

CareerSMARTZ (CS4)

A highly effective career success strategy built around “Find a need and fill it.”

Do not print – this is a long document!

Other Criteria:

- Values and Needs
- Behavioral Traits
- Decision-Making Style
- Career/Work/Employer Preferences
- Personal Barriers
- Personal Definition of Career Success

Values and needs

Directions: Review the list of values and needs below that have been identified by many people as important work-related factors for a rewarding and successful career. Check those items that are most important to you. Be selective – only select those items that ***you must have*** in your career. Record your top 3 selections on PDF File CS2.

- **Aspiration:** It is important to you that through hard work and determination you can achieve higher and higher levels of career success.
- **Authority/Leadership:** It is important to you that you are in charge of other workers and make decisions that other workers will follow.
- **Challenge:** It is important to you that your work requires you to solve difficult problems, to use your knowledge and skills to their maximum, and to continually develop new knowledge and skills.
- **Change/Variety:** It is important to you that your work and/or how you carry out your work changes frequently.
- **Competition:** It is important to you that your work requires you to compete with others to keep your job, or that your salary depends upon how well you can compete with colleagues.
- **Creativity:** It is important to you that your work allows you to use your own creative imagination in carrying out your work, rather than following the plans and ideas others have previously developed.
- **Cutting-edge knowledge:** It is important to you that your work requires you to deal with concepts, knowledge and skills that are on the frontier or cutting edge of your profession.
- **Data orientation:** It is important to you that the main focus of your work is on the collection and interpretation of data, facts or information, with interaction with people and/or things a secondary focus.

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- **Dress code – casual:** It is important to you that you can dress casually at work.
- **Dress code – professional:** It is important to you that you must dress professionally at work.
- **Environment:** It is important to you where your work is located and/or what your work environment looks like (examples: indoors vs. outdoors, big city vs. small town, fancy office vs. basic office, big office vs. small office, etc.).
- **Excitement:** It is important to you that your work offers an above average amount of exciting events, pressure situations, or even emergency situations.
- **Expert knowledge:** It is important to you that your work requires you to have a high level of expertise (knowledge and skills) in order to carry out your work.
- **Flexible schedule:** It is important to you that you can determine your work days and/or hours.
- **Freedom from stress:** It is important to you that your work does not expose you to high levels of stress, or frequent exposure to stressful situations.
- **High salary:** It is important to you that your work pays you a salary considerably higher than most workers.
- **Independence:** It is important to you that you are in charge of determining how you will carry out your duties and responsibilities.
- **Influence others:** It is important to you that your work gives you the opportunity to influence the opinions and behaviors of others.
- **Innovation:** It is important to you that your work allows you to try new ideas, procedures and technologies in order to successfully carry out your work.
- **Job security:** It is important to you that your work is rarely affected by changes in the economy - that your work is always needed and that jobs are always available.
- **Moral fulfillment:** It is important to you that your work matches, supports and does not conflict with your moral beliefs.
- **Objective = profit:** It is important to you that the main objective and focus of your work is to help your company earn financial profit.
- **Objective = help others:** It is important to you that the main objective and focus of your work is to help people solve their needs and problems.
- **People orientation:** It is important to you that the main focus of your work requires you to interact frequently with people, with interaction with data and/or things a secondary focus.
- **Physical fitness:** It is important to you that your work requires a lot of physical activity that will help you maintain good physical health.
- **Precision work:** It is important to you that your work requires a high level of accuracy and attention to detail.

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- **Public contact/recognition:** It is important to you that your work offers frequent interaction with the general public, and that you are often in the public eye.
- **Routine work:** It is important to you that your duties and/or how you carry out your duties rarely change.
- **Team player:** It is important to you that your work requires you to work as part of a team in order to complete your work successfully.
- **Technology = low:** It is important to you that your work does not require you to understand and use today's leading edge technology, such as computers and the Internet.
- **Technology = high:** It is important to you that your work does require you to understand and use today's leading edge technology, such as computers and the Internet.
- **Travel:** It is important to you that your work frequently requires you to travel (locally, regionally, nationally, or internationally) in order to successfully carry out your work.
- **Things orientation:** It is important to you that the main focus of your work is on working with things (using your hands), with interaction with people, data and/or information a secondary focus.
- **Work alone:** It is important to you that your work allows you to work alone most of the time, independent from interaction with colleagues and/or clients.
- **Work from home (telecommute):** It is important to you that your employer will allow you to work from home either part-time or full time.

Behavioral traits

Directions: Review the list of personality traits below that have been identified by many people as indicators of how they operate (behave) when working. Check those items that ***best describe*** how you behave when working (or in general). Record your top 3 selections on PDF File CS2.

- **Achievement oriented:** You constantly strive to accomplish goals and objectives.
- **Adaptable/Flexible:** You can easily adjust to new routines, systems, situations, procedures and people.
- **Ambitious:** You are dedicated to climbing the corporate ladder.
- **Analytical:** You use facts, data and logic when making decisions.
- **Calm:** You are able to maintain composure during stressful times or in emergency situations.
- **Conventional thinker:** You usually follow traditional, standard methods of behavior and beliefs.
- **Cooperative:** You are willing to work with and help others whenever possible or necessary.
- **Delegate minded:** You are willing and capable of assigning work tasks to subordinates.

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- **Dependable:** You can always be counted on to get the work done.
- **Detail oriented:** You can easily spot minute details in written materials, pictures, graphics, etc.
- **Diplomatic:** You are skilled at dealing with sensitive matters without offending others.
- **Direct:** You are capable of dealing honestly and openly with others, regardless of the subject matter.
- **Extrovert:** You are outgoing, sociable and prefer to work with people.
- **Fast paced/high energy:** You prefer to work quickly and at a high level of energy.
- **Independent:** You prefer working alone, following your own lead and setting your own direction.
- **Innovative:** You are skilled at creating new products, services or ways of doing things.
- **Introvert:** You are reserved, shy and prefer to work by yourself.
- **Intuitive:** You have a strong internal sense of what's right without relying on facts or data.
- **Leader:** You are willing and capable of taking charge and leading others.
- **Moralistic:** You prefer to follow conventional, traditional beliefs that are accepted by most people.
- **People oriented:** You are sensitive and responsive to the needs of others.
- **Persuasive:** You can easily persuade other people to agree with your line of thinking.
- **Open minded:** You are willing to consider ideas, beliefs and practices different from your own.
- **Persistent:** You rarely give up until you've succeeded at your work.
- **Proactive:** You instinctively anticipate what might or should happen and usually act earlier than others.
- **Reactive:** You prefer to wait until things happen before you decide how to react.
- **Risk taker:** You are willing to take chances even when the odds are against you.
- **Routine oriented:** You prefer work that rarely ever changes.
- **Stress tolerant:** You are capable of handling stressful situations without it affecting you negatively.
- **Team player:** You are willing and capable of working with a group of others to reach a common goal.

Decision-making style

Directions: Review the list of decision-making styles below. Check those items that **best describe** how you make decisions. Describe your decision-making style on PDF File CS2.

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- **Externally driven:** I first get input from others (or from external resources) before making a decision.
- **Internally driven:** I make my decisions based upon my own knowledge without seeking input from other people and/or resources.
- **Factual:** I base my decisions primarily on facts and data.
- **Emotional:** I base my decisions primarily on my gut or emotional feelings.
- **Spiritual:** I base my decisions primarily on religious or moral beliefs.
- **Deferential:** I prefer to let others make decisions for me.

Career/Work/Employer preferences

Directions: Review the list of items below and select those items that are important to you – items that you want your future career or job to satisfy. Record your top 3 selections on PDF File CS2.

I prefer a career, job or employer ...

- That is close to home
- That supports of my religious beliefs
- Where both my spouse/partner and I can work
- That is non-profit
- That is a start-up operation
- That is well established and has been successful for years
- Where I can share the position with another person
- Where I can work in an ultra-modern facility
- Where I can work for a company that has expressed humanistic values
- That is environmentally friendly
- Where equal opportunity is respected and enforced
- That offers transportation to and from work
- That offers child care
- That offers a physical exercise program and equipment on the job site
- With a company that is American owned and operated
- With a company that offers maternity and paternity leave
- That allows for a sabbatical leave
- That awards shares of company stock to qualified employees
- Where I can work virtually, either part-time or full time

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- With little to no commute time required
- That provides assistance and resources to employees with disabilities
- That offers an expressed policy of equality for gay, lesbian and transsexual individuals
- Offers access to a variety of cultures and nationalities
- In a warm climate year round
- In a climate that has four seasons

Personal barriers

Directions: Review the list of personal barriers (obstacles) that often prevent people from achieving career success. Select those items that may prevent you from achieving your career goals. Record your top 3 selections on PDF File CS2.

- Age
- Criminal history
- Cultural beliefs
- Dress style
- Foreign language
- Gender
- Height and/or weight
- Lack of education or training
- Lack of money/resources
- Lack of motivation/energy
- Lack of support from others
- Lack of work experience
- Learning disability
- Mental/Emotional condition (describe)
- Nationality
- Personality style (describe)
- Physical disability (describe)
- Political beliefs
- Poor reputation
- Poor self-concept
- Poor work history
- Religious beliefs

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- Tattoos and/or body piercings

Personal definition of career success

Directions: Review the list of career success statements below often mentioned by individuals when describing their own career success. This list is not inclusive, but it should help you think about what has to happen for you to consider your career successful. Feel free to add your own statements.

Then ask yourself, “How would I define my own personal career success?” In other words, what has to happen in the future with your career for you to consider it successful?

Form your own definition of career success and record it on PDF File CS2.

I will consider myself successful in my future career if the following occur...

- I earn a very high salary
- I get to help people solve their personal needs
- I get to use 100% of my creative abilities
- I am recognized by the general public for my work
- I am fully in charge of my work schedule and duties
- I get to solve major, serious problems that affect people nationwide
- I am well respected by my colleagues
- I am well known in my career field
- I am very happy and satisfied with my work
- I get to travel a lot
- I am the boss
- I get to help solve medical problems
- People seek me out for advice
- I get to protect people from danger
- I am considered a leader in my field
- The media turns to me for advice when reporting the news
- Buildings and other man-made structures are named after me