



Your Ideal Job Description

Career planning can help give you some focus and control over your career. The career planning process should facilitate the development of your ideal job description. Here are some questions (with sample answers) you can ask yourself to help get you started.

What kinds of problems need solving? (people don't read any more; the oil industry is too dependent on foreign oil; environmental pollution; high tech companies do not use technology in their manufacturing)

List the things you love to do. (play games that cause me to think; see old movies; learn, if I'm not tested on it; go out to eat)

Describe your ideal work environment. (quiet with no interruptions; homey and not sterile; lots of movement; low-key bustling)

What kinds of people do you want to work with? (high energy/high integrity; team workers; humor oriented; rule benders; people with fairly strong egos)

Any special skills or special knowledge? (extemporaneous speaking; getting what I want when I want it; living alone; figuring things out)

Reflect on the rewards you are looking for. (no games; power to implement my own ideas; flexible time; praise; minimal paperwork)

Neat things about me. (good sense of humor; adventuresome; always positive no matter what the circumstances; capable of handling a lot at once; I try very hard)

Ways I am different from other people. (have a bizarre laugh; don't like dusk; work well with a partner; like to have clutter and work on top of it)

Ways I could be helpful to others. (organizing chaos; anticipating others' needs; letting people be themselves; keeping things on schedule)

Fantasy titles of jobs I'd like to have. (chairman of the board; energy czar; female Woody Allen; planning consultant; vice president in charge of international affairs)

Once you have completed your list, add to it and subtract from it. It will change as you change. You might want to jot down other questions and answers that pop into your mind. Gradually, patterns will form and help you start to identify the ideal job for you.

Consider The Following Components Of Your Ideal Job:

A: The job itself

1. Tasks and duties:
2. Responsibilities:
3. Problems to be solved:
4. Supervision given:
5. Supervision exercised:
6. Subject matter:
7. Potential for initiative:
8. Level of structure:
9. Relationships:
10. Skills utilized:

B. Where you would be working

1. Type of organization: (large, small, private, non-profit, government, etc.)
2. What department or unit within organization:
3. Types of products and/or services:
4. Goals and mission of organization:
5. Economic stability and security within organization:
6. Organizational atmosphere or personality:
7. Compatibility of organization and your priorities:
8. Compatibility of management style with your organization:
9. Opportunity to realize your goals within organization:
10. Persons with whom you work:
11. Clients for whom you work:
12. Relationships:
13. Location: