

KNOWING YOURSELF & GETTING STARTED ON YOUR JOB SEARCH

STEP 1: CAPITALIZE ON YOUR STRENGTHS AND INTERESTS

PERSONALITY AND ATTITUDES

First consider your personality traits and attitudes. Think honestly about how you react to situations and people, and mark off any of the adjectives that best describe you. Think about what others would say about your personality. Remember, it's about who you are now: not who you would like to be.

Choose your 5 strongest personality traits and add them to your self-assessment summary below

Able to manage stress	Curious	Kind	Reflective
Adventurous	Determined	Logical	Responsible
Ambitious	Enthusiastic	Meticulous	Self-confident
Analytical	Motivated	Serious	Calm
Generous	Open-minded	Shy	Cautious
Imaginative	Organized	Socially conscious	Creative
Independent	Outgoing	Witty	Other?

Top 5 Personality Traits and Attitudes
1.
2.
3.
4.
5.

Work Interests

Reflect upon what you learned from your co-op jobs and other experiences, about what you value in the workplace. Consider these statements, and choose 10 work interests; add them to your self-assessment summary below:

VI = Very important to you

I = Important to you

U = Unimportant to you

NS = Not sure how important to you

	VI	I	U	NS
I enjoy learning things about other people.				
I enjoy helping other people.				
I like to entertain others and see people having a good time.				
I enjoy working with statistics.				
I find satisfaction in digging for information.				
I enjoy using the library for research.				
I often develop my own new theories to explain things.				
I enjoy expressing myself artistically.				
I like being creative and coming up with new ideas.				
I enjoy trying to persuade others to my point of view.				
I like organizing others to accomplish a task.				
I enjoy paying attention to details.				
I want to know what I will be doing each day before it begins.				
I enjoy surprises and unexpected events.				
I like working on several projects at once.				
I enjoy a fast-paced work environment.				
I like to always to be learning new things.				
I enjoy the challenge of working my way up in an organization.				
I like working outdoors.				
I enjoy traveling and being away from home.				
I like to set my own hours.				
I enjoy working from home.				
I enjoy being around others in an office.				
I like to discuss options with others before coming to a decision.				
I like to make decisions on my own.				
I enjoy the excitement and fast pace of a big city.				
I enjoy the sense of community and security of a small town.				
I like to compete with others.				
I enjoy work that is intellectually challenging.				
I like to work with the public.				
I enjoy setting my own goals and working towards them.				
Top 10 Work Interests				
1.	2.			
3.	4.			
5.	6.			
7.	8.			
9.	10.			

Values Checklist

Values are an important component of self-assessment. They guide our actions and determine how we feel about different aspects of the world. Understanding your values can help you to:

- Determine personal and career goals
- Select a position and working environment that best matches what you need and care about
- Understand the kinds of people you enjoy working and associating with

Rate the values listed below, choose your top 5, and transfer them to your values checklist

VI = Very important to you	I = Important to you
U = Unimportant to you	NS = Not sure how important to you

	VI	I	U	NS
Security: being assured of a job and receiving a reasonable rate of pay				
Variety: having work responsibilities that change frequently				
Independence: working with little direction and supervision from others				
Competition: comparing your performance with others and having an opportunity to win or be recognized for doing well				
Schedule Consistency: knowing your schedule in advance and having a schedule that doesn't fluctuate				
Growth: working in a position which enables you to continuously upgrade and expand your skills				
Money: earning a large amount of money or gaining material things				
Creativity: thinking up new ideas, programs or ways of doing things				
Helping society: doing something that is worthwhile or of benefit to society				
Being an expert: being known as someone who has special knowledge or skills in a particular field				
Helping others: helping people, either individually or in groups				
Belonging: being part of a team				
Involvement: contributing your ideas/feedback and having them considered by others				
Power: having authority to direct and influence others				
Precise work: doing work that requires exactness or a high degree of accuracy				
Excitement: doing work that is fast paced and challenging				
Stability: having work responsibilities that follow a routine and are predictable				

- What do your values suggest about the type of person you are?
- How do your values influence your daily decision-making?
- How do your values influence the effort you put into doing home duties? Schoolwork? Part-time work?

Top 5 Values Checklist
1.
2.
3.
4.
5.

Want to learn more about yourself and the career possibilities that fit with your values, interests, strengths, and goals? There are many on-line self-assessment tools and resources available to you, such as:

- SkillScan
- Strengthfinders
- Sokanu

Find them through: <http://students.ubc.ca/career/resources/self-assessment>

These assessment tools are just that: tools to suggest new possibilities. If your results don't sound like you, don't worry—just look for the careers that you are interested in!

STEP 2: GATHERING INFORMATION

1. Develop a List of Careers You Became Interested In

Now that you have an idea of what kinds of things are important to you in your career, begin to match those preferences with career options:

- Reflect upon your past co-op work experiences (as well as co-op positions you didn't get to try)
- Brainstorm a list of careers that you would like to begin gathering more information on
- Talk to other people you know or meet about what they do; you may hear some ideas that you never considered
- Discover potential career fields by trying CareerCruising - <http://www.careercruising.com>
 - Username: ubc
 - Password: careers

Don't rule out any possibilities because you do not have the skills or experience required. As you know from co-op placements, you can easily pick up technical skills; in some cases it's the transferable skills that the employer wants to see that you have.

2. Gathering Information

Now that you have a list of careers you may be interested in, you need to gather more information on these careers to find out if they are right for you.

- Choose one or two occupations that you think you're most interested in
- Begin your research on these occupations; look at the Resources & Tools section of this guide for on-line career research tools
- You can repeat the process several times until you're satisfied you have information on enough career options to make a suitable choice

What to find out

Consider what day-to-day life would be like in that occupation, so that you can determine if it matches with your interests and values. Some things to find out are:

- Kinds of skills needed
- Education and training required
- Duties and responsibilities
- Working conditions

STEP 3: DECISION MAKING & GOAL-SETTING

Begin by listing your options.

- These are careers that best fit with your interests and values
- You should have at least 2 to work with based on previous exercises

Get some experience in the chosen field

- If you are unsure whether this is a career for you, try a short-term or contract position. For example, explore opportunities through [UBC Staff Finders](#) or other employment agencies like [AngusOne](#).
- If getting work in your field of interest is unlikely, try volunteering or doing internships, look for a junior-level position where there is possibility of growth or advancement in an organization you're really keen on, or work in a closely related field where there are more opportunities

Keep in mind that people can change careers 5-7 times in their life. The choice you make now is not set in stone, and you will gain something from every career experience you have.

Once you feel you've made a choice you're happy with, at least for the time being, it is time to set goals and create an action plan to ensure that you are successful in the career you've chosen.

Setting Goals

Attaining this new career goal will take a lot of hard work and planning. It will help you to break this down into manageable pieces.

Begin by setting out some objectives:

Where do I want to be right NOW?	
Where do I want to be in one year?	
Where do I want to be in 2-3 years?	
Where do I want to be in 5-7 years?	
Where do I want to be in 10 years?	

For each of these objectives, think about the things that you need to do in order to get there. This could include:

- Working on developing certain skills that are required;
- Improving some of your own personal qualities that are important to the job;
- Acquiring additional education or training; and
- Gaining relevant experience through stepping-stone positions, volunteer work, or extra-curricular activities.

Creating an Action Plan

Set goals for yourself by considering the SMART formula:

SPECIFIC

MEASURABLE

ATTAINABLE

REALISTIC

TIMELY

Action Plan Worksheet

Here’s an example of how one of our alumni set a goal after graduation.

Use the following template to develop your own action plan.

Goal #1 – Alumni Example. Goal: Find a job at UBC or within a higher education setting	
Steps necessary to achieve the goal	<ol style="list-style-type: none"> 1. February 2011 – Make a list of all of my contacts at UBC through volunteer and work experiences. Let them know I am graduating, thank them for their support, and let them know I am looking for a job (preferably in a post-secondary institution). 2. February - April 2011 - Contact and meet my network for informational interviews while finishing my last term at UBC. Offer to buy them coffee. At the end of each informational interview, ask for a referral to connect with new people. Make sure LinkedIn is updated/add new connections. 3. April - May 2011 – Start looking on all post-secondary school websites for positions and apply for jobs. Continue informational interviews. 4. May 2011 – Expand my job search more broadly. Revisit my options. Sit down with a Career Advisor

	from the Centre for Student Involvement and Careers.
Target Date	May 2011
Evaluation: was the goal met by the target date? Further steps needed?	I was able to meet my goal. I met with a few of my connections, who referred me to others that knew managers that were hiring. I met with one of the managers hiring, shared my ideas for the position and sent my ideas to her in a written document. She encouraged me to apply for her position when it was posted. I went to two interviews and got the job by May 2011.
Goal #2	
Steps necessary to achieve the goal	1. 2. 3. 4.
Target Date	
Evaluation: was the goal met by the target date? Further steps needed?	
Goal #3	
Steps necessary to achieve the goal	1. 2. 3. 4.
Target Date	
Evaluation: was the goal met by the target date? Further steps needed?	

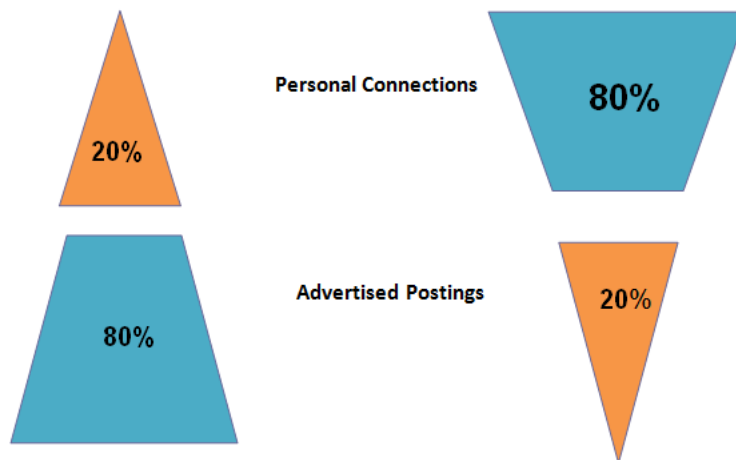
STEP 4: TAPPING INTO THE HIDDEN JOB MARKET

WHERE **80%** OF AVAILABLE POSITIONS ARE LOCATED

These are positions that have not been advertised, and are filled by candidates who come to the employer's attention through referrals, recruiters, or direct contact from candidates. Networking is the key to tapping into the hidden job market.

How Should You Spend Your Time?

- **Be organized and dedicated.** You need to expect that it will take some time and a plan.
- **Set goals** about the amount of time you spend researching opportunities, contacting previous co-op employers, co-workers, mentors, or making other contacts and doing follow-up.
- Consider this model, and **spend 80% of your time on personal connections:**



Where to Network?

There are many ways you can network! Start with who you know first.

1. You already have a base of contacts from your own network:
 - Don't worry if they aren't employed in the field in which you are interested; they may know someone who is, or someone who can connect you with the right person
 - Let them know that you are looking for work and that you welcome advice and referrals
 - Try connecting with:
 - Colleagues from previous co-op positions
 - Colleagues from non-co-op positions (paid or volunteer)
 - People you met through informational interviews or career fairs
 - University classmates, former professors
 - Family, neighbours, and friends

2. Once you've talked to people you know, you will become more confident, better prepared, and ready to contact people you don't know. Expand your search to include contacts from:
 - Career Fairs
 - Industry Associations – see examples in the Resources & Tools section
 - Networking events – career fairs, conferences, other professional development events
 - [Information Interviews](#) – and see more information below
 - LinkedIn – UBC Alumni or other
 - [Ten Thousand Coffees](#)

You cannot predict who will be able to help you; therefore, talk to as many people as you can. The more people you contact, the better your chances of finding a job lead.

3. After thinking about the steps above, create a detailed list of people that you intend to reach out to (use a template, like the one below, to track your information):
 - For organizations where you don't have any leads, but you're interested in working, find the contact details for their recruitment officers or hiring managers
 - Continually add to this list as you develop your network.

Co-op & Other Contacts (Name)	Contact information (Organization name/ Position title / email)	Date Contacted	Notes

4. Reaching Out to Your Contacts

- Focus your request by letting him/her know what you want:
 - A job lead or contact in an industry or specific company
 - A request for an information interview or a meeting to discuss job opportunities
 - Use the templates below as a guide, and adapt depending on your request
- Keep records of your correspondence (or phone calls) with your list of contacts for future reference
- Follow-up with anyone who helps you with a thank you note/e-mail

Example of an information interview request: No Referral

Hello Mr./Mrs./Ms. (insert surname) :

I am a recent co-op graduate from UBC, and I am conducting information interviews (or you are conducting a job search).

I understand you do/are a _____, and I am interested in gaining more insight into this field.

I would appreciate the opportunity to meet with you to discuss your experiences in this area, and to explore potential short-term opportunities in your organization that might fit with my skill set.

Is it possible for us to meet for 20-30 minutes in the next couple of weeks? I would be happy to send you a copy of my resume to give you a better picture of my skills and experiences.

I look forward to hearing from you.

Kind regards,

(Insert Name and contact information)

Example of a meeting request to discuss job opportunities: With a Referral

Hello Mr./Mrs./Ms. (insert surname),

My name is (insert name). John James of Tridel Inc. referred me to you. I understand that your company is involved in the field of television broadcast and translation.

I am very interested in a career in translation, and I would like to gain more experience in this area. (Insert a brief statement about your background and skills, similar to what you might include at the beginning of a cover letter. Be specific).

I would like to meet with you to discuss my qualifications further and discuss any upcoming short-term opportunities at your organization. Is it possible for us to meet for 15 - 20 minutes, at your convenience?

Thank you for your consideration, and I look forward to hearing from you.

Kind regards,

(Insert Name and contact information)

Information Interviews

Conducting informational interviews is the best way to explore careers that interest you and tap into the hidden job market. You have already done some as part of your co-op experiences, so this should be easy for you now.

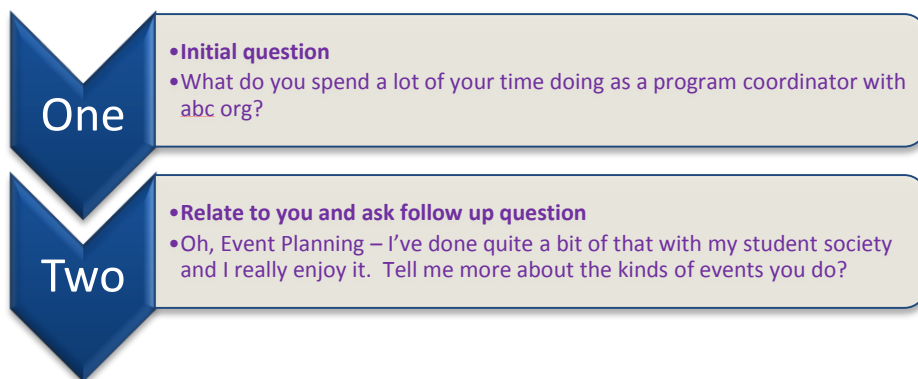
- Start contacting your past co-op employers, and let them know you've graduated. Were there people you didn't get to speak to during your co-op terms?
- Ask any of your co-op contacts for leads/referrals.
- Check out [Ten Thousand Coffees](#) - a way to connect with people who interest you, in-person or online.
- Connect with your Arts Co-op peers through [LinkedIn Group](#)

How to Network at Events?

Attending a networking event is a great way to meet a variety of individuals at one time, and is not as daunting as you might think.

How to start a conversation:

- A smile can be seen from 30 meters away
 - Paul Ekman, Professor Emeritus (Psychology), University of California – San Francisco
- Introduce yourself with your NAME:
 - Name**
 - Academic Background**
 - Motivation for attending the event**
 - Enquire about them**
- Ask open-ended questions, rather than questions that elicit a yes/no response
- Enough about me...



Finding Support

- Don't be discouraged by employers who can't help you; they aren't rejecting you personally.
- View each conversation as a new contact that may be able to help you in the future.
- Get feedback from employers about skills or areas you can improve, and work on those areas.
- Talk with your peers who are also job searching, to compare strategies and get support. It may take 6-12 months to find an opportunity that's right for you.
- Seek advice from your mentors.

Other Resources / Tools

[50 ways to get a job](#)

Book: **Work The Pond!** – Darcy Rezac