

Know Yourself

The goal of the job search is to find an opportunity that fits YOU and your unique qualities and experiences. Being able to effectively articulate your strengths, goals, interests, and values is an important factor in a successful search.

Having educational and extracurricular experience, such as an internship or student leadership, is helpful when demonstrating value to an employer, however,

- Experience alone not enough
- Ask yourself “So what?”
- You must translate experience into:
 1. What your experience means
 2. Who you are as a result
 3. What you can do
 4. **How it applies to employer**

Articulating Strengths

Utilizing Dependable Strengths techniques think of a story from the last few years that reflects:

1. Something you **did well**
2. Gave you a sense of **accomplishment** – pride
3. **Enjoyed**

Example: *“While I was an intern in Spain, it was hard for me to meet people at first so I volunteered at a hospital with a team of staff who put on shows in the children’s cancer ward. I ended up making great friends, learning the language, and also realized I can deal with difficult situations”*

Listening for natural talents, transferable skills - Think in general terms, such as

- Initiative
- Brave
- People skills
- Fun – entertaining
- Strong emotionally

Ask - how can you articulate these strengths in terms the employer understands and how do these transferable skills/strengths translate to other situations?

Other directly related skills that are important to mention are things like language and adaptability to diverse populations. Don’t assume the employer *infers* skills and qualities from what you list on a resume. Help them understand and make the connection.

Work Values

The following list describes a variety of satisfactions people obtain from their jobs. This list and the following process may help you clarify your values (what is *important* to you) in relation to the world of work.

DIRECTIONS:

1. Read each definition and check the items you would like as part of your ideal job.
2. Review the items you have checked, and identify the 5 items you want most.
3. Review these 5 items and prioritize them (1 as most important, 5 as least important).

- ___ **Help Society:** Do something to contribute to the betterment of communities or the world.
- ___ **Help Others:** Be involved in helping people in a *direct* way, either individually or in a small group.
- ___ **Esthetics:** Make beautiful things and contribute to the beauty of the world.
- ___ **Creativity (general):** Create new ideas, programs, products, organizational structures or anything else not following a format previously developed by others.
- ___ **Work Alone:** Do projects by myself, without any significant amount of contact with others.
- ___ **Public Contact:** Have a lot of day-to-day contact with people.
- ___ **Work With Associates:** Have close working relationships with a group; work as a team toward common goals.
- ___ **Friendships:** Develop close personal relationships with people as a result of my work activities, get along well with (perhaps even socialize off hours with) my colleagues.
- ___ **Competition:** Engage in activities that pit my abilities against others where there are clear "win" and "lose" outcomes.
- ___ **Knowledge:** Engage myself in the pursuit of knowledge, truth, and understanding for knowledge sake.
- ___ **Intellectual Status:** Be regarded as a person of high intellectual powers or as one who is an acknowledged "expert" in a given field.
- ___ **Recognition:** Be recognized by others for my quality of work in some visible or public way.
- ___ **Achievement:** Have *personal* satisfaction and a feeling of accomplishment in position.
- ___ **Supervisory Relationship:** Have a fair supervisor with whom I get along well.
- ___ **Power and Authority:** Work which permits me to plan, lay out, supervise, and be directly responsible for the work activities or (partially) the destinies of other people.
- ___ **Make Decisions:** Have the power to decide courses of action, policies, etc.
- ___ **Fast Pace:** Work in circumstances where there is a high pace of activity, work must be done rapidly.
- ___ **Excitement:** Experience a high degree of (or frequent) excitement in the course of my work.
- ___ **Adventure:** Have work duties that involve frequent risk-taking.
- ___ **Change and Variety:** Have work responsibilities that frequently change their content and setting.
- ___ **Independence:** Be able to determine the nature of my work and how I approach it without significant direction from others; do not have to do what others tell me to do.
- ___ **Time Freedom:** Have work responsibilities that I can fulfill according to my own schedule; no specific working hours required.
- ___ **Way of Life:** Position that allows me to maintain my own identity in the workplace in terms of dress, speech, decorating my office, listening to music, eating at my desk, etc.
- ___ **Location:** Find a place to live (town, geographical area) which is conducive to my lifestyle and affords me the opportunity to do the things I enjoy most.
- ___ **Surroundings:** Have an environment (physically) which appeals to me in terms of temperature, noise level, ability for privacy, view from office, cleanliness, newness of building, furniture, decorating, etc.
- ___ **Stability:** Have work routine and job duties that are largely predictable and not likely to change over a long period of time.
- ___ **Security:** Be assured of keeping my job and a reasonable financial reward.
- ___ **Sustainability:** Commitment to stewardship and to improving the environment and community.
- ___ **Profit/Gain:** Have a strong likelihood of accumulating large amounts of money or other material gain.
- ___ **Other:** What important values of yours are missing: _____

Articulating Strengths and Values

What are your top 5 Strengths?

What are your top 5 Values?

Write a statement about yourself using two or three of your strengths and one or two values:
(example: *I am a highly creative and organized person who enjoys cooperating with others in providing social service*)

Brainstorm possible careers and organizations that reflect your strengths and values
(add interests and personality as well)

Translating Strengths and Values into Competencies for the Job Search

Resume

Summary of Qualifications

- *Language Skills:* Competent speaking and writing Spanish; basic Vietnamese
- *Cultural Skills:* Experience working with indigenous cultures and sensitive to human diversity issues concerning the environment; easily adapt to changing circumstances
- *Research Skills:* Familiar with autoclaving, agarose and ployacrylamide gel electrophoresis, pipetting, in situ hybridization, transcription, DNA isolation and purification, restriction enzyme. Completed radiation training.

Or

- Self-motivated achiever who consistently meets or exceeds sales goals
- Creative, highly organized, and passionate about fashion

Cover letter

“My experience working abroad is also an asset because I learned to view problems from culturally different perspectives. Additionally, I am able to adapt to changing environments with ease and work with people of diverse backgrounds.”

Behavioral Interviews

Past behavior is the best predictor of future behavior and international experiences provide great and dramatic examples for demonstrating your unique qualities.

The STAR technique for answering questions:

- S – Situation
- T – Task
- A – Action
- R – Result

Question: Describe a time when you had to exert leadership in a crisis situation.

- *Situation:* During my internship in Spain, a friend and I were touring Madrid.
- *Task:* My friend fell and broke her arm.
- *Action:* I sought out assistance from emergency workers and translated for my friend in pain. I also went to the hospital to be with her and then called her parents in California. I translated the doctor’s comments to her parents.
- *Result:* My friend’s parents, the emergency crew, and my advisor congratulated me for keeping a cool head and handling the situation. My advisor encouraged me to apply for a job as an RA.

Additional resources for learning about yourself:

Self guided, informal assessments online:

Internship Predictor	http://www.internships.com/predictor	Great general assessment that covers personality, interests, etc.
Kiersey Temperament Sorter	http://www.keirsey.com/	Personality Preferences
The Jung Typology Test	http://www.humanmetrics.com/	Personality Preferences

Formal assessments (conducted with a career counselor)

Myers Briggs Type Indicator	http://oregonstate.edu/career/mbti-information	Personality preferences
Strong Interest Inventory	http://oregonstate.edu/career/holland-codes	Interests, personality, values