

POSITIVE TIPS FOR THE JOB MARKET

CAREER CHANGES- PART II

PLANNING FOR A (NEW) CAREER

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Now that you used the SWOT Analysis (from last weeks article) to gain a crystal-clear understanding of your current employment situation, you're ready to embark on the rest of the career-changing/planning process.

The first step is to assess your likes and dislikes. When it comes to work, identifying your dislikes is often much easier than your likes. However, you should ask yourself: What responsibilities do you take pleasure in the most? What excites you and gives you energy? What section of the newspaper do you enjoy reading? What are your hobbies outside of work? If you need some extra help "re-discovering" yourself, consider taking the wildly popular **Jung/ Myers-Briggs Type Indicator** (MBTI) test. After answering about 70 yes/no questions, you will be classified into one of 16 distinct personality "types". You will be supplied with a practical portrait of your personality which will be helpful when deciding on a career path. Check out a **free** version of the MBTI test by clicking on the Jung Typology Test at:
www.humanmetrics.com

Once you discover the general direction in which to aim your career path, you should begin researching. Read job profiles describing careers you may be interested in. Pay special attention to Canadian statistics detailing the careers' future employment outlook, current average earnings and recent unemployment trends. Great resources include:

- 1) **Job Futures Website** - Find profiles of hundreds of different jobs. Compare average hourly earnings and unemployment trends in specific careers.
<http://jobfutures.ca>
- 2) **National Occupation Classification** - Includes occupational descriptions for hundreds of jobs. Check out the career hand book and training requirements for various positions.
<http://www23.hrdc-drhc.gc.ca/2001/e/generic/welcome.shtml>

After narrowing down your search to 2-5 specific jobs, see which of your current skills or experiences could be transferred to suit these professions. For example, most occupations require excellent communication, planning, leadership and organizational skills. You may find it necessary to update your skills and gain new knowledge. If you do, take things slowly! Take one course at a time to make sure that you're truly enjoying this new field.

Next, when you're ready, you will have to start **networking!** You will gain invaluable experience and meet important contacts by volunteering or taking a part-time job in your area of interest. Finally, when you're prepared to take the plunge and make the switch, you will have to prepare a great **cover letter** and **resume** as well as prepare for **interviews**. These tips can be found in PPP's past articles; to find them, follow the links at positivepeopleplacement.com.

**For more information please contact
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