening for information and follow through on suggestions. Always ask the person if they know someone else you should meet and if you can use his or her name when contacting people. Obtain at least two names or places for further information and follow up on the leads.
- Be prepared for each networking call or interview. Be sure to sell your skills, knowledge and excitement of finding new employment. And have an updated copy of your resume to ready to send each contact.

Adapted from
Career Choices in North Carolina, 2005-2006 Career Development and User's Guide, Youth edition
[State Occupational Information Coordinating Committee]
Creative Job Search, 2001 edition
[Department of Employment and Economic Development]

THE 10 COMMANDMENTS OF NETWORKING



THOU SHALT ...

1. Have your networking tools with you at all times (resume, business cards, etc).
2. Set a goal for the number of people you'll meet.
3. Act like a host, not a guest.
4. Listen and ask the five "W" questions (Who, What, Where, When and Why)
5. Give a lead or referral whenever possible. Don't just take information.
6. Describe your skills, product or services in 60 seconds.
7. Exchange business cards with the people you meet.
8. Spend 10 minutes or less with each person you meet.
9. Write comments on the backs of the cards you collect.
10. Follow-up with the people you meet.

Adapted from
WFC Resource Area Staff Handout, 2004
[Department of Employment and Economic Development]

TOP 20 LIST OF PERSONAL SKILLS

Here are some easy personal skills that can help any new employee to keep his job, impress his supervisor, get along with his coworkers and advance his career goals.

1. Be punctual, show up to work on time.
2. Be reliable.
3. Be neat, maintain good grooming habits.
4. Dress appropriately for the work place.
5. Think positively.
6. Accept responsibility.
7. Prioritize tasks and complete work efficiently.
8. Listen.
9. Be cooperative.
10. Take the initiative.
11. Manage conflict when it arises.
12. Understand the relationship between work and learning.
13. Be truthful.
14. Do your "fair-share."
15. Know how your team functions.
16. Avoid gossip.
17. Share credit when deserved.
18. Be attentive.
19. Ask for help when necessary.
20. Stay healthy. Be sure to exercise regularly and get adequate rest.



Adapted from
Job Savvy: How to Be a Success at Work (Instructor's Guide, 2nd edition)
[Impact Publications]

EMPLOYERS ARE LOOKING FOR ...

Experience comes from living – from going to school, participating in extracurricular activities, being a member of social groups. Some activities that you might consider part of everyday life are actually giving you experience and skills that employers find valuable. When assessing your own personal accomplishments, it's important to look at everything you've done, not just your academic or work-related activities. ALL experience count.



Below is a list of general skills employers are seeking and sample questions that might be asked of a young or entry-level job seeker in an interview. Think about how you would answer each question.

Employers are Looking For:

Good communication skills
Positive attitude
Flexibility and adaptability
High standards of performance
Good work ethic
Acceptance of responsibility
Productivity
Honesty and reliability
Willingness to keep learning
Ability to analyze and evaluate
Teamwork

Employers may ask...

Have you received any awards?
Do you participate in sports?
Do you baby-sit?
Do you volunteer in a library, hospital, church or community program?
Which classes are your favorites?
Which classes are hard? Which are easy?
What activities do you enjoy?
Do you like to organize things?
Do you like puzzles? Do you enjoy reading?
What are your strengths or weaknesses?
Have you ever done a group project?

Adapted from
Arizona Career & Educational Guide, 2002-2003
[Arizona Career Resource Network]

PREPARING FOR WORK: THE RESUME

A resume is a carrot that you dangle in front of an employer tempting him to give you a job interview. A resume is a one- or two-page description highlighting your education, work experience, volunteer positions and employment-related accomplishments that relate to the job you are applying for. It should present your qualifications as such a good match for the position that the employer will be eager to find out more about you. Remember, the purpose of your resume is to get you interviews. If you aren't getting interviews, then your resume is not doing its job.



Resume Do's and Don'ts

DO	DON'T
Do be consistent and brief	Don't mention salary expectations
Do make the layout easy to read	Don't send a photograph of yourself
Do use action verbs	Don't include personal info
Do highlight your skills	Don't use fancy binders or exotic paper
Do include a cover letter	Don't use abbreviations
Do use high-quality paper	Don't change tense of verbs
Do check spelling and grammar	Don't staple things together
Do use a skills-based resume	Don't pad your resume with one-day/ consultant jobs (if related, group them together)
Do list volunteer work	Don't dwell on the negative
Do post your resume on career Web sites	Don't put unrelated jobs at the top
Do include recent certifications	Don't let unrelated jobs overshadow your skills

Adapted from
Creative Job Search, MnCareers, and Great Tips for JobSeekers
[Department of Employment and Economic Development and CareerNews.com]

PROGRAMS AND SERVICES FOR THOSE LAID-OFF

Adjusting to job loss is never easy. But there are many resources and services available to help. Below is a comprehensive listing from ISEEK and the MN WorkForce Center Services Division.

Next Steps

- Be sure to apply for Unemployment Benefits the first day you become unemployed or your work hours are reduced. An Application for Unemployment Benefits is available online at: **www.uimn.org/ui/filing.htm**.
- Learn how your benefits might be affected if you receive severance pay.
- Explore your options for health care with your former employer.
- Inquire about qualifying for other benefits such as vacation, sick pay, outplacement services or stock options through your former employer.
- Learn about the Foreclosure Prevention Assistance Program which helps homeowners keep their homes during a temporary financial crisis.
- Learn whether you are eligible to participate in the Dislocated Worker Program (which is free training for those who've been laid off as part of a plant closing or mass layoff).
- Be sure to use Job Seeker Services should you need help with services such as transportation, childcare, counseling or English translation.

If you were laid off, make sure you know your rights. For information regarding compensation packages, employer's responsibilities and your responsibilities and benefit options, refer to the Department of Labor and Industry's Frequently Asked Questions page at: **www.doli.state.mn.us/termination.html**.

Employment Options for Special Groups

- If your job loss is due to a major natural disaster, you might qualify for temporary income assistance through the Disaster Unemployment Assistance program.
 - Visit: **www.uimn.org/ui/dua/dua_index.htm**.
- Minnesota Veterans Programs have a variety of services designed to assist veterans in searching for employment. Visit: **www.deed.state.mn.us/veterans** for additional information.
- If your job loss is due to foreign competition, you might qualify for income assistance through the Trade Adjustment Assistance Act. For more information, go to: **www.deed.state.mn.us/taa**

Employment Program Options	Web site URL
Those with Disabilities	www.deed.state.mn.us/rehab
Dislocated Worker Services	www.deed.state.mn.us/dw
Migrant and Seasonal Farmworker Services	www.deed.state.mn.us/migrant
Senior Community Service Employment Program	www.deed.state.mn.us/oldwkr
Welfare to Work Programs	www.deed.state.mn.us/welwork
Youth Development Services	www.deed.state.mn.us/youth

Adapted from
Employment Options and Job Seeker Data from ISEEK
[Department of Employment and Economic Development and **www.iseek.org**]

WORKSHEET #51: JOB OUTLOOK

Directions: Discuss the following concepts concerning employment projections:



- ❖ The labor market is the interaction of people competing for jobs and employers competing for workers.
- ❖ Employers hire to either:
 1. replace a worker, or
 2. fill a newly created job
- ❖ Most openings occur for the first reason – replacing workers as people leave a job, return to school or retire.
- ❖ When looking at occupational trend data, it is important to distinguish between occupations with most openings (a number) vs. fastest-growing occupations (a percent or rate).
- ❖ Which occupational trend data produces the most actual job openings? Students will find it depends on the total number of employees in a particular occupation.
- ❖ A small occupation might be growing rapidly but requires only a few new workers each year. A large occupation may be growing slowly or not at all, but might require a large number of workers annually to replace retiring employees.

Job projections data can be found on page 9 in *MnCareers* or on the Labor Market Information Web site at: www.deed.state.mn.us/lmi

Adapted from
Career Choices in North Carolina, 2003 Career Development and User's Guide, Youth edition
[State Occupational Information Coordinating Committee]

WORKSHEET #52: RESEARCHING A COMPANY

Directions: Use the format below to record information about a company or business in which you are interested.

1. Company Name: _____

2. What does the firm do? _____

3. How did the business get started and when? _____

4. How many employees does the company employ? _____

5. What are its products or services? _____

6. What are the entry-level positions for my chosen career field? _____

7. What is the starting salary for these full-time, entry-level positions? _____

8. What are the chances for advancement within the department or within the company?

9. What benefits does the company offer? _____

10. What's the name of (or who is) the owner, manager and/or personnel representatives?

11. Any other information necessary to acquire? _____

Adapted from
Career Choices in North Carolina, 2003 Career Development and User's Guide, Youth edition
[State Occupational Information Coordinating Committee]

WORKSHEET #53: FITTING THE JOB

Use MnCareers to find five different occupations you think are interesting. Fill in the table below with information about these occupations. In the last column, write down a question you would like to answer for each occupation. Answer the questions below based on this table.

Name of Occupation	Does this occupation match "My Interest Profile" from the interest assessment?	Do I have some of the suggested skills for this occupational group?	[Enter your question here]
1.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="radio"/> No skills <input type="radio"/> Some suggested skills <input type="radio"/> Most skills	
2.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="radio"/> No skills <input type="radio"/> Some suggested skills <input type="radio"/> Most skills	
3.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="radio"/> No skills <input type="radio"/> Some suggested skills <input type="radio"/> Most skills	
4.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="radio"/> No skills <input type="radio"/> Some suggested skills <input type="radio"/> Most skills	
5.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="radio"/> No skills <input type="radio"/> Some suggested skills <input type="radio"/> Most skills	

1. What other qualities do you consider important in the occupation(s) that interest you?

2. List 2 jobs from the table above you feel you could be doing in the next 10 years.

3. List 5 reasons why you could see yourself doing one of these jobs.

Adapted from
Career Ed Infusion Activities
 [CERES, California]

WORKSHEET #54: GET ACQUAINTED WITH CAREERONESTOP

Below is an activity to help individuals get acquainted with the resources and tools available on CareerOneStop.org. Information needed to answer these questions can be found on the Web site.

1. What's the fastest-growing career requiring a bachelor's degree or higher?

2. What's the highest-paying job that requires only work experience?

3. On average, does a journalist (reporter) in Minnesota make more or less in wages compared to others in the U.S.? What is the median hourly wage for a reporter in Minnesota?

4. What licensing agency licenses barbers in the state of Minnesota?

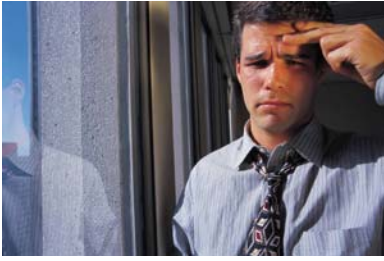
5. How many state job banks are there?

6. Where can you find information about salary negotiation?

7. How many One-Stop Career Centers (WorkForce Centers) are within 25 miles of St. Paul, MN?

8. How many different types of job interviews are there?

ACTIVITY #55: STRESS REDUCERS



Looking for work after a job loss or during a change can be stressful. A certain amount of stress makes life interesting and challenging. However, when there's too much or a person isn't managing stress well, illness can result. Below is a list of stress reducers.

Directions: Check the items below that best describe you.

- _____ I sleep 7-8 hours at least four nights a week.
- _____ I have at least one relative or friend nearby on whom I can rely.
- _____ I drink fewer than five alcoholic beverages per week.
- _____ I give and receive affection regularly.
- _____ I exercise at least three times per week.
- _____ My income is adequate to meet my basic expenses.
- _____ I have a network of friends and acquaintances.
- _____ I'm in good health (including eyesight, hearing and teeth).
- _____ I'm able to speak about my feelings when angry or worried.
- _____ I have regular conversations with the people I live with about domestic problems (chores, money and living issues).
- _____ I regularly participate in social or other activities.
- _____ I do something fun at least once a week.
- _____ I'm able to manage my time well.
- _____ I eat a well balanced diet, including adequate amounts of protein, fruits and vegetables.
- _____ I'm close to the appropriate weight for my height.
- _____ I get strength from my beliefs.
- _____ I drink less than four caffeinated beverages per day.
- _____ I get an adequate amount of quiet time for myself during the day.
- _____ I have one or more people to confide in about personal matters.
- _____ I have a plan to better manage the stressors in my life.

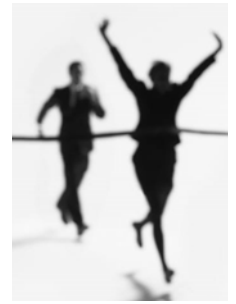
- _____ **TOTAL number of checks**

Add up the number of checks above. If there are seven or less, you might not be doing all you can do to reduce or manage stress in your life. Review the items above and identify one or two that you can do. For example, taking a long, vigorous walk three times a week could improve your health at stressful times in your life.

Adapted from
WorkForce in Transition
Career Choices in North Carolina, 2003 Career Development and User's Guide, Youth edition
[State Occupational Information Coordinating Committee]

ACTIVITY #56: WORKPLACE CHARACTERISTICS

The following skills can be used in almost every workplace situation. They help you to find work, keep work and progress in your career. Use this exercise to identify your areas of strength as well as those skills that need improvement or development.



Can Do **Needs Work**

Communication Skills

- I speak clearly.
- I know how to explain my ideas to others.
- I ask appropriate questions.
- I know how to seek help when I need it.
- I write letters and reports well.
- I'm a good listener.
- I'm able to interpret written instructions well.

Thinking Skills

- I think about issues clearly.
- I evaluate situations logically.
- I reason well and make objective judgments.
- I know how to make informed decisions.
- I know how to evaluate risk.
- I understand and solve problems using basic mathematics.
- I know how to use technology effectively.

Organizational Skills

- I have the ability to set goals in my work and personal life.
- I complete work on time.
- I work neatly and accurately.
- I take care of tools/materials/equipment.
- I follow directions.
- I plan/organize activities to meet deadlines.
- I handle interruptions and changes and still meet goals.
- I plan and manage my life.

Can Do **Needs Work**

Adaptability Skills

- I have a positive attitude toward change.
- I recognize and respect other people's differences.
- I think of new ways to get the job done.
- I handle transitions easily.

Interpersonal Skills

- I get along with people.
- I know how to be tactful.
- I respect the ideas of others.
- I support other people's decisions.
- I help others with their problems.
- I accept authority.
- I know how to work on a team.

Learning Skills

- I enjoy learning.
- I'm curious about people and events.
- I'm interested in advancing my career interests.
- I know how to find information when I need it.
- I want to continue learning throughout my life.

Personal Skills

- I'm honest
- I'm motivated/enthusiastic about what I do.
- I'm reliable and dependable.
- I'm prompt. I don't miss appointments.
- I take pride in my appearance/dress appropriately.
- I can handle criticism well.
- I'm courteous and respectful.
- I'm creative and like to think up new ideas.

Adapted from
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