

You and Your Career

ACTIVITY BOOK



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Activity 2

A. The table below displays some commonly held values. Review the list, consider what each value means to you and whether or not you hold it. Tick the top five values you feel most strongly about as your personal values. Since this is not an exhaustive list, feel free to add value(s) that you hold and is/are not listed.

Authenticity	Adventure	Balance
Bravery	Compassion	Challenge
Citizenship	Community	Creativity
Curiosity	Determination	Fairness
Freedom	Friendships	Fun
Generosity	Growth	Honesty
Influence	Justice	Kindness
Knowledge	Leadership	Learning
Love	Loyalty	Openness
Optimism	Recognition	Respect
Responsibility	Security	Self-Respect
Social Connection	Spirituality	Stability
Status	Wealth	Wisdom

(Based on the Article "39 Core Values-and How to Live by Them" in Psychology Today, Retrieved 11 February 2018
<https://www.psychologytoday.com/au/blog/click-here-happiness/201807/39-core-values-and-how-live-them>)

Additional Values

B. For each of the values you ticked in Part A, write down action(s) that you have taken in the past that have expressed the values in your life. How do you think you might express that value in your future career?

VALUE	ACTION(S)	RELEVANCE TO YOUR CAREER
Example: Kindness	In my final year in high school, I volunteered with Vinnies to help refugees feel welcome. I loved to see how they flourished after experiencing some kindness.	I want to find a career where I can exercise kindness daily, such as Social Work or Nursing, and avoid settings that may force me to compromise on this value

Activity 3

A purpose is defined as the reason for which something exists or is done, made, used, etc. A career aligned with one's purpose may give you over time more satisfaction, fulfillment and resilience in the face of adversity. One's purpose can be developed or discovered in the course of diverse extra-curricular experiences or while reflecting on past experiences, behaviours and preferences. One or more of the questions listed below may be helpful in clarifying your purpose.

When was the last time you were in a state of flow, in the zone and totally lost track of time? What were you doing?

What has made you truly proud of yourself? Why was that?

If you could change anything about the world, what would it be?

What topic do you find yourself continuously arguing or defending with others?

What are you most afraid of for the next generation, whether you have kids or not?

What do you love helping people with? What do people ask you to help them with?

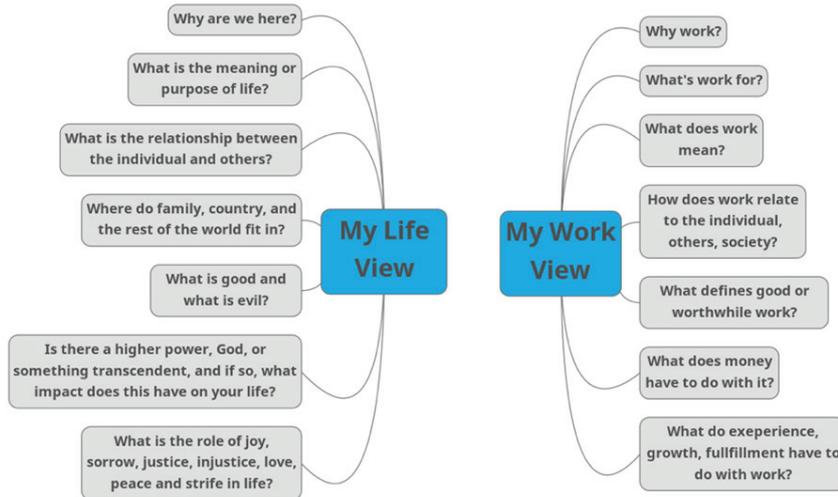
When was the last time you couldn't sleep because you were so excited about what you had to work on? What was it? Why were you so excited?

How would you describe your purpose? How is your purpose likely to connect with your study and/or career? How can your purpose be translated in to a course of study and/or career?

Summarise your thoughts below:

Activity 4

A. Look at the infographic below about life and work views that is based on the 'Design Your Life' philosophy. Write a brief response below about your life view and also your work view (max. 250 words each). You can use some or all the questions included in the infographic and activities covered thus far.



LIFE VIEW	WORK VIEW

B. How or where does your life view and work view intersect? Are any aspects of your life view reflected in your work view? Why is it important? What does it mean for your career choices?

Activity 5

A. List your key general interests and jot down some ideas about how you could pursue those interests in your career and/or other areas of your life.

To help identify interests, you can use the online career exploration tool called [Myfutures](#) by the Australian government. You need to sign up for a free account to access the My Career Profile – Interests section. The activities in this website will also help you explore career pathways and develop self-knowledge for career decision making.

INTEREST	IDEA(S) ON PURSUING THE INTEREST THROUGH A CAREER	IDEA(S) ON PURSUING THE INTEREST OUTSIDE OF CAREER
Example: yoga	<ul style="list-style-type: none">• Study exercise physiology or physiotherapy and include yoga in your practice,• and/or work as a freelance yoga instructor.• Study business and run a Yoga Retreat Centre.	<ul style="list-style-type: none">• Join a Yoga practice group.• Go for a trip to India to learn more about Yoga.• Spend time at a Yoga Ashram.

**B. To help you determine your work interests/styles, complete the Job Outlook Career Quiz.
Write down your top three results and give an example of why this area strongly interests you.**

INTEREST AREA	REASON OR AN ILLUSTRATION ON WHY THIS IS STRONG FOR YOU
e.g. Social	Enjoy teaching younger children, organising events and helping my friends with their problems.
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2	
3	

Activity 6

Below is an audit form for you to examine and assess your transferable skills. Work through the list and mark 'D' against skills you are still Developing, 'C' against those you are Competent, or 'S' if you consider it a Strength of yours. For your 'C' and 'S' responses, write a brief description of when you have demonstrated that skill for future reference. If you mark 'D', then write an action for how you will develop it through training and personal development.

TRANSFERABLE SKILL	EXAMPLE	D/C/S	DESCRIPTION OF THE ACTION, TASK OR EXPERIENCE
Problem Solving (that contributes to productive outcomes)	Researching, gathering information		
	Organising, synthesising information		
	Analysing, evaluating, judging		
	Troubleshooting		
	Identifying problems and solving them independently		
Learning	Grasping a concept and using the idea		
	Using experience to create a concept		
	Dealing and being open to a new situation, ideas and techniques		
	Observations, listening or reading		
Reliability	Following instructions explicitly		
	Completing projects, assignments		
	Improvise to complete task better		
	Completion of difficult tasks		
Communication-written	Writing clear, concise papers or reports		
	Proof reading or editing		
	Using words creatively		
	Reaching people through written word		
Communication-oral	Listening and understanding		
	Presenting information with understanding		
	Teaching skills		
	Public speaking skills		
	Speaking clearly and directly		
	Ability to use foreign language		
Artistic/creative	Designing skills, creating pleasing image		
	Using imagination		
	Using visual representations for ideas		

TRANSFERABLE SKILL	EXAMPLE	D/C/S	DESCRIPTION OF THE ACTION, TASK OR EXPERIENCE
Numeracy	Calculating, manipulation of numbers		
	Financial record keeping		
	Financial analysis, such as budget		
	Statistical analysis		
Human relationship	Counselling, giving advice		
	Dealing effectively with difficult people		
	Negotiating and mediating		
	Providing good service to a customer		
	Empathising		
Leadership	Taking the initiative or lead		
	Motivating or inspiring others		
	Managing people or resources		
	Taking risks, making decisions		
Entrepreneurial	Innovative, able to see opportunities		
	Designing a new project or program		
	Taking an idea and putting into action		
	Recognising usable ideas, concepts		
	Business knowledge and skills		
Technology (that contributes to effective execution of tasks)	Having a range of basic IT skills		
	Applying IT as a management tool		
	Using IT to organise data		
	Being willing to learn new IT skills		
Other- please specify			

You may want to review the info sheet [Skills Employers Want](#) for further information.

Activity 7

Considering what careers may feel comfortable and which ones might go against your nature (personality type) may help you achieve a smoother and happier journey through life. If you have an open and curious personality, you will probably enjoy working on new projects all the time, so, for example, a career in management consultancy may be a good fit. If you have an anxious nature, you may want to avoid careers involving confronting situations, such as a Social Worker dealing with Domestic Violence.

Complete this [Big 5 Personality Test](#) and note the results. In the table below, note which aspects of your test results need to be taken in consideration with regards to your career ideas.

MY PERSONALITY ASPECT	CAREER CONSIDERED AND HOW IT MAY INTERACT WITH MY PERSONALITY	WHAT ACTIONS DO I NEED TO TAKE TO TEST OR MITIGATE A POTENTIAL RISK
Example: Openness	Accountant: I may get bored by repetitive tasks	Interview people working in a variety of accounting settings; investigate chartered, forensic or management accounting

Activity 8

Personal attributes, as opposed to skills, are related to who we are and what attitudes we may be inclined to display. Some personal attributes can more valued by employers than others.

In the table below, tick the ones you have consistently displayed in the past as Y (Yes), and S(Strength) if you consider the attribute your strength. Describe briefly the instance in which you displayed the attribute.

N.B. Strength is defined as something you are good at (a skill or personal attribute), deploy frequently and energises you.

PERSONAL ATTRIBUTE	Y	S	EXAMPLE OF PAST DEMONSTRATED BEHAVIOUR
Can do attitude			
Loyalty			
Self confidence			
Reliability/responsibility			
Leadership			
Adaptability/flexibility			
Coping with uncertainty			
Persistence, sustained effort			
Resilience, not giving up			
Energy and focus			

Activity 9

Goal setting. Consider the results of your self-reflection and articulate your career goal at this point in time.

What is your goal?

For your goal to be possible to implement with success, it needs to be SMART.

S – Is your plan specific? (Who? What? Where? When? Why?)

M – Is it measurable? How will I measure progress? (How many? How much?)

A – Is it attainable? (Can this really happen? Attainable with enough effort? What steps are involved?)

R – Is it realistic? (What knowledge, skills, and abilities are necessary to reach this goal?)

T – Is it time-bound? (Can I set fixed deadlines? What are the deadlines?)

**Your plan - now list five action steps to help you reach your goal.
Remember to keep your steps SMART**

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2

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