

### STEP 3: RESEARCH POTENTIAL JOBS

Questions to ask current job holders:	Job 1	Job 2	Job 3
What tasks do people in the job spend most of their time doing?			
What education or training is required? (initial & ongoing)			
How much competition is there in this kind of work?			
Which companies or organizations typically hire people to do this job?			
How does this job prepare you for the next career step?			
Special considerations: overtime hours, travel, telecommute, location, work/life balance, etc.			
What rewards does this job offer (e.g., salary, health/insurance benefits, bonuses, perks)?			

### STEP 4: COMPARE YOURSELF WITH POSSIBLE JOBS

	How well does the job match you? List some reasons:	Assign each job points for how well it matches your individual qualities: 1 = Poor 2 = Fair 3 = Great		
		Job 1 Points	Job 2 Points	Job 3 Points
INTERESTS				
ABILITIES				
VALUES				
PERSONALITY PREFERENCES				
LIFESTYLE PREFERENCES				
FUTURE GOALS				
MOTIVATION LEVEL				
TOTAL SCORE				

Score: **19 - 24** = Job is likely to be a good fit. Go for it. **11 - 18** = Do more career exploration, or determine if you can adjust a job to be more appealing. **7 - 10** = Look for other jobs that are a better fit for your requirements. For instance, a different job in the same industry or a different level of responsibility (such as a physician's assistant instead of a doctor). You may also suggest ways to modify a position to fit you better (e.g., administrative assistant who has creative and artistic flair seeks a position where he/she uses desktop publishing software to design brochures and newsletters).

Making career decisions is complex and can be confusing. Career Vision is ready to help. Call Career Vision at 800.469.8378 or visit [www.careervision.org](http://www.careervision.org).

# CAREER CHOICES MATRIX

 CAREER VISION<sup>SM</sup>

This exercise will assist you in career exploration and job evaluation. It combines self-knowledge with insights about occupations and work environments.

Remember, the better the fit between yourself, your occupation, and your work environment, the more likely you'll find career success and life satisfaction.

Evaluating possible jobs is a 4-step process.

- INSTRUCTIONS**
- STEP 1**  
Focus on increasing self-knowledge.
  - STEP 2**  
Decide on potential jobs that interest you.
  - STEP 3**  
Gather information about each job.
  - STEP 4**  
Compare what you know about yourself with details about actual jobs to determine the best career fit.

## STEP 1: INCREASE SELF-KNOWLEDGE

Questions to ask yourself:	Contact a school guidance counselor or Career Vision:	Conclusions about yourself:
<b>INTERESTS:</b> What do you like to do? Think about classes, jobs, and experiences you have had. What did you like most, and why? What did you like least, and why?	To take an interests assessment (e.g., Strong Interest Inventory, Self-Directed Search, or many others).	
<b>ABILITIES:</b> What are you good at? What kinds of tasks can you learn quickly and easily? Where do you have the potential to really excel? What areas give you trouble?	To take an abilities test (e.g., Ball Aptitude Battery®) for objective information about your natural talents.	
<b>PERSONALITY:</b> Do you prefer lots of people contact or to work on your own? Would you rather have room for creativity, or know exactly what is expected of you? Would you rather develop your own expertise, or coordinate the efforts of others? Do you like taking risks?	To take a personality inventory (e.g., 16 Personality Factors Questionnaire, Myers-Briggs Type Indicator or Keirsey Temperament Sorter)	
<b>VALUES:</b> What is most important to you in life? For example: a sense of accomplishment, job security, a good salary, the satisfaction of helping others, or intellectual challenge? How important is work compared to other aspects of life?	To take a values survey (e.g., Minnesota Importance Questionnaire).	
<b>OTHER CONSIDERATIONS:</b> Special opportunities or limitations due to family situation, finances, geographical location, or other reasons. Learn about local resources available to you along with support networks/organizations.	To become aware of other services in your community.	

## STEP 2: IDENTIFY POTENTIAL JOBS

Depending on your age and personal situation, this may be a short or long task. You may have had several jobs in mind before you began this exercise. In fact, if you recently took an interest, ability, personality, or values assessment (Step 1), the results might have suggested occupations. You can acquire additional ideas by: looking through the Occupational Outlook Handbook; skimming job ads in the newspaper or online job bank; or checking job descriptions on websites (e.g., Occupational Information Network at <http://online.onetcenter.org>). This section can also be helpful if you are trying to choose between several job offers. For this exercise to be valuable, be specific about jobs you are considering. For example, instead of simply marking "work with computers," list job titles such as "programmer," "network administrator" or "website designer."