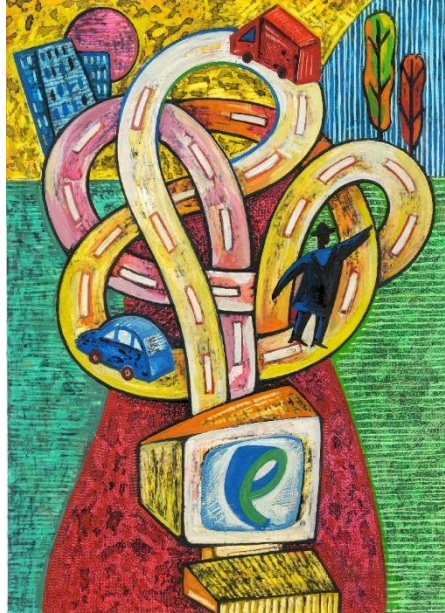# Mapping Your Career

Where do you want to go in your job search?

Making a plan

Just as if you would take time to plan your vacation, you need to take some time to plan your job search and career direction.

Mapping out the path and direction you have already traveled allows you see what skills and talents you already possess. This information gives your resume your employment and skill development history.

Mapping also shows what skills you may need to learn for your next job and your career path. Finding out what you need to know for a career path and planning to learn them on your own, will help you develop new skills employers will want and keep you employable over time.

Self-directed, lifelong learners earn more money and are happier in their jobs over the span of their careers. Mapping out your journey allows you to make the plans fit your life and adjust for any detours that may occur along the way.

Keep your eye on the goal.
Is it a job or a career?

A job is doing. *You flip burgers. You wash cars. You learn general skills that come and go with jobs and industries.*

A career is becoming. *You are an accountant. You are a carpenter. You are a manager of a hotel. Skills grown over time become an expert in a field or industry.*

Where do you go to start?

WHERE DO YOU START TO MAKE YOUR PLAN FOR A CAREER?

AT THE END POINT.
WHERE DO YOU WANT TO END UP?

DON'T KNOW?
HAVEN'T GIVEN IT MUCH THOUGHT?

Let's give you some homework to work on this area of your map.

Exercise:

On a blank paper, imagine yourself retired from a life of working. List what accomplishments have you done over your life. Pretend you did whatever you wanted or ever dreamed of doing. This is just to get you to think about career direction if you have not.

To start you off thinking – try answering some of these questions.

Did you marry? Plan to marry? Have any children? Want a family?

What hobbies did you have?

Did you travel for work or fun? Where did you go?

Did you go to trade school or college?

How many employers did you work for over the years?

Where did you work – what industry? How big was the company?

What did you end up as?

What Do Employers *Really* Want?

Good Communication and Interpersonal Skills:

The ability to communicate effectively with others and get along with a variety of different types of personalities is two of the most desirable qualities in job candidates, according to employers. Employers want to know if you have the ability to organize your thoughts and ideas effectively.

The ability to relate in a friendly manner to your co-workers, bosses, supervisors, and customers is important to having good interpersonal skills. You may not become best friends or share everything in common with those you work with, but it means that you attempt to be open to friendly conversation. Interpersonal skills are essential to building healthy work relationships and team moral. Moreover, who doesn't want to be known for their ability to make friends?

Of course, another side of interpersonal skills is being able to deal with the normal work based conflict or differing opinions with co-workers and others. Ever hear the old church saying, "Love the sinner but not the sin". That ability to accept the other person having different viewpoints and insights on topics and quietly discuss is the art of mature disagreement.

Disagreeing gracefully is a skill in communication that does not get too personal or overly negative toward the other person. Loud verbal conflicts often occur in situations where struggles for perceived power or imagined right/wrong answers are believed to define the problem. Defusing and maturely handling arguments make your interpersonal communication skills shine. Good interpersonal skills can distinguish the point between opinion and the person and not judge the person for whatever opinions they may express. Employers want people who know how to disagree without anger creating a hostile work environment.

What are the Skills most sought after by Employers?

1. **Great Communications Skills (listening, verbal, written):** By far, the one skill mentioned most often by employers is the ability to listen, write, and speak effectively. *Successful communication is critical anywhere- especially on the job*.
2. **Interpersonal Abilities.** The ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers is essential given the amount of time spent at work each day. **TEAMWORKI** – can you get along???
3. **Self- Directed Learning.** Can you see your own skill gaps and develop yourself? Do you have a development plan for your career goals or do you wait for your boss or yearly review to tell you what you need? Gone are those days – lifelong learning is what every employer wants. Hit the ground running and never ask for what is needed in the career because you know. Become the expert of your career path.

Cold Call – Telephone Script

Hi_____ (state their name)?
(Prospect: Yes.)
(Your name)_____ from _____(Company name). Do you have a quick minute?
Great! _____, I'm sure you are a busy and want to respect your time, so I'll be brief. The reason for my call is this. We specialize in (working with small business owners, salespeople, managers, etc.) so that you/they can:

State Your Compelling Reason - (The End Result of the Benefit You Offer)
Well, Mr./Mrs… Smith, depending on what you are currently doing, I don't know whether you have a need or an interest in our services. But with your permission, I was hoping to ask you a few questions and see if there is anything we are doing that you could benefit from. Would you be comfortable spending just a few minutes with me if I stick to my timetable?

Needs Analysis:
(Remember, if there's no 'pain' or problem or a clear opportunity to improve their current situation, there's no reason for the prospect to meet with you/take the next step in your sales process.)

1.
2.
3.
4. If you could create the ideal solution for (XXX), what about your current product/service would you like to improve or change?
5. If you could magically eliminate three of your biggest problems, headaches or stresses what would they be?
6. How do these challenges affect you/your business (bottom line)?

Summarize and Confirm:
1. "For my own understanding, what you are truly saying is...
(Recap what the prospect shared with you; their problems, challenges, and objectives.)
Is that accurate / correct?

2. Would it be safe to say that if there was a way for you to:
· Restate biggest obstacle. (Example: Overcome the challenge/obstacle/problem of..)
· Restate their most important goal or objective they shared with you.
It would be worth exploring / discussing in more detail?

3. Schedule Next Step:
"Then let's get together for (state timeline - Ex: twenty minutes) to see if there's a fit. I will answer your questions, share with you several options as well as demonstrate how our

product/service will specifically address your challenges/objectives. Mr./Mrs._____, do you have your calendar handy? What day would be good for you, towards the beginning or the end of the week?
"Do mornings or afternoons work better for you?"

4. Once you determine the meeting time, continue with:
Fantastic, I'm looking forward to meeting with you on _____at _____.
(Confirm all decision makers.)
Thanks. Have a great day!

Online Jobs Applications

Now days just about everything we need to do can be done online. We pay our bills, send out invitations, shop for cloths, and even looking for jobs. Many companies now have online jobs applications for their prospective employees to fill out and a few no longer accept anything but online jobs applications. It is getting to the point that if you want a job you had better be ready to submit an application online.

This is true for high paying job and the lower paying ones as well. Many companies are starting to use online jobs applications because it give them a more organized system of scanning and searching for future employees. They are able to process more prospective employees and find the ones that are the perfect fit.

On the downside when you are looking for a job the online jobs applications can make things a little more difficult to land the job your really want because now instead of competing with a couple of people you are having to shine through hundreds.

Now that may seem like a lot but really following a few simple steps and really help out. First make sure that you completely fill out the application. Ninety-percent of the time when an online jobs application is not completely filled out it is simply tossed aside and never even gets a second look. The companies fill that if you can't follow direction when filling an application how are you going to follow them if they hire you. Next, if they have a spot for a cover letter make sure that you use it. This is a great way to give a basic introduction of who you are to the company and will help set you apart from other applicants.

The last thing that you may want to try is after you submitted your online jobs applications, wait at least one week then give a follow-up email that politely inquires if someone has had the chance to review your application. Many times this will help get the foot in the door.

JOB SEARCH ENGINES

Below are quick links to various sites. Simply click on the underlined link to find the website. Researching on these sites require knowing Key Words, Job Titles, and paying close attention to LOCATION.

MEGA JOB SEARCH ENGINES

CareerBuilder.com - http://www.careerbuilder.com/

Monster.com - http://www.monster.com/Home.aspx?disRe=true Best used when signed in is used. Has job agent, which can send email alerts of jobs. No Fee to job seeker.

USA Jobs - http://www.usajobs.gov/ei11.asp Job search engine for people with disabilities looking for government jobs.

Federal Job Search - http://www.federaljobsearch.com/

The Job Spider - http://www.thejobspider.com/

Flipdog.com - http://www.flipdog.com/ - Listed by city, state, etc. Pulls from local newspapers, job boards, etc.

MegaJobsites.com - http://www.megajobsites.com/ -Mega –search site / community providing resources to careers, jobs and trends. In addition to posting the latest jobs from coast to coast, we offer a variety of career resources to foster professional growth. We even have services designed to increase your exposure to top employers and articles to help you prepare for the next phase of your career. No cost to job-seeker.

Indeed.com - http://www.indeed.com/ - a meta-search job site that pulls job postings from more than 500 places, including the major job boards, the top 200 newspapers, hundreds of professional associations, and company career centers. Job-seekers can search for job listings by (what: title, keywords, company; and where: location). No cost to job-seekers.

JobsINBOX - http://www.jobsinbox.com/ - an international job search engine and networking site, where job-seekers can find relevant job postings from around the world through a matching process based on key skills. You can also create communities of your work interest, offer/receive advice/info/help from others with the same interests. No cost to job-seekers.

Careerjet.com - http://www.careerjet.com/- a meta-job job-search engine, where job-seekers can browse job listings by location or industry), search job listings (by keyword, job title, location, industry), post your resume, as well as register for a job-search agent. Job listings are harvested from company web sites, recruitment agency web sites and large specialist recruitment sites. No cost to job-seekers.

[CareerMetaSearch.com](http://www.careermetasearch.com/Public/site/index.html) - http://www.careermetasearch.com/Public/site/index.html - a meta-mega job site for job-seekers that searches numerous job sites in real time, and where you can search job listings (by keywords, industry, location, job type), as well as post your resume. No cost to job-seekers.

[Findjobsnet.com](http://www.findjobsnet.com/) - http://www.findjobsnet.com/ - a mega-meta job search engine that pulls job postings from other job sites. Job-seekers can browse job listings by category and then apply directly to employers. No cost to job-seekers.

[jobalot.com](http://www.jobalot.com/) - http://www.jobalot.com/ - a mega-meta job site, where job-seekers can use a simple job search interface (searching basically by keywords and location) to find thousands of the job listings from hundreds of the best job sites. You can also browse jobs by category, find career resources, or learn about continuing education opportunities. No cost to job-seekers.

[JobCab: Job Search Engine](http://www.jobalot.com/) - http://www.jobalot.com/ - a meta-search job site that searches multiple sites for job postings. Job-seekers enter the type of work you seek (keywords, job title) and a location (city, state, zip). No cost to job-seekers.

[JobsCareers24.com](http://www.jobscareers24.com/) - http://www.jobscareers24.com/ - a meta job search engine that collects job postings from many other job boards so that you can browse or search these job postings (by keyword, location, salary, posting date) in one location. No cost to job-seekers.

[Job Search Easy](http://www.jobsearcheasy.com/) - http://www.jobsearcheasy.com/ - a meta-mega job site where job-seekers can search for local job opportunities, post your resume, and have the chance to win prizes when you search for new jobs. Job postings are collected from all the major job sites. No-cost to job-seekers.

[JobSniper.com](http://www.jobsniper.com/php/index.php) - http://www.jobsniper.com/php/index.php - a meta-search job site, where job-seekers can search multiple (50+) job sites with a single search (by keyword and location), as well as activate up to five job-search agents. Also includes numerous collection of career-related links. Free to job-seekers.

[JobsOnline](http://www.jobsonline.net/) - http://www.jobsonline.net/ - a job-search engine that gathers job postings from all over the Internet -— niche sites, newspapers, major job boards -- but with a twist. Unlike most other job-search engines, job-seekers must establish an account and post your resume before you can see your search results. No cost to job-seekers.

[Juju: JobSearchEngine](http://www.job-search-engine.com/) - http://www.job-search-engine.com/ - a meta-search job site that searches the top 250 American, 60 British and 110 English and French Canadian employer career centers and major job boards in parallel and in real time. Job-seekers can search for jobs by keywords, job category, job listing currency, and location. Free to job-seekers.

[LinkUp](http://www.linkup.com/) - http://www.linkup.com/ - a meta job search engine that collects job postings from the so-called hidden job market -- "real" job postings from company career centers. Job-seekers can

browse (by employer, location, category) or search (by keyword, location) job postings. No cost to job-seekers.

Smuz.com - http://www.smuz.com/ - a job-search engine with a twist. Not only does this site collect job listings from other sites, it also encourages employers to post job listings at no cost. Job-seekers can search for jobs and post your resume. No cost to job-seekers.

CHICAGO AREA

CityofChicago.org - http://egov.cityofchicago.org/city/webportal/home.do?BV_SessionID=@@@@1912570702.124 4041152@@@@&BV_EngineID=cccfadehhdfgmmfcefecelldffhdfhm.0 - Lists all the different departments of the city of Chicago and Cook County. Each department has job listings.

Disabilities Works - http://www.disabilityworks.org/

IDES (Illinois Department of Employment Security) http://www.ides.state.il.us/

Social Security Jobs in Chicago - http://www.ssa.gov/chicago/jobs_dib.htm

Metro Chicago Jobs - http://www.metrochicagojobs.com/

Jobs In Chicago - http://www.jobsinchicago.com/

Chicago Jobs -http://www.chicagojobs.com/

Chicago Recruiter - http://www.chicagorecruiter.com/index.php

Employment Guide- http://chicago.employmentguide.com/

CareerJet - http://www.careerjet.com/disability-jobs/chicago-10016.html

OLDER ADULTS
Seniors 4 Hire - http://www.seniors4hire.org/

Skill Set & Behavior Assessment

| | Skills & Work Competency Areas: Score yourself out of 10 for each skill and behavior. Validate your scores by discussing them with your boss or someone who knows you (these scores go in the '2nd view' column and form the basis of the assessment). At the same time agree with the other person whether each skill and behavior is essential or desirable for the effective performance of your role, or your next job if you are seeking advancement. Your personal development priorities are therefore the lowest scores in the essential skills and behaviors. | SCORE/10 | | |
		Self-Assess	2nd View	Essential / Desirable
1	Using and developing my knowledge.			
2	Researching, investigating and problem-solving.			
3	Communicating outwardly: face-to-face, phone, email, etc.			
4	Listening and interpretation, establishing rapport, understanding needs.			
5	Developing solutions and agreeing things with people.			
6	Financial understanding and commercial ability.			
7	Speaking and presenting to groups.			
8	Helping or coaching or teaching or training others.			
9	Using information and communications technology (ICT or IT).			
10	Technical appreciation and use of equipment/tools/machinery for my area and related areas.			
11	Understanding and making the most of my relationships with people and groups.			
12	Competitor/industry awareness and consideration of these factors in planning, decision-making, etc.			
13	Taking initiative and responsibility, e.g., decision-making, project management, running meetings.			
14	Visioning, creating, and inspiring others with my ideas.			
15	Managing time effectively, efficient, productive, and reliable.			
16	Appreciating/applying social responsibility, sustainability, humanity and ethical considerations.			

	Behaviors, Attitudes &Personal Style	Self-Assess	2nd View	Essential / Desirable
1	Striving for personal development.			
2	Taking personal responsibility to resolve problems, even those not of my own making.			
3	Understanding the way people really feel.			
4	Developing positive relationships.			
5	Using integrity and ethics in my judgement about work and organizational issues.			
6	Planning how to achieve my work and personal goals.			
7	Managing stress and conflict.			
8	Managing upwards and sideways (my managerial superiors and my peers).			
9	Contributing positively to team/company morale and spirit.			
10	Seeking and picking up responsibility that I see waiting to be filled.			
11	Team-working.			
12	Having compassion and care for others.			

The Toolbox Series was Developed, Designed, Presented, & is copyrighted to MHVerre. It was created in2010 for volunteer work at UCP in Chicago & was part of a series of seminars on Job Search at DePaul University, Triton College, University of Illinois at Chicago & Work Chicago in 2009-2013.