

# " B E T R U E T O T H Y S E L F "

## • SETTING •

### PHYSICAL SETTING I LIKE TO WORK IN

GENERAL areas where I'd do my most effective work (geographically):

1. e.g., warm dry summers, skiing in the winter, a good newspaper, etc.
- 2.
- 3.
4. List places you have lived, list positives and negatives, rank the positives
- 5.
- 6.

Three places which fit:

- 1.
- 2.
- 3.

SPECIFIC working conditions where I'd work most effectively

- 1.
- 2.
3. e.g., working indoors or out, not punching a time-clock, a boss who gives me free rein to do my work, having my own office, etc.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

### SPIRITUAL OR EMOTIONAL SETTING I LIKE TO WORK IN

What I believe about life, relating to:

Truth	Beauty	Moral Issues	Spirituality/ Love
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.

In order to do my best work, these are the factors from my philosophy that are especially important to me to have at my work or in my work.

## TOOLS OR MEANS

### WHAT KINDS OF PEOPLE I LIKE TO USE THESE SKILLS WITH:

As clients, customers, students, or other:

As Co-Workers:

### KINDS OF INFORMATION I LIKE TO USE THESE SKILLS WITH:

#### FORM

Do I prefer to work with information in the form of magazines, newspapers, books, pictures, multi-media, etc.?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Detailed methodology available in "What Color is My Parachute"

#### CONTENT

From my present knowledge, which are my favorites? About computers, environment, psychology, etc.?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

### KINDS OF THINGS I LIKE TO USE THESE SKILLS WITH:

The Body

Materials

Objects

Equipment, Machinery, Vehicles

Buildings, Rooms

Growing things

Detailed questionnaires available in "What Color is My Parachute"

## • REWARDS •

### SALARY AND LEVEL I WANT OR NEED

	Level	Salary
Max.		
Min.		

## • TASKS AND SKILLS •

In order to do my favorite tasks, I need to be using my favorite functional and/or transferrable skills. These are:

### WHAT I LIKE TO DO WITH

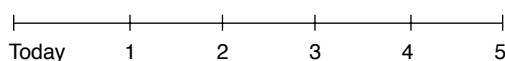
Things	People	Information
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.

## • OUTCOMES •

### 1. IMMEDIATE

Do I want to help produce a product, a service, or to help gather and process information? Or all three? Or Two? What kind of product, service or information?

### 2. MEDIUM RANGE (5 YEARS)



### 3. LONG-RANGE

My long-range goals for my life – the things I want to do, or the goals I want to accomplish before I die.

**STATE YOUR PHILOSOPHY ABOUT LIFE**

*"Work is the magic word that transmutes the base metals of humanity into gold"*

– Louis Pasteur

*" We make a living by what we get, but we make a life of what we give."*

– Winston Churchill

### CORRECT JOB HUNT SEQUENCE

1. Self Evaluation

2. The Network

3. Industry Analysis

4. Interviews & Negotiation

5. Empire Building

*" Whatever you can do, or dream you can, begin it. Boldness has genius, power and magic"*

– Goethe

*" Fear is conquered by action. When we challenge our fears, we defeat them. When we grapple with our difficulties, they lose their hold upon us. When we dare to face the things which scare us, we open the door to reform."*

– Unknown

*" Every winner has scars"*

– Herbert Casson

### IF YOU DON'T GET IT WHEN THEY DON'T HAVE YOU...

- Accidental death insurance
- Extended Health Insurance
- Car
- Car allowance
- Car insurance or an allowance
- Car maintenance and gas or allowance
- Compensation days – for unpaid overtime/business travel time
- Country club or health club membership
- Deferred compensation
- Dental insurance (note deductables and percentage that is employer-paid)
- Employment contract and/or termination contract
- Expense account
- Financial planning help and tax assistance
- Life insurance
- Medical insurance (note deductables and percentage that is employer-paid)
- Optical insurance (note deductables and percentage that is employer-paid)
- Paid sick leave
- Pension plans
- Personal days off
- Profit sharing
- RRSP contribution plans
- Salary and/or commission
- Short- or long-term disability compensation plans
- Stock options
- Vacation

### YOU'LL NEVER GET IT WHEN THEY HAVE YOU — NEGOTIATE EFFECTIVELY.

### 5 YEAR PLAN

Today      1      2      3      4      5

**Health • Spirit • Family • Career • Social**

# The Network

There are hundreds of first generation contacts with the power to introduce you, recommend you, and to be on the look out for opportunities for you. Think about it. These are the same people who make everything happen for you in life already.

## PERSONAL CONTACT PILLAGE

What do/did my parents do? What do/did my aunts and uncles do? Who are my parents best friends and what do they do? Who are their friends good friends and what do they do? Do their friends have children? What are their ages and what do they do? Who are their best friends and what do they do? Who are my aunts and uncles best friends and what do they do? What do my brothers and sisters do? Who are their best friends and what do they do? Who are their friends good friends and what do they do? Who are my best friends? What do they do? What do their parents and siblings do? Do they have aunts and uncles? What do they do? Who are my acquaintances?

## PROFESSIONAL AND SOCIAL CONTACTS

List all primary professional contacts (dentist, banker, doctor, lawyer, hair stylist, mechanic, stock broker, financial planner, tax person, etc.) and secondary contacts (mail delivery person, superintendent, etc.), casual contacts (neighbors, small business people in your neighborhood, etc.) Apply methodology as per personal contacts.

### “ABC Corporation looks good to me.”

- How do I find out who has the power to hire me there?
- How do I get an interview with that person?
- How do I convince them to hire me?

### “Do you know anyone at ABC Corporation?”

- “What is their name? Can I tell them it was you who recommended that I talk with them? Would you be willing to call ahead and set up an appointment for me, and tell them who I am?”

**NOW** is the time to use people like I have never used them before in my entire life — and there is nothing wrong with that. I am **NOT** a job beggar but a highly motivated individual looking for the perfect company to call home.

Name	Phone/e-mail	Who is this Person? What do they do? Who knows them?
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____

## TYPICAL INTERVIEW QUESTIONS:

- Tell me about yourself.
- Why are you applying for this job?
- What do you know about this job or company?
- How would you describe yourself?
- What are your major strengths?
- What is your greatest weakness?
- What type of work do you like to do best?
- What are your interests outside of work?
- What accomplishment gave you the most satisfaction?
- What was your worst mistake?
- Why did you leave your last job?
- Why were you fired (if you were)? Have you ever been fired?
- How does your education or experience relate to this job?
- What are your goals in life?
- How much did you make at your last job?
- How much do you expect to be paid?

### WHAT EMPLOYERS ARE LOOKING FOR:

- any sign of dishonesty or lying;
- any sign of irresponsibility or tendency to goof off;
- any sign of arrogance or excessive aggressiveness;
- any sign of tardiness or failure to keep appointments and commitments on time;
- any sign of not following instructions or obeying rules;
- any sign of complaining or blaming things on others;
- any sign of laziness or lack of motivation
- any sign of lack of enthusiasm for this organization and what it is trying to do;
- any sign of instability, inappropriate response, and the like.

## STRESS INTERVIEW QUESTIONS

- What is your greatest weakness?
- With hindsight, how could you have improved your progress?
- What kinds of decisions are most difficult for you?
- What area of your skills or professional development do you want to improve at this time?
- Are you willing to take calculated risks when necessary?
- Why aren't you earning more at your age?
- What is the worst thing you have heard about our company?
- Why should I hire an outsider when I could fill the job with someone inside the company?
- How do you handle rejection?
- Why were you out of work for so long?
- Why have you changed jobs so frequently?
- Tell me about a time when you put your foot in your mouth?
- What interests you least about this job?
- What is your general impression of your last company?
- What kinds of people do you find it difficult to work with?
- How would you evaluate me as an interviewer?
- I'm not sure if you're suitable for the job
- Wouldn't you feel better off in another firm?
- What if I told you that your presentation this afternoon was lousy?
- Are you married?
- Do you plan to have children?

### 3 Questions Employers Are Trying To Answer:

1. Why are you here?
2. What can you do for me?
3. What kind of person are you? (are you manageable)

## DEAD END? KEEP DIGGING...

- Who else in your company might need someone with my qualifications?
- Does your company have any other divisions or subsidiaries that might need someone with my attributes?
- Who do you know in the business community that might have a lead for me? Whom should I speak to there?
- Do you know anyone in DEF company?
- When do you anticipate an opening in your company?
- Are you planning any expansion of new projects that might create an opening?
- When do you anticipate a change in your manpower needs?

# Top 20 Universally Admired Key Personality Traits

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## PERSONAL PROFILE

### Drive

A desire to get things done. Goal-oriented.

### Motivation

Enthusiasm and a willingness to ask questions. A company realizes that a motivated person accepts added challenges and does that little bit extra on every job.

### Communication Skills

More than ever, the ability to talk and write effectively to people at all levels in a company is a key to success.

### Chemistry

The company representative is looking for someone who does not get rattled, wears a smile, is confident without self-importance, gets along with others — who is, in short, a team player.

### Energy

Someone who always gives that extra effort in the little things as well as important matters.

### Determination

Someone who does not back off when a problem or situation gets tough.

### Confidence

Not braggadocio. Poise. Friendly, honest, and open to employees high or low. Not intimidated by the big enchiladas, nor overly familiar.

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## PROFESSIONAL PROFILE

### Reliability

Following up on yourself, not relying on anyone else to ensure the job is well done and keeping management informed every step of the way.

### Honesty/Integrity

Taking responsibility for your actions, both good and bad. Always making decisions in the best interests of the company, never on whim or personal preference.

### Pride

Pride in a job well done. Always taking the extra step to make sure the job is done to the best of your ability. Paying attention to the details.

### Dedication

Whatever it takes in time and effort to see a project through to completion, on deadline.

### Analytical Skills

Weighing the pros and cons. Not jumping at the first solution to a problem that presents itself. Weighing the short- and long-term benefits of a solution against all its possible negatives.

### Listening Skills

Listening and understanding, as opposed to waiting for your turn to speak.

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## ACHIEVEMENT PROFILE

### Money Saved

Every Penny saved by your thought and efficiency is a penny earned for the company.

### Time Saved

Every moment saved by your thought and efficiency enables your company to save money and make more in the additional time available. Double bonus.

### Money Earned

Generating revenue is the goal of every company.

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## BUSINESS PROFILE

### Efficiency

Always keeping an eye open for wastage of time, effort, resources and money.

### Economy

Most problems have two solutions: an expensive one, and one the company would prefer to implement.

### Procedures

Procedures exist to keep the company profitable. Don't work around them. That also means keeping your boss informed. You tell your boss about problems or good ideas, not his or her boss. Follow the chain of command. Do not implement your own "improved" procedures or organize others to do so.

### Profit

All the above traits are universally admired in the business world because they relate to profit.