

# Finding Potential

What's The Right Career For Me?



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# What's the right career for me?

Work takes up a significant proportion of our adult lives, with the typical person spending more than 80,000 hours at work during their lifetime. As such, when we make career choices we should not just be considering factors such as “do I have the skills and qualifications to do a job” and “will it meet my financial expectations/needs”, but also “will I be happy doing this kind of work”?

To help you to reflect on what you want from your career, this guide provides a range of questions to enable you to identify what you are looking for from your career, what you see as your personal strengths and how you can get further information and support in choosing your next career move. This workbook should be used once you have read through your Personal Premium Report and, ideally, have completed the “Making the Most of Your Personality Profile” guide, which is also available at [findingpotential.com](http://findingpotential.com).

## What do I want from my career?

### Here and Now

The following questions are in relation to your current job:

- What makes a great day at work for you? List 3 things.
- If you could eliminate the 25% of your job you enjoy least, what would it be?  
What would you spend this time doing?
- If you could have one of your friend's jobs, which one would you have? Why?

### The Future

Imagine it is 5 years from now, describe the following:

- What are you doing, outside and inside work? What high level goals do you have in work and life in general?
- What does this mean for your work-life balance?
- What are you learning?
- How do you feel about yourself?

**1. What (maximum of 3 things) would you want to continue to do as part of your future career?**

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**2. What (maximum of 3 things) would you like to stop doing?**

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**3. What (maximum of 3 things) would you like to start doing?**

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## What are my personal values and strengths?

### A. Personal Values

- What are your core personal values? If the can't think of any, there are a number of websites that provide example of core values, such as:  
<http://www.selfcounseling.com/help/personalsuccess/personalvalues.html>
- Create a list of 5 core values, then narrow this to 3 and finally if you could only have one core value which would be and why?
  - Top 5
  - Top 3
  - Core Personal Value
- How well are these being met at present, both at work and outside?
  - Where are these currently being compromised?
- What is the 'dark side' to each of these, i.e. how might these values limit you at times? For example, integrity might mean people find you trustworthy, but could also mean you are inflexible in your decision making at times.

**1. What type of work is most likely to fit with your personal values?**

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**2. What type of organisation is most likely to align with your own values?**

**Tip:** Think about issues such as

- What is the organisation purpose (i.e. what do they actually do)?
- Which sector do they operate in, i.e. Private, Public or Third Sector?
- What size of organisation (e.g. global, large/small UK)?
- What are an organisation’s core values (and do they really live them)?
- What is their brand image/reputation as an employer?

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**B. Valuing Your Strengths**

- What are your key skills, e.g. problem solving, negotiating, managing conflict, etc?
- What are your specialist knowledge areas, both inside and outside of work?
- What are the personal characteristics you value most in yourself (e.g. patient, tenacious, flexible, determined)? NB Your response may be similar to the Values question.
- What are your biggest accomplishments, i.e. tangible outcomes of your efforts at work, education or other areas of your life? What personal strengths helped you achieve these?
- How well are you utilising these strengths at present?
- What current strengths do you think you’ll need to let go of to achieve your vision?
- What personality preferences/characteristics did you identify in the Making the Most of Your Personality Profile guide as being particular strengths?

Overall, I see my top 3 to 5 strengths as being:

1 -----  
 2 -----  
 3 -----  
 4 -----  
 5 -----

## How well will your personality characteristics fit with a particular job?

The following questions are designed to help you think specifically about how your personality characteristics/preferences might make certain career options more enjoyable and, potentially more successful, than others.

### 1. What will the main responsibilities of the job be?

- Which of these responsibilities are likely to fit well with your personality preferences/traits?
- For example, if a key responsibility is to have a high level of contact with customers/clients, and you have a strong preference towards Gregarious and Engaging there is likely to be a good fit between this aspect of the job and your personality preferences.
- What responsibilities are likely to frustrate you, i.e. unlikely to fit your preferences?
- For example, if the job involves a high degree of routine work checking detailed information and you have a strong preference for Variety Seeking and Independent, you may find yourself becoming frustrated by these aspects of the work.

Possible Fit:

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Potential Frustrations:

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## 2. What type of environment will you be working in?

**Tip:** Think about issues such as:

- What is the balance between working on my own and with others/as part of a team?
- What support will you have in the role, e.g. high level of support vs. a need to be highly independent?
- What level of decision making will you have?

What do I want from my work environment?

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## 3. What do you know about the culture of the organisation?

(i.e. how they operate and do things?)

**Tip:** Think about issues such as

- What pace does the organisation work at and what sort of pace will allow you to be at your best? For example, is it young and fast paced or feel an older, more considered environment.
- How are organisational decisions made? For example, central corporate decisions vs. local independence.
- How clear are career paths and opportunities within the organisation?
- What did the office look and feel like when you walked around it (e.g. bright and noisy or quieter and more conservative)? What clues might this give you about the culture of the organisation?

What type of organisational culture am I most likely to enjoy and thrive in?

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## Next Steps

Now that you've spent some time reflecting on what you want from your career, there are a number of options available to you in finding the right career/job for you.

## Careers Advice

### **The Careers Advice Service**

Offers practical advice to help you make the right career choices whether you want to learn new skills, change career or return to work.

» <http://careersadvice.direct.gov.uk/>

### **Connexions Jobs4U**

Provides a range of services, including some information on career options and specific jobs. There is a free adviser service on 080 800 13219.

» <http://www.connexions-direct.com/>

### **It's Your Choice**

Provides Year 10 and 11 students with advice, information and tools to help make career and further education choices.

» <http://www.connexions-direct.com/itsyourchoice/>

## Popular Books

"What Color Is Your Parachute?" 2009, Richard Nelson Bolles

- The best-selling job-hunting book in the world, this book is a practical Manual for Job-Hunters and Career-Changers.

The Adventures of Johnny Bunko: The Last Career Guide You'll Ever Need, Daniel H Pink

- Following the story of fictitious character Johnny Bunko, this book offers smart, counter-intuitive and potentially life-changing advice.

A-Z of Careers and Jobs, Susan Hodgson

- The A-Z of Careers and Jobs is a comprehensive guide to over 300 different jobs including the personal qualities and skills needed for each career, the necessary training and qualifications and contact details for relevant organizations

## Searching for a Job or Training

### **Directgov**

Provides help for those searching for a job, training, career information, voluntary work and childcare provision anywhere in the UK.

» <http://www.direct.gov.uk/en/Employment/Jobseekers/LookingForWork/>

### **JobCentre Plus**

Can provide help with job applications along with practical advice on looking for jobs.

» <http://www.jobcentreplus.gov.uk/>

### **Learning and Skills Council**

Provides a range of useful links and information for those looking for work or a career change.

» <http://inourhands.lsc.gov.uk/>