
THE CAREER REPORT WORKBOOK

from FocusFinder

This Workbook has been created by **Dynamas Resources** for **FocusFinder.com**.
FocusFinder.com offers on-line career, business, and relationship development services.
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JOHN Q. PUBLIC

This Workbook contains the following topic(s):

The effect of interests on work
The job search: Your strengths
Career focus
How to manage him/her
Motivating for best performance
How he/she "fits in" organizationally
Approaching your job search
When the job search becomes stressful
Your job search: Support groups and processes

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Introduction

Know who you are. Know what you want to do. Find the right place to do it!

WOW! If it was only that easy!

You are an amazing individual with unique interests and strengths. A career and life built around these natural **interests** and **strengths** has extraordinary potential for success. Unfortunately, our environments, the expectations of others and initial education experiences make it difficult for most of us to discover how incredibly gifted and distinctive we are. It is no wonder that we have difficulty making career and job choices.

Give yourself permission to consider ALL possibilities!

If you had TOTAL permission to spend tomorrow working at any job or profession, what would that job or profession be? (Assume you can do everything well.)

Think. Look deeper. Write your answer below:

This resource will help you engage in a dialog about you and the ways you approach your career. You will better understand how your Interests can impact the work you do. You will identify your strengths and get a "Career Focus" listing of jobs that are most likely to be a "best fit" for you. You will become aware of things that you should look for as you decide where to work and what to consider as you conduct a job search.

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Topic 1: Your Interests

Extraordinary success will be experienced by those individuals who have an understanding of their desires, thoughts, interests and what they need to be successful. You will work best when you are doing something you are interested in.

Definition: Interests are the things you are drawn to, what you like to do.

Consider the following questions and jot down your responses:

What jobs or activities were you doing when you felt the happiest or most productive?

What was it about those jobs or activities that made you feel really good?

(These are things you may wish to look for in your future jobs.)

Review "The Effect of Interests on Work" report on the next page.

Place a check in the [] of each statement you feel is most significant.

JOHN Q. PUBLIC: Topic 1: The effect of interests on work

Read each of the statements carefully, and then check the two or three statements you feel are most significant

- Has an above-average affinity for numbers. Work in the area of computers or financial services and products would be worth exploring
 - Has above-average interest in promoting ideas, products, or services
 - Has an unusual combination of promotional interest and an affinity for number. Might be effective in pre-sales or post-sales work; selling financial products or services; or positions which involve some accounting work with selling activities
 - Brings a level of curiosity -- perhaps an investigative or research focus -- to the work that he does
 - Likely to respond well to positions which involve helping people
 - More interested in work which helps other people than might be suspected from the rest of his interests
 - More attuned to working with numbers than people who share his general interests
 - Not likely to be interested in positions which involve reading or writing
-

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Topic 2: Your Strengths

Each of us has unique strengths -- certain things we can do better than most other people can. **Be aware of your strengths. Be prepared to talk about them, particularly in an interview.** Look for a position that will cater to the strengths you have.

You can expect that at some stage in your search for work -- be it with friends you are networking with, or in the final interview -- someone is going to ask you the two following questions:

- What are your strengths?
- What's the best example of where those strengths have worked for you?

You must be ready for these questions, and you must be able to answer them without hesitation.

On the next page is a list of what we think your strengths might well be. **Choose two or three strengths. For each strength, think of an occasion when it worked for you *and the organization you were working for*.** Memorize that information, and be ready to talk about it at any time.

JOHN Q. PUBLIC: Topic 2: The job search: Your strengths

Read each of the statements carefully, and then check the two or three statements you feel are most significant

- [] You like influencing people directly, persuading them to your point of view or training them
 - [] You enjoy and can be effective at helping other people and making their lives better or more productive
 - [] You enjoy working with numbers, or being involved with tasks that involve the use or manipulation of numbers
 - [] You are straightforward and find it fairly easy to speak your mind, even with superiors
 - [] You're structured and organized in your thinking and approach, and you bring these tendencies to the work you do
 - [] You tend to be something of a natural authority figure; you can take charge when there seems to be a lack of leadership
 - [] You're competitive, and are prepared to work hard in order to be the best
 - [] You have a high energy level, and like to be busy doing things rather than thinking about them
 - [] You're demanding, both of yourself and others, and you like to set and attain high standards
 - [] You like to have plenty of variety in your work, and to have more than one task to do at a time
 - [] You like to experiment sometimes and see how the more unorthodox approaches to problems can succeed where more routine solutions might not work
-

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What kind of a [team player](#) is your colleague? Talk to your Dynamas consultant: [contact information is above](#)

Topic 3: Your Career Focus

The Birkman assessment identifies careers that have the highest likelihood of being a "best fit" for you by developing a "profile" based on your interests, your strengths, your needs and your motivations.

Interpreting the Career Focus report:

The **Name** field names a **Group** classification of jobs.

The fact that this group is listed on your report means that people who have interests, strengths, needs and motivations with some similarity to yours are successful in these types of work.

The **Score** field is a number, "1" to "10".

The score indicates the level to which you are similar to people in the described group. "10" indicates the highest level of similarity.

Begin at the top of the list with the "highest" score. This is the group your profile is most similar to. It is rare to have extremely high scores ("9" or "10") The highest score on your report may be a "2" or "3". The fact that a particular group even appears on the report indicates that you should give it consideration.

Review your report on the next 2 pages.

JOHN Q. PUBLIC: Topic 3: Career focus

	Name	Description	Score
[]	Accounting	General accounting, tax accounting, general auditing, controllers	8
[]	Knowledge Specialist	Counselors, psychologists, ministers, nursing managers, employee relations, professors, litigation specialists. Managers with high scores are often specialists in some area of expertise and may oversee smaller teams	7
[]	Social Service Counseling	Clergy, therapists, counselors, social workers, sociologists, psychologists	6
[]	Pre- or Post-Sales, Services	Bank marketing, sales of stocks and bonds, sales of medical services	6
[]	Human Relations, Training	Career counselors, HR and employee relations, marketing and advertising, legal assistants and consultants, industrial relations, lobbyists	6
[]	Financial	Banking operations, tellers, financial analysts, loan officers, financial officers	6
[]	Pre- or Post-Sales, Product	Sales engineers, sales of energy, pharmaceuticals, medical equipment, software; purchasing agents and buyers	6
[]	Arts	Visual arts, literary and editorial positions, performing arts, architecture, art sales, travel agents	5
[]	Teaching	Teachers, professors, educational administrators	5
[]	Administrative Management	Benefits administration, internal auditors, credit administration	5
[]	Advocacy/Career Generalist	Lawyers in litigation and business specialties. High scores are also characteristic of respondents who may be generalists, or who may not yet have determined a specific career path	4
[]	Health and Wellness	Nutritionists, pharmacists, nurses, physicians, health administrators, clinical scientists	4
[]	Direct Sales, Services	Insurance sales, real estate sales, telecommunications sales	4
[]	Investigative Research	Environmental workers and specialists, biologists, geologists, chemists, physicists, nuclear scientists	4
[]	Delegative Management	Property managers, sales managers, bank managers, controllers, administrators, managers in the entertainment and hospitality areas	4
[]	Direct Sales, Product	Sales of merchandise, clothing, costumes, jewelry, appliances, furniture, autos, general retail sales	4
[]	Technical Design	Medical technicians, computer analysts, programmers, agriculture, petroleum engineers, production engineers, civil engineers, electrical engineers, chemical engineers, mechanical engineers, research engineers	3

[]	Enforcement/Security	Enlisted military, firefighters, paramedics, police	3
[]	General Administrative	Receptionists, office clerks, secretaries, administrative assistants	3
[]	Maintenance/Operations	Operators in the energy and chemical industries	3
[]	Directive Management	Managers of operations, manufacturing, construction, petrochemical plants, telecommunications, utilities, police departments, grocery stores, information centers, and military officers	3
[]	Craftsmanship	Operators in manufacturing and construction	3
[]	Data Entry	Data entry clerks, bookkeepers, accounting or billing customer service	1

Your Career Focus (continued)

What jobs or career fields might you seriously want to consider going forward? *You may wish to jot them down or make notes here.*

Note: Some of your choices may require additional training, college degree or certifications

For more information regarding specific job titles, go to: <http://stats.bls.gov>

Topics 4, 5 and 6: Deciding On Where to Work

Fitting into a company's culture is essential to your career success.

Most of us know to find out as much as we can about a company we want to interview with. Who owns the company? What is their reputation as a business and as an employer? What do people do there? What is the job description for the position I want to consider?

On the other side, companies want to find out as much as they can about candidates they consider for employment. Technical qualifications and experience alone are no longer adequate predictors of an individual's success. Companies have realized that human performance is not just based on what an individual knows, it is dependent upon how willing they are to share it. A knowledgeable person with a bad attitude will be a poor performer. Behavioral and personality assessments are used to predict how well an individual will "fit" into a particular job with their company.

You can better evaluate your potential "fit" in a job by knowing more about yourself.

Consider the information on the next 6 pages for Topics 4, 5, and 6. These were generated from your responses to the assessment. Some of the statements will NOT seem relevant to you; however, many may come close.

Put a check in the [] next to those statements that you "feel" are most relevant to you.

What did you learn about yourself that may be beneficial as you consider a job or company?

JOHN Q. PUBLIC

How he handles other people (alpha)

Read each of the statements carefully, and then check the two or three statements you feel are most significant

SECTION 1: When he is at his best

- [] Is typically direct and straightforward -- tends to get to the point
- [] Structured in his approach to situations: presents his outline point by point, with at least some focus on detail issues
- [] Tends to exercise authority naturally -- generally gives direct orders as much as he may seek a consensus from others
- [] Is naturally competitive; likes to win, and prefers to encourage others using individualized incentives
- [] Physically energetic; brings an emphasis on direct action to most issues, and seeks a similar approach from others
- [] Thinks in terms of demanding goals, which will stretch his own and others' capabilities. May have a high level of expectation, both of himself and the people he works with
- [] Likes to have plenty of variety in his routine; likely to expect others to be able to handle more than one issue at once
- [] Open to innovation; may well encourage others to try unorthodox or untested methods to achieve their goals

SECTION 2: His less effective approach

- [] Can be brusque and over-direct, upsetting more sensitive people without realizing it
- [] Can withdraw from general interaction with people; may remain by himself, or depend too much on a few people who are close to him
- [] Can become more domineering than he realizes; may take others' silence for consent, when in fact they are intimidated
- [] Can become over-competitive, to the extent that the need to win can be more important than a solution that benefits all
- [] Can have expectations of others and himself that are unrealistic; inclined to blame himself for problems which arise, and sometimes too reluctant to abandon projects which realistically cannot succeed
- [] Can sometimes be too inclined to deal with too many issues at once, or to focus unduly on secondary matters whose relevance is doubtful
- [] Can underestimate the extent to which his liking for the unconventional or unorthodox can trouble other people; sometimes inclined to say or do something unusual merely for effect

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JOHN Q. PUBLIC

His limitations

Read each of the statements carefully, and then check the two or three statements you feel are most significant

- Can be unaware of the extent to which he is brusque or dismissive
 - Can ignore social convention
 - Becomes domineering, even aggressive
 - Too tempted by short-term payoffs and by winning at any price
 - A tendency to over-analyze, blame himself, feel inadequate
 - Finds it hard to concentrate, is too easily distracted
 - Too inclined to be different for its own sake
-

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[How do your interests affect your work?](#) Your Dynamas consultant can tell you: contact information is above

Topic 4: How you should be managed

About this Topic

The following page describes the most effective way someone can manage **you**. The information describes you from the point of view of that manager -- that is, instead of using the words "you" and "your," the information refers to you as "him" or "her."

Different people may receive different numbers of statements for this topic. Remember, a statement appears because it *may* be significant for you, not because it *is* significant. Only you can decide which statements are significant for you.

JOHN Q. PUBLIC: Topic 4: How to manage him

Read each of the statements carefully, and then check the two or three statements you feel are most significant

- Be direct and straightforward
 - Don't force group interaction on him constantly
 - Be sure he sees you as a natural authority figure, if he is to avoid the temptation to overstep his bounds
 - Offer challenging assignments; be aware of his tendency to blame himself for failures
 - Don't distract him with multiple concerns if it can be avoided
 - Offer him opportunities to express his individuality
-

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Topic 5: How you should be motivated for best performance

About this Topic

The following page describes the most effective way someone can motivate **you** for best performance. The information describes you from the point of view of that other person -- that is, instead of using the words "you" and "your," the information refers to you as "him" or "her."

Different people may receive different numbers of statements for this topic. Remember, a statement appears because it *may* be significant for you, not because it *is* significant. Only you can decide which statements are significant for you.

JOHN Q. PUBLIC: Topic 5: Motivating for best performance

Read each of the statements carefully, and then check the two or three statements you feel are most significant

- [] Likely to be more self-motivated when he is not made to specialize in a particular area of work
 - [] Not strongly self-motivated when it comes to hands-on matters
 - [] Responds readily to opportunities to influence others directly
 - [] Particularly responsive to situations where he can help others
 - [] Motivated by tasks involving numbers or statistics
 - [] Prefers direct, no-nonsense instructions and encouragement
 - [] Is most self-motivated when allowed some time to work alone or with a very small group
 - [] Most effective when directed by someone he sees as a natural authority figure
 - [] Often rises well to ambitious targets and goals
 - [] Let him concentrate -- don't interrupt if it's avoidable
 - [] Allow him to be a little unorthodox on occasion
-

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Topic 6: How you fit in organizationally

About this Topic

The following page describes the most effective way **you** are likely to fit into an organization. The information describes you from the point of view of a manager or supervisor in that organization -- that is, instead of using the words "you" and "your," the information refers to you as "him" or "her."

Different people may receive different numbers of statements for this topic. **Some people receive no statements at all**, because there is nothing out of the ordinary about the way they tend to relate to their organizations.

Remember, a statement appears because it *may* be significant for you, not because it *is* significant. Only you can decide which statements are significant for you.

JOHN Q. PUBLIC: Topic 6: How he "fits in" organizationally

Read each of the statements carefully, and then check the two or three statements you feel are most significant

- Thinks in terms of classic organizational structure; relates well to the formal management structure of the large organization
 - Prefers to manage using a combination of formal management training and field experience; inclined to be doubtful of those who are over-dependent on management theory, or of those whose management background is purely experiential
 - Tends to be motivated primarily by the inherent interest he has in work or in its results, rather than by work for its own sake
 - Can be something of a free-wheeler: tends to base his actions on what benefits the organization or his immediate group rather than on corporately mandated or abstract values
 - Something of a free spirit; may be less predictable than other people in terms of his response to the corporate "line" and more inclined to follow his own way of thinking
-

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[Ask your Dynamas consultant about leadership styles.](#) Contact information is above

Topic 7: Your Job Search

Any job search is stressful.

Being informed can significantly reduce that stress.

Tackling your job search with the insights you have gotten from this workbook positions you for finding a career and job that is most likely to provide long-term satisfaction and success.

To prepare for your job search, affirm what you are searching for. Define the target!

1. Types of jobs and job titles you are looking for. To maintain focus, note which of your **interests** and **strengths** you feel are making each of these jobs attractive to you
2. Identify what criteria you plan to use in deciding whether or not a particular company or work environment will "work for you". Is this a place that will enable you to work using your strengths? Does the culture support what motivates you?

As you review this Section - "Approaching Your Job Search":

Place a check mark in the [] to the left of statements that you feel are particularly significant or relevant to you.

JOHN Q. PUBLIC: Topic 7: Approaching your job search

Read each of the statements carefully, and then check the two or three statements you feel are most significant

Approaching your job search

- Directly ask those you know for networking contacts
 - Use your organizing approach and follow a structured plan as you pursue your job search
 - Ideally, find a job that allows you to be competitive and to be paid on results
 - If possible, actively start your job search as soon as you can
 - You like to push yourself on occasions, and this is a time that such an approach is appropriate
 - You'll feel you're achieving most if you pursue several different lines of inquiry at the same time
-

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Topic 8: When Your Job Search Becomes Stressful

There are a number of things that can increase job search stress:

- The search is taking longer than you had expected
- An interview goes wrong
- Financial pressures
- Unfulfilled expectations of family members, friends, etc. This report section lists behaviors that you may manifest under stressful conditions. These are behaviors that could sabotage your search efforts.

Do not be discouraged by potential stress behavior!

As you review this Section: Place a check mark in the [] to the left of statements that you feel are particularly significant or relevant for you.

JOHN Q. PUBLIC: Topic 8: When the job search becomes stressful

Read each of the statements carefully, and then check the two or three statements you feel are most significant

When the job search becomes stressful

- [] Under pressure, you can be a little too terse
 - [] You're tempted to withdraw or hide when things get tough
 - [] You have a tendency to focus too much on what the job pays and not enough on things like work conditions
 - [] You may be inclined to blame yourself for your job loss or for your inability to find another
 - [] You can find it hard to sit still and concentrate on what you committed to do, because it's easier to keep trying something new
-

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Topic 9: A Support Group and Process for your Job Search

Do not isolate yourself while conducting a job search!

It is important that you develop a support group of caring people and a process that provides you with new ideas, fresh perspectives and encouragement.

The recommendation statements in this section of the report are based upon your unique personality and approach to life.

As you review this Section:

Place a check mark in the [] to the left of statements that you feel are particularly significant or relevant to you.

JOHN Q. PUBLIC: Topic 9: Your job search: Support groups and processes

Read each of the statements carefully, and then check the two or three statements you feel are most significant

Finding and developing a support group and/or process

- [] Seek the support of friends who will be direct and forthright with you
 - [] One or two close supporters are more beneficial to you than a group of more casual friends
 - [] Seek the support of people who expect much of you and who understand your self-critical nature
 - [] Stay away from distractions
-

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Your Job Search (continued)

Take some time to go back over the Job Search report.

What key points did you find to be most beneficial to you as you prepare for and conduct your job search?

JOHN Q. PUBLIC

How he approaches job interviews (alpha)

Read each of the statements carefully, and then check the two or three statements you feel are most significant

SECTION A: When he is at his best in the interview

- Responds directly and unselfconsciously to questions
- Most comfortable when the interview follows a structured format rather than being casual or informal
- Not afraid to express his differences with the interviewer
- Not afraid to discuss remuneration issues, particularly where these are related to competitive achievement
- Likely to come across in the interview process as an energetic candidate
- May appear self-critical during the interview, though this may well be the result of the high standards he sets himself
- May well address two or more topics at the same time during the interview process
- Sometimes has a slightly unorthodox way of looking at things which may become apparent during the interview

SECTION B: When he is less at ease in the interview

- Can be too direct and forthright
- May fail to respond adequately to social cues in the interview process
- May become unexpectedly domineering, particularly if annoyed by some aspect of the interview
- May appear over-eager when money matters are raised
- Can appear too self-critical, and critical of others too, during the interview process
- May start addressing another topic before fully answering the question that was asked
- May sometimes be tempted to say something unconventional when feeling pressured

SECTION C: Preparing for the interview

Practicing with a friend before an interview is an excellent idea. If he does this, he should ask his friend to watch particularly for the potential issues listed here

- He should be prepared to be courteous if the interviewer is attempting to put him at his ease
- He should remember that he may need to show social abilities if there is an interviewing panel or if the interview is conducted in a social setting
- He needs to keep calm even if he feels provoked in some way during the interview process
- He should have a prepared number of personal successes to talk about in the interview, and should avoid getting over-analytical about the questions he is asked
- He should be prepared for an interviewer to ask some unrelated question while he is still answering the previous question
- He should beware of saying something idiosyncratic when he is caught off-guard during the interview

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Ten Keys to Job Search Success

- 1. Know what you are interested in and pursue it.**
- 2. Identify your Strengths and use them.**
- 3. Know what "works for you" in a job environment.**

What situations made you feel GREAT about your work?
Who was your best boss? What was your favorite job?
Look for these types of things in future job positions.
- 4. Know what does not "work for you" in a job environment.**

What situations made you feel overwhelmed or misunderstood?
What was it about the situation, people or the task that "wasn't working"?
- 5. Identify, document and imagine being in each of the jobs that you are most interested in.**

Proactively anticipate the positive aspects of each potential job.
Consider any negative impacts or limitations a particular job or company may represent.
- 6. Identify companies that may have jobs you are interested in.**

Companies hire people to be a solution to a company problem.
They are not interested in providing you with a job. At interviews, ask questions that help you understand why they are filling this job position, then state why you are the "best" solution to the problem they need to solve.
- 7. Write out Your Job Search Plan**

Develop a job search strategy that works for you.
Do not avoid connecting with people. Do not hide behind Monster.com.
- 8. Prepare GREAT Resume(s) - The most effective resumes include:**
 - **Contact Information**
 - **Your Target Position** - Title or Description of the job you are seeking
 - **Achievements** - 3-5 significant achievements that qualify you for the target position
 - **Experience** - Your work history with 2-4 bullets describing job positions
 - **Education** - degrees, technical certifications
 - **Professional Associations / Community Involvement**

**The purpose of the resume is get you an invitation to interview.
Prepare a separate resume for each position applied for!**
- 9. Take Action! Plan Your Work & Work Your Plan**
- 10. See Success at Every Step! Be Enthusiastic! Go For It!**

Ten Keys to Job Search Success (continued)

Be Encouraged....

Boldly pursue your next job with confidence!

You bring significant value to the marketplace.

- Know who you are and the "strengths" that you bring.
- Pursue jobs that have a high likelihood of being "best fits" for you.
- Know the criteria you need in deciding where you want to work!

THANK YOU!