

FACTORS FOR CAREER DECISIONS

Print out this worksheet and answer the questions below. It is important to note the specific criteria you are seeking as you consider which career paths to pursue and again as you evaluate actual job opportunities.

POSITION - What kind of position are you seeking?

INTERESTS - What subjects/issues interest you the most? To what extent will you be able to develop some of these interests?

SKILLS - What skills do you prefer using most frequently in your work (refer to Skills Worksheet in Step 1)? Will your skills be used to their greatest extent? Will you have the opportunity to acquire new skills?

VALUES - What values are most important to you? (challenge, variety, influence, responsibility, adventure, caring, etc., write down your top 7-9 values from the Values Worksheet in Step 1) Will these values be met?

GOALS - What are your short term (next 2-3 years) goals, and what are your long term (5-10 years) goals? How do these fit in with the careers or positions you are considering?

BALANCE - What type of balance would you prefer between your work and personal life? What is the maximum amount of hours you would be willing to work per week?

WORK ENVIRONMENT - What type of surroundings would you like to work in – a formal or relaxed environment, etc.?

LOCATION - Where do you want to be located (geographically)? Is it important to be near family and friends? What would the commute be like? What is the cost of living? What about other lifestyle factors?

SALARY - How much do you need to earn? How much would you like to earn? How does the salary compare? What is the benefit package like?

OTHER factors to consider? (travel, desires of friends or family, relocation, opportunities for advancement, reputation of organization, purpose/mission, supervision, training opportunity)
