

KICK STARTING YOUR JOB SEARCH: IDENTIFYING SKILLS AND ACCOMPLISHMENTS WORKSHOP

The Crucial Questions

Use these questions to extract the skills and accomplishments from other jobs (paid, unpaid or extracurricular). You can also slightly adapt these questions to examine school assignments you've completed or other activities you have enjoyed.

1. What did you do at this job? As well as the day-to-day specifics, think of any extra projects or responsibilities you might have taken on.
2. What was your favourite part of the job? What did you like about it?
3. How exactly did you accomplish that part of the job? How did you approach it? Where did you start? What were the steps involved?
4. What else did you like to do? Breakdown question #3 until you've exhausted all of the parts of the job you liked.
5. What was the hardest thing you had to do? How, specifically, did you manage to accomplish it?
6. Did you do anything at the job that no one asked you to? (e.g. reorganize the work space, organize charity work, clean up the database, create new programs/projects/seminars, come up with a more efficient way of doing something)
7. What did your employer(s) think of your work? How do you know? Did they promote you? Give you a raise? Tell you you were doing well? Give good reviews? Give you more responsibility? If so, why?
8. How did the customers (if any) respond to what you were doing? How did you know if they were happy with your work?
9. Did you work with anyone else? How, specifically did you work with other people? If someone asked you to describe how you work in a team, what would you say? If you were managing other people, how did you do it? How do you know whether your managing skills had good results?
10. If it was a stressful job, how did you cope? If it was a boring job, how did you keep awake? If it was a complicated job, how did you keep it all straight? If you had to learn to do something in a short period of time, how did you manage?
11. Did anything special or out of the ordinary happen beyond your initial job description? If so, describe what happened and how you handled it.
12. What didn't you like? (This is the part you don't want to focus on...)

Questions taken from The Job of Your Life, by Karen Schaffer