

## **CHAPTER 6**

### **PREPARING JOB TITLES**

**PERSONAL JOB DESCRIPTION**

Your interests and values determine the kind of work you would like to do. Your skills - personal, transferable and specific - qualify you for that work. Your experiences allow you to describe your personable employability.

List the skills that are SPECIFIC to your career field as you identified them in Exercise #5.

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List the skills that are TRANSFERABLE to your career field as identified in Exercise #4.

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List the skills that are PERSONAL to your career field as you identified them in Exercise #3.

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## **PRESENTING YOUR PERSONAL JOB DESCRIPTION**

At this point, you should be able to describe yourself to a prospective employer in terms of those personal employability factors you've identified in the previous exercises.

This exercise involves "role-playing" an interview. It is the first step in developing your "sales pitch". It is exactly the kind of thing you will need to do during a real interview. It is your opportunity to respond to a typical employer's request, "Tell me about yourself!"

Ask a family member or friend to play the role of the interviewer.

Give him/her a copy of Exercises #6, #7 & #8. That person could then ask you questions about the skills you have including questions such as:

"What do you feel is your strongest skill?...Why?"

"What kinds of things have you done in the past that relate to this skill?"

"What do you feel is your strongest personal skill? ...Why?"

"Tell me something about yourself."

"Why should I hire you?"

"What can you offer to our company performance wise?"

Practice until you are comfortable talking about your experiences and how they relate to specific skills.

### NOTE:

At first, you will probably be uncomfortable. But the more you do this exercise, the better prepared you will be to describe your skills in a real interview.

### JOB TITLE LIST

Until you know what kinds of work are available to someone with your background and training, it will not be possible for you to identify a job objective. The first step is to develop a list of every possible job pertaining to your chosen field.

In the space that follows, list the titles of all jobs in your career field as far as you know them to be.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Contact the instructors in your major and ask them for additional job titles. This may even be a good discussion topic in class.

_____	_____
_____	_____
_____	_____
_____	_____

Visit the NWTC Center for Careers and Student Employment, Room SC235, to view the current follow-up study and select any additional job titles indicated for your career field.

_____	_____
_____	_____
_____	_____
_____	_____

Talk to someone employed in your field, such as a past graduate or employer who hires employees with a background similar to yours. This may provide you with more job titles.

_____	_____
_____	_____
_____	_____
_____	_____

## **JOB DESCRIPTION**

Once you have assembled a list of job titles for which your major qualifies you, you need specific information about what a position with that job title involves. The form that follows will allow you to organize information about each job in such a way that you can compare and contrast them.

Even if you only have one job title on your list, you should complete the form so that you can compare it with your “Personal Job Description”, to see how your skills relate to that job.

You will notice that the form which follows and which you will use to describe each job on your Job Title List is the same form you used to describe yourself in Exercise #9.

Complete a job description form, using the form on the next page, for each job on your Job Title List. you will need a form for each job title. If you need numerous copies, use the copy machine available in the NWTC Library or other locations in your local community.

Sources of job description information available include:

Instructors (probably your best source)

Employers who hire employees with your background

Alumni (they can be a very good source of information)

Friends, neighbors or relatives who work in a job related to your background

### NOTE:

This is an excellent project that can be shared with classmates or perhaps the whole class.

## JOB DESCRIPTION

1. Job Title: \_\_\_\_\_

2. Skills that are specific to the field: a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

3. Transferable skills required: a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

4. Personal skills required: a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

5. Education or training required: a. \_\_\_\_\_

b. \_\_\_\_\_

### PRIORITIZED JOB TITLE LIST

As your Job Title List grows, and as you become familiar with jobs through developing job descriptions on them, you will want to arrange them according to your personal preference.

How you prioritize the jobs on your list will depend on a number of factors including which jobs involve activities in which you have an interest, which will satisfy your most important values and which will best utilize your skills.

1. Of the job titles you listed in Exercise #11, list all of those that include the top two interests you identified in Exercise #1.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. Of the job titles listed in Exercise #11, list all of those that would satisfy the top two values you identified in Exercise #2.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. Once again, from the job title list in Exercise #11, list all of those titles that would utilize the top two personal skills you identified in Exercise #3.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Prioritized Job Title List (cont.)**

4. Repeat step 3 using the top two transferable skills listed in Exercise #4.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

5. Repeat step 3 once again, using the top two specific work skills from Exercise #5.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

6. Review the lists you compiled in steps 1 through 5 of this exercise. List below all those titles that appear on all five lists. These titles are at the top of your prioritized job list.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____