

## Planning Your Future: "Your Ideal Job Description"



## **Vision Follow-up Activity:**

Now that you've been able to collect so much valuable information about your interests, skills, values, personality traits and preferences, a helpful next step is to begin visualizing how those attributes will translate into actual job descriptions. It is important to start creating a clearer vision of yourself in the world-of-work, in order to help you both identify and evaluate career paths and possible internship/job opportunities.

Using the information gathered earlier in this process, answer the following questions to the best of your ability. A helpful tool for identifying possible job titles is O\*Net Online, managed by the US Department of Labor. Feel free to schedule an appointment with a career counselor if you get stuck or would like additional resources or assistance.

- Possible Job Title or Main Function:
- Organizational Structure & Size: (e.g. small business, start-up, self employed, large corporation, public sector/government, school/university, etc.)
- List general responsibilities and duties related to the position:
- List specific projects or special assignments you'd like to handle:
- List skills and knowledge essential to performing this job:
- Describe Your Ideal Relationships at Work:
  - o Supervisor: (desired managerial style and relationship)
  - o Co-Workers: (preferred characteristics and style)
- Describe the preferred attributes of your work environment and your physical work space:
- Describe your ideal work schedule: (flexibility, days/hours, vacation time, etc.)
- Desirable Salary & Benefits: