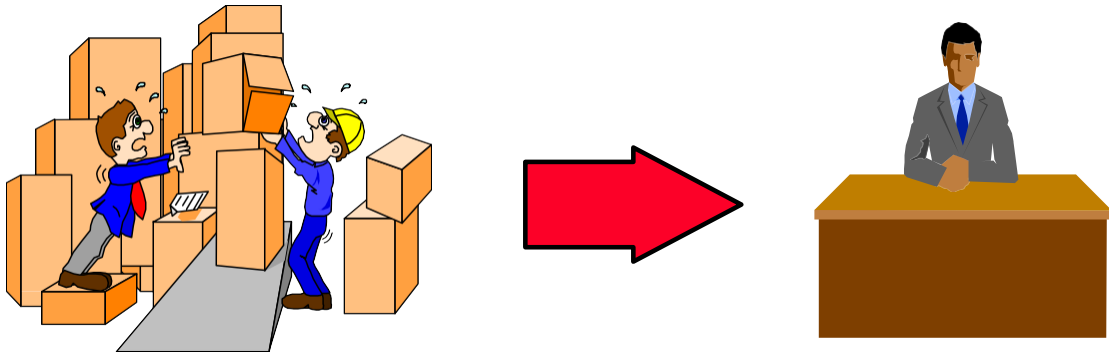


LOOKING FOR EMPLOYMENT

In the following section, you will have the opportunity to research your values, career, and vocational interests more extensively. However, it is important to remember that your first jobs might not always reflect your career interests.



Nevertheless, many entry-level jobs provide you not only with general work experience and references, but can also help you gain knowledge in your choice of careers. For example, if you are interested in culinary arts, working in a fast food restaurant might be helpful. If you want to pursue a career in business, working in a retail store might be valuable to you.

Don't be disappointed if you can't get an entry-level job which reflects your interests.

REMEMBER: EVERY JOB PROVIDES YOU WITH IMPORTANT EXPERIENCE!!

JOB SEEKING SKILLS

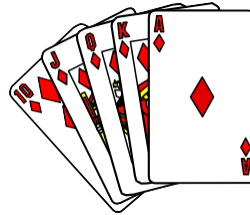
“Life is What You Do While You’re Making Other Plans.”

John Lennon, The Beatles

Don’t wait for things to happen to you. Make them happen for you. Find out about yourself. What are the things that you like to do? What are the things you do well? And how can they fit together? This section includes a few activities that might help you answer some of these questions.



ACTIVITY



CARD GAME

What is of value to you in a job situation?

You can play this game with 2 or more people. One person can read the directions step by step; the other person can be the player. The game will help you (the player) find out what things are important to you in a job and in your life.

Cut apart the 14 cards on the following pages. There is a card for each of the words listed below.

Service - To contribute to making the world a better place

Location - To live where I want to live

Loyalty - To be loyal to the company and my boss and to have their loyalty in return

Security - To have a secure and stable position

Prestige - To be seen as being successful, as having stature

Expertise - To be recognized as an authority in what I do

Power - To have influence over others

Health - To maintain physical fitness and enjoy normal good health

Enjoyment - To like my work, to have fun in it








Family - To have ample time with my family







Wealth - To have a great deal of money

Achievement - To accomplish important things, to do work that is personally challenging, that helps me grow

Friendship - To work with people I like and to be liked by them

Independence - To have freedom of thought and action

 <p>Service To contribute to making the world a better place</p>	 <p>Location To live where I want to live</p>
 <p>Loyalty To be loyal to the company and my boss and to have their loyalty in return</p>	 <p>Security To have a secure and stable position</p>
 <p>Prestige To be seen as being successful, as having stature</p>	 <p>Expertise To be recognized as an authority in what I do</p>
 <p>Power To have influence over others</p>	 <p>Health To maintain physical fitness and enjoy normal good health</p>

 <p>Enjoyment To like my work, to have fun at it</p>	 <p>Family To have ample time with my family</p>
 <p>Wealth To have a great deal of money</p>	 <p>Achievement To accomplish important things, to do work that is personally challenging, that helps me grow</p>
 <p>Friendship To work with people I like and to be liked by them</p>	 <hr/> <p>Independence To have freedom of thought and action</p>

Game Directions:

What is of value to you in a job situation?

1. Cut apart the 14 cards.
2. Lay out the cards and read them over carefully. Think about each quality as it applies to you.
3. Which of the 14 qualities are most important to you? Choose your ten most important and write the words here

_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Pretend you have been offered a job. Are these the ten qualities you would like to have in a new job?

5. Uh-oh. You're going to have to give up one of your ten qualities. Which one will you sacrifice? Why?

6. Now two more qualities have to go. Think about your decision carefully. What reasons did you have for making the choices you did?

7. GOOD NEWS! You can take one of the old qualities back. Which one will you take back?

8. Suppose you could have only *one* quality? Which would you choose? Why?

Have you ever had a job that didn't include enough of these qualities? How did you feel about it?

Take a few minutes to think about what decisions you just made. Why would you like to have the qualities you finally chose? Are these the things in life and in a job that really matter to you?

How do you think this information will help you?

SKILLS SURVEY

Whether you are thinking about long-range career goals or a job to earn some extra spending money, you will probably enjoy what you are doing if you can put some of your natural talents and skills to work. Everyone has skills -- things that you can do well. If you know your skills, not only will you be able to pick a job you enjoy more, but you will be better able to sell your qualities to your employer.



How many of the skills listed below are ones you have? Circle your skills (things you can do well).

- | | | | |
|---------------------------|--------------------|---------------------|--------------------------------------|
| Typing | Drawing Pictures | Making Things | Fixing Things |
| Washing Dishes | Making a Sign | Dancing | Growing Plants |
| Painting a Room | Using Hand Tools | Selling Things | Driving a Truck |
| Making a Bed | Writing a Letter | Playing Football | Playing Basketball |
| Raising Animals | Using a Telephone | Swimming | Spelling |
| Shopping for Food | Reading Maps | Telling a Story | Acting |
| Caring for Children | Ironing Clothes | Cutting Hair | Arranging Flowers |
| Driving a Car | Reading a Meter | Being a Caddie | Helping Old People |
| Fishing | Mowing Lawns | Filing Papers | Chopping Firewood |
| Making Friends | Wrapping Packages | Managing a Club | Making Furniture |
| Memorizing Facts | Riding a Horse | Singing | Giving First Aid |
| Using Makeup | Tuning an Engine | Cooking | Lifting Weights |
| Riding a Bike | Doing Laundry | Knitting | Assembling a Model |
| Doing a Puzzle | Washing Windows | Playing Baseball | Repairing Radios |
| Repairing a Bike | Grooming a Pet | Skating | Giving Directions |
| Pumping Gas | Reading Aloud | Changing a Tire | Using a Calculator |
| Sailing a Boat | Serving a Meal | Hunting | Filling Out Forms |
| Operating a Cash Register | Taking Photographs | Making People Laugh | Teaching Someone How to do Something |
| <i>Additional Skills:</i> | | | |

