

Ideal Job Worksheet



*In order to prepare a Job Objective for both your résumé and job application, it is important to identify the elements of the ideal job. To complete this worksheet, you will need to have completed the following JobSearch Guides: **Identifying Your Job Interests & Values** and **SCANS Competencies**.*

1. List five activities that interest you. An activity should be listed if you would like to do that activity on a job. Use the JobSearch Guide **Identifying Your Job Interests & Values** to help you identify your interests.

1. _____
2. _____
3. _____
4. _____
5. _____

2. List five skills that you would like to use on a job. Use the JobSearch Guide **SCANS Competencies** to help you identify your skills.

1. _____
2. _____
3. _____
4. _____
5. _____

3. List five personal work values that have meaning to you. Use the JobSearch Guide **Identifying Your Job Interests & Values** to help you identify work-related values.

1. _____
2. _____
3. _____
4. _____
5. _____

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4. Define the level of responsibility you would like in your ideal job.

___ Little or no responsibility preferred

___ Some responsibility

___ A great deal of responsibility

Supervision of others:

___ None

___ Supervise 1 to 5 people

___ Supervise 6 or more people

5. How much money do you want to make? Use the **JobSearch Guide** *What Are Your Salary Needs?*.

Range: From \$ _____ to \$ _____

6. Where do you want to live? List five geographic preferences.

1. _____
2. _____
3. _____
4. _____
5. _____

7. Define your ideal work environment: Check the work environments that appeal to you:

Type of organization:

- ___ formal
- ___ relaxed
- ___ outdoors
- ___ indoors

Size of organization:

- ___ small
- ___ large
- ___ established
- ___ new

Type of atmosphere:

- ___ fast-paced
- ___ calm
- ___ friendly
- ___ work alone
- ___ work in teams
- ___ sociable office

Work hours:

- ___ long
- ___ short
- ___ flexible
- ___ fixed

Supervision:

- ___ close supervision
- ___ independent
- ___ team-oriented

Other:

- ___ frequent travel
- ___ some travel
- ___ no travel