


JOB IDEA EVALUATION WORKBOOK

Take the time to evaluate each job idea comprehensively. Don't treat your job search as trial and error. It takes too much work to land a good job – don't waste that effort by searching for an opportunity that isn't thoroughly thought through. Put the time in now to choose the best job idea for you, and you'll save time in the long run by not needing to change jobs and conduct multiple job searches.

Your ideal job is a collection of factors that are important to you. To assess each job idea, you'll want to learn how it matches your skills, goals, values, interests, and more. The following questions ask about the job factors we recommend that you consider.

Print out a separate Evaluation form for each job idea and answer the questions to critique whether a potential job is right for you. Try to fit your answers in the space provided; it will help you be concise and write only the most important information. For any factor that is very important to you, put a checkmark next to it.

If you don't know the answer to a question, use the research strategies  to gather the necessary information. Think of each Evaluation form as a 'living' document that you can update as you gain more information about yourself and each job idea.

It's unlikely that a job idea will match every factor that is important to you. This workbook will help you gather the information you need to judge how close each job idea is to what you ideally want. It will also empower you to make the best choice for yourself.

JOB EVALUATION FORM

Title of Job: _____

1. What is it about this job that is interesting to you?

2. What job tasks are appealing to you?

3. What job tasks are unappealing to you?

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4. What skills, knowledge, and abilities are required that you are good at and like to use?

5. What skills, knowledge, and abilities are required that you are not good at or don't like to use?

6. What skills, knowledge, and abilities would this job build over time?

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7. What skills, knowledge, and abilities would you need to develop now to land this type of job? How can you develop them?

8. What types of interactions would you have with others (e.g., employees, clients, business partners, vendors), and how do you feel about that?

9. How would this job challenge you in ways you like to be challenged?

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10. How would this job challenge you in ways you don't like to be challenged?

11. Does this job focus deeply on specific tasks and enable you to become a 'subject matter expert,' or does it empower you to handle a wide range of changing responsibilities? Does that match your preference?

12. Are this job's tasks structured or ambiguous, and what do you think about that?

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13. How does this job idea help you to achieve your professional goals (e.g., autonomy, managing people, leadership, prestige, power & influence, security, career advancement)?

14. How does this job align with your personality traits?

15. How does this job conflict with your personality traits?

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16. How does this job idea align with your values?

17. How does this job match your preferred work environment (e.g., typical workday hours, independent or teamwork, sitting at a desk or moving around, formal or informal, competitive or relaxed, the pace of work, office or remote, travel)?

18. What are the traits and characteristics of people typically working in this type of job? Would you enjoy working with them?

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19. Can you find this job in industries/fields (e.g., business, technology, sports, healthcare) that appeal to you?

20. How does this job align with your near-term compensation goals (pay, bonus, benefits, vacation leave, etc.)?

21. How does this job align with your long-term wants, dreams, and compensation goals (pay, bonus, benefits, vacation leave, etc.)

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22. Are there enough job openings for this type of job in the geographic location(s) where you want to work to make it a viable target?

23. Are the opportunities for this job growing, stable, or declining? Given the economy and technology, what is the outlook for this type of job?

24. What are the career progression opportunities for this type of work?

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25. What are the potential risks of this type of work?

26. Overall, what is your 'gut feeling' about this type of position?

"In this section, please add any additional factors that are important to you and evaluate them".

Possibilities include:

- Does this job enable you to be creative in ways you enjoy?
- Does this job let you solve problems that you would enjoy solving?
- Does this job empower you to help or support others in ways that are fulfilling to you?
- Does this job often involve conflict? If so, are you okay with that?
- Does this job require influencing or persuading others? If so, are you all right with that?
- How does this job align with your motivations?
- Does this job enable you to 'make a difference' that matters to you?

JOB EVALUATION FORM

Your additional criteria 1:

Your additional criteria 2:

Your additional criteria 3:

Your additional criteria 4:

Your additional criteria 5: