



Career Planning Workbook

Finding Your Fit

The purpose of this document is to provide you a framework for thinking through and prioritizing some career options you may want to investigate further.

The document has the following main sections:

- ❖ “What Should I Do?” helps you articulate your current thoughts on career options.
- ❖ “What Matters Most to You?” helps you prioritize what drive you to be successful.
- ❖ “What Do You Do Best?” helps you analyze the kinds of skills and abilities you would bring to a job.
- ❖ “Now, What Should I Do?” sharpens your focus on the best career options for you.

WHAT SHOULD I DO?

1. Working individually for about two minutes, write a short description of the kind of position you would envision yourself working in as your next (or first) job in your career path, and why that job would be ideal for you. Take your notes in the space below. Be as detailed as you can, and try to strike a balance between the ideal and the constraints of reality.
2. After about two minutes, the facilitator will call time and put you with a partner to compare your notes. Each partner will have about two minutes to share his or her thoughts about their ideal job with their partner.
3. After about four minutes, the facilitator will call time and debrief this activity.

My ideal job (“job objective”) is

WHAT MATTERS MOST TO YOU?

1. Think about the importance of the drivers listed below in your life and in general (both work and otherwise).
2. As best you can, rank order the ten drivers, with 1 indicating the most important and 10 indicating the least important.

Rank	Driver
	Advancement – opportunity for promotion or recognition
	Altruism – opportunity to contribute to the welfare of others
	Autonomy – freedom and ability to be self-directed
	Balance – ability to prioritize personal and business matters
	Challenge – drive to overcome obstacles and solve problems
	Discovery – developing understanding for its own sake
	Money – abundant financial compensation
	Structure – clear organizational goals and responsibilities, no ambiguity
	Perfectionism – doing things exactly right, no matter how long it takes
	Security – stability and predictability

Applying your Drivers – Consider the following questions to determine how your drivers apply to finding your fit.

1. What does your ranking suggest about the kind of career path you would be best working in?
2. What does it suggest about the type of organization (large or small)?
3. What does it suggest about the kind of role you might best play (research, management, project leader)?

WHAT DO YOU DO BEST?

1. Review the list of strengths listed below. As best you can, evaluate your strengths, placing a checkmark (✓) next to the three or four areas of highest strength, and an X next to the three or four areas of lowest strength.

Rank	Skill
	Adaptability: successfully responding to changes in workplace priorities and structures
	Communications (oral & written): imparting or exchanging information or news with team members, supervisors and customers
	Critical Thinking/Analysis: The ability to objectively evaluate a system to determine patterns and anomalies
	Cultural/Social Awareness: awareness of the value of diversity and inclusion in the workplace, as well as respect for the customs and practices of different cultures
	Ethical Practices: Doing the right thing and doing it right
	Leading/Providing Direction: the ability to motivate and direct others to achieve a desired outcome
	Persistence: the ability to overcome obstacles to achieve the desired outcome
	Proactive Nature: anticipating problems and solving them before detrimental effects are apparent
	Professionalism: displaying the behaviors, attitudes, and characteristics consistent with a profession
	Systems Thinking: understanding why you are working on a particular project and its importance to the organization
	Teamwork: the ability to get along and work with others to accomplish a common goal
	Time, Project and Financial Management: the ability to effectively schedule and utilize resources in the accomplishment of a goal

2. **Applying your Personal Strengths** – Consider the following questions to determine how your personal strengths apply to finding your fit.
 - What if anything do you see as the relationships between your high-strength areas and your lower strength areas?
 - What does your evaluation suggest about the kind of career path you would be best working in?
 - What does it suggest about the type of organization (large or small)?
 - What does it suggest about the kind of role you might best play (research, management, project leader)?

NOW, WHAT SHOULD I DO?

1. Working individually for about five minutes, compare the advantages and disadvantages of jobs in industry, academia or the government. Then, take two more minutes to write a revised job description based on your analysis.
2. Once complete, the facilitator will call time and put you with a partner to compare your notes. Each partner will have about two minutes to share his or her thoughts about their ideal job with their partner.
3. After about four minutes, the facilitator will call time and debrief this activity.

Industry Jobs:

Advantages	Disadvantages

Academic Jobs:

Advantages	Disadvantages

Government Jobs:

Advantages	Disadvantages

My revised job ("job objective") is