

# CAREER Priorities PROFILE



Third Edition

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**MAKE CAREER CHOICES THAT ARE RIGHT FOR YOU**

Each of us has different requirements and expectations of the work we do. We all want a job that meets our needs, engages our interests, and fits with our values and preferences. Dozens of factors make one job more satisfying than another. That's why it's important to discover and understand your own career priorities.

The *Career Priorities Profile* provides a structured way for you to identify and prioritize your wants and needs. This will help you make informed decisions when looking for your next job or planning your career. By identifying what is most important to you in your work and determining your priorities, you will find a job or career you'll love.

**This is not a test - there are no right or wrong answers.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_



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## Step 1: Identify Your Preferences

Review each of the preferences below and decide whether they are important to you in your career.

**Circle +** if you want that item included in your job or career.

**Circle -** if you would not want the item included in your job or career.

**Circle NP** for No Preference if you don't care much one way or the other.

Be sure to mark + or - for only those items you feel strongly about; items that *must* or *must not* be included in any job or career you would consider. If you feel very strongly about a particular item, you can immediately mark an asterisk \* in the important column at the end of the line.

### WORK TASKS AND RESPONSIBILITIES

Want	Do Not Want	No Preference		Important	Priority	Want	Do Not Want	No Preference		Important	Priority
+	-	NP	Supervise others	*	#	+	-	NP	Read large amounts of material	*	#
+	-	NP	Work hands-on with tools	*	#	+	-	NP	Routinely write reports or do other written work	*	#
+	-	NP	Operate machines or equipment	*	#	+	-	NP	Make business decisions	*	#
+	-	NP	Perform detailed or exacting work	*	#	+	-	NP	Work with numbers	*	#
+	-	NP	Have a variety of duties	*	#	+	-	NP	Drive a vehicle	*	#
+	-	NP	See the results of my work	*	#	+	-	NP	Counsel individuals or groups	*	#
+	-	NP	Work under pressure or deadlines	*	#	+	-	NP	Do things that match my moral values	*	#
+	-	NP	Influence others to my opinion	*	#	+	-	NP	Do things that make the world a better place	*	#
+	-	NP	Make judgments or decisions on my own	*	#	+	-	NP	Manage my own business	*	#
+	-	NP	Solve complex problems	*	#	+	-	NP	Be challenged intellectually by my work	*	#
+	-	NP	Work with computers	*	#	+	-	NP	Entertain people	*	#
+	-	NP	Keep records	*	#	+	-	NP	Handle complaints	*	#
+	-	NP	Help people	*	#	+	-	NP	Protect persons or property	*	#
+	-	NP	Work with information or analyze data	*	#	+	-	NP	Work with children	*	#
+	-	NP	Be responsible for money or financial transactions	*	#	+	-	NP	Organize people and tasks	*	#
+	-	NP	Work with the public	*	#	+	-	NP	Follow official procedures, rules or regulations	*	#
+	-	NP	Be creative	*	#	+	-	NP	Handle emergencies	*	#
+	-	NP	Work with plants	*	#	+	-	NP	Investigate problems	*	#
+	-	NP	Work with animals	*	#	+	-	NP	Take care of the environment	*	#
+	-	NP	Continually learn new things	*	#	+	-	NP	Use time or resources efficiently	*	#
+	-	NP	Write or edit publications	*	#	+	-	NP	Provide physical care to others	*	#
+	-	NP	Take risks as part of my work	*	#	+	-	NP	Teach others	*	#
+	-	NP	Speak in public	*	#	+	-	NP	Make or build things	*	#
+	-	NP	Follow specific or set routines	*	#	+	-	NP	Have an easy job	*	#
+	-	NP	Do research or gather information	*	#	+	-	NP	Have a low stress job	*	#

### WORK SCHEDULE

+	-	NP	Work the same hours every day	*	#	+	-	NP	Work on a rotating shift	*	#
+	-	NP	Work according to my own time schedule	*	#	+	-	NP	Work part-time only	*	#
+	-	NP	Work overtime	*	#	+	-	NP	Work seasonally or have periods of layoff between job assignments	*	#
+	-	NP	Work daytime hours	*	#	+	-	NP	Have weekends off	*	#
+	-	NP	Work evening hours	*	#	+	-	NP	Work a compressed work schedule	*	#
+	-	NP	Work overnight	*	#						

### WORK ENVIRONMENT/PHYSICAL DEMANDS

Want	Do Not Want	No Preference		Important	Priority	Want	Do Not Want	No Preference		Important	Priority
+	-	NP	Work indoors only	*	#	+	-	NP	Be exposed to odors or allergens	*	#
+	-	NP	Work outdoors only	*	#	+	-	NP	Work at heights	*	#
+	-	NP	Work in an area that is well lit or has natural light	*	#	+	-	NP	Work in enclosed spaces	*	#
+	-	NP	Work in a variety of locations	*	#	+	-	NP	Be physically active	*	#
+	-	NP	Work from my home	*	#	+	-	NP	Use physical strength or stamina	*	#
+	-	NP	Work in a quiet environment	*	#	+	-	NP	Sit for long periods	*	#
+	-	NP	Work at a fast pace	*	#	+	-	NP	Stand for long periods	*	#
+	-	NP	Do work in which I may get dirty	*	#	+	-	NP	Walk for long periods	*	#
+	-	NP	Work in a temperature controlled environment	*	#	+	-	NP	Take breaks as needed	*	#
+	-	NP	Work in an environment that is exciting	*	#	+	-	NP	Work in extremes of temperature (heat/cold)	*	#
+	-	NP	Be exposed to dangerous or hazardous conditions	*	#	+	-	NP	Keep busy throughout the work day	*	#

### SOCIAL/WORK CULTURE

+	-	NP	Dress formally for work ( <i>suit/dress</i> )	*	#	+	-	NP	Interact with my coworkers outside of work hours	*	#
+	-	NP	Dress casually for work ( <i>khakis/jeans</i> )	*	#	+	-	NP	Work with people from different backgrounds	*	#
+	-	NP	Wear a uniform	*	#	+	-	NP	Work mostly with men	*	#
+	-	NP	Work alone	*	#	+	-	NP	Work mostly with women	*	#
+	-	NP	Work closely with coworkers	*	#	+	-	NP	Have a clear chain of command/highly structured workplace	*	#
+	-	NP	Work as a member of a team or group	*	#	+	-	NP	Have a well-defined work role	*	#
+	-	NP	Work with close supervision	*	#						

### PERSONAL CONSIDERATIONS

+	-	NP	Receive regular raises	*	#	+	-	NP	Work where dedication or time on the job is valued	*	#
+	-	NP	Have opportunity for advancement	*	#	+	-	NP	Work where my skills/abilities are valued	*	#
+	-	NP	Earn a wage consistent with other similar jobs	*	#	+	-	NP	Believe in the philosophy/values of the company	*	#
+	-	NP	Work on commission	*	#	+	-	NP	Work for a large company	*	#
+	-	NP	Receive employer paid training/education	*	#	+	-	NP	Work for a small company or family business	*	#
+	-	NP	Have job security	*	#	+	-	NP	Work for federal, state or local government	*	#
+	-	NP	Work for a family-friendly employer	*	#	+	-	NP	Have access to public transportation	*	#
+	-	NP	Have an important or prestigious job	*	#	+	-	NP	Commute ___miles___minutes to work	*	#
+	-	NP	Become an expert in my chosen field	*	#	+	-	NP	Have a job that is readily available in my area	*	#
+	-	NP	Be able to leave work at work/not take work home	*	#	+	-	NP	Have a job that is available throughout the country	*	#

### OTHER PREFERENCES OR NEEDS

+	-			*	#
+	-			*	#
+	-			*	#

## Step 2: Prioritize

Review the items you have marked as Important (\*). In the Priority (#) column, determine your top eight priorities and number them from 1 to 8 with 1 being the most important to you. Note that if you have not marked eight items as being important, you may need to review all your preferences (+ and -), determine whether they are important (\*) and then prioritize (#) your top choices.

### Step 3: Think About Education/Training

If you are considering additional education or training, think about whether you need to work to earn wages while you go to school. This can affect how much time you might be willing to commit to career preparation and what type of education/training you might consider.

#### Income Needs While Completing Education/Training

Check the box below that matches your income needs:

- Do not need income
- Need part-time income
- Need full-time income

#### Additional Education/Training Length

Keeping your income needs in mind, check the box indicating the maximum time you would consider in career preparation:

- No additional training/education at this time
- 6 months or less
- Up to 1 year
- 1 to 2 years
- 2 to 4 years
- 4 to 8 years
- Unlimited

#### Education/Training Type

Keeping your income needs in mind, check all that you would consider:

- On-the-job training (earn while you learn)
- Targeted classes, a brief training program, or a certificate program (1 month to 1 year)
- Associate's degree: A.A./A.S. (2-year degree)
- Apprenticeship Program (usually 2 to 4 years)
- Bachelor's degree: B.A./B.S. (4-year degree)
- Master's degree: M.A./M.S./M.Ed. (2 years beyond a Bachelor's degree)
- Doctorate degree: Ph.D./Ed.D./M.D./J.D. (4+ years beyond a Bachelor's degree)

### Step 4: Research Careers that Interest You

Begin by removing the perforated My Career Priorities Profile page (at far right).

- In the gray squares labeled "Job," list four jobs/careers you are considering. List one job per square in any order.
- In the yellow square labeled "Entry Level Education/Training," write in the highest level of education you are willing to work toward (from Step 3). If you chose "no additional training/education," write in your current level of education.
- In the green square labeled "Earnings (Median Pay)," record the amount you need to earn when employed (if you don't know this figure, leave it blank).
- In the blue squares labeled "Priority," list your top eight career priorities (from Step 1) in order of importance. Be sure to word your priority as something you want or do not want. For example, if you marked "Speak in Public" with a minus (-) you would write "Not Speak in Public" in the square.
- The orange square of your Career Priorities Profile is labeled "Job Outlook." Use this row to record whether the job is growing or declining.
- The white square is labeled "Local Job Availability." Use this row to determine the actual number of job openings in your geographic area using Indeed.com or another employment-related search site.

You can now use your Career Priorities Profile to determine whether the jobs you are considering match your priorities. Use one or more of the resources below to learn as much as possible about the jobs you are considering. As you do your research use the blank squares on your profile to include as much or as little information as you like.

#### Career Exploration Resources

- **Bureau of Labor Statistics: Occupational Outlook Handbook (OOH)** – [www.bls.gov/ooh](http://www.bls.gov/ooh)
- **Occupational Information Network (O\*Net)** – [www.onetonline.org](http://www.onetonline.org)
- **America's Career Information Network (ACI Net)** – [www.careerinfonet.org](http://www.careerinfonet.org)
- **Indeed** – [www.indeed.com](http://www.indeed.com)

When you have finished researching, proceed to Step 5.

**By identifying and establishing your career priorities, you are now more prepared to make career decisions that are right for you.**

### Step 5: Take the Next Step

#### Consider Your Options

Were you surprised by any of the information you found? Did you find any discrepancies between your priorities and the careers you chose to explore? If so, what might you be willing to do to resolve them? Did you find a career you think would be a good choice? Or do you need to explore more options? Record your thoughts below.

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If you *have* discovered a career that you think is a good choice consider the following steps:

- Explore education and training opportunities in your area. Try [www.petersons.com](http://www.petersons.com) or search the internet for your state's higher education commission.
- Explore financial aid options. Start with: [www.studentaid.ed.gov](http://www.studentaid.ed.gov) or [www.finaid.org](http://www.finaid.org).
- See what the job is really like through informational interviewing, job shadowing or internships.
- Find employers who are hiring in your area.
- Revise your résumé to show you have transferable skills related to your career of interest. Use the ACI Net Transferable Skills Profiler at [www.careerinfonet.org/skills/](http://www.careerinfonet.org/skills/) to identify skills from your prior jobs that relate to your new career interests.
- Take time to process the information and make an educated decision.
- Seek the input or support of others, such as family, friends, colleagues, or others who know you well.

If you *haven't* found a career that matches well with your priorities, you will need to do more research. You might want to consult a career counseling professional or revisit the Career Exploration Resources.

#### Set Some Goals

What could you do in the next week or month that would put you closer to your career choice?

**Short-Term Goal:** \_\_\_\_\_

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What can you do in the long-term (several months to a year or more) to get closer to your career choice?

**Long-Term Goal:** \_\_\_\_\_

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#### Take Action

Once you have decided on a career that matches your priorities, it's time to take action. Begin by implementing the goals that you identified above.

Be aware that priorities can change. Take time every so often to review your career priorities to ensure the goals you have set for yourself continue to meet your needs and satisfy most of your wants or desires.



### MY CAREER PRIORITIES PROFILE

	JOB:	JOB:	JOB:	JOB:
Entry Level Education/ Training				
Earnings (Median Pay)				
Priority 1				
Priority 2				
Priority 3				
Priority 4				
Priority 5				
Priority 6				
Priority 7				
Priority 8				
Job Outlook				
Local Job Availability				

SAMPLE