“Thinking about plan B – what job might I want?”

Dr. Hayley Cordingley
Career Planning and Development
Mini-Workshop
2019_03
Understand yourself:
- Motivations, values, needs
- Expertise, capabilities
- Optimal working environment

Explore:
- Career options
- Job titles
- Opportunities to experiment / gain experience

Act:
- Make decisions
- Skill up
- Optimize application skills

Develop:
- Career management skills
- Professional and personal network
Career Management Toolkit
“How do I get the job I want?”

6 fundamental questions

- What sort of job do I want?
- How do I find out specifics and pick a job?
- How do I find vacancies / create the job I want?
- How do I get invited to interview / to pitch?
- How do I get offered the role / support?
- (Is it going to be the job I want?)
What sort of job do I want?

Values: What is important to you?
- Recognition?
- Family?
- Work/life balance…?

Specialist / Technical Skills: What skills have you learnt/acquired?

Knowledge: What areas do you have specialist knowledge in?

Able to do

Want to do & Need to get

Drivers:
What do you need?
- Particular salary?
- Job security?
- …?

Employer:
What sort of organisation do you want to work for?
- Large / medium / small
- Established / new
- Special agenda…?

Work Environment:
What sort of ethos & working space suits you?
- Formal / informal?
- Quiet / energetic?
- People / Task focus …?

Personality:
What is your profile?
- Where does your energy come from?
- What do you pay attention to?
- How do you decide to do something?
- How do you like to live your life?

Working style:
How do you work best?
- Independent / in a team?
- Highly structured / freestyle?
- …?

Scope:
What constraints / limiters do you have?
- Location?
- Specific hours?
- …?

Interests:
What do you enjoy doing?
- Exercise?
- Community work?
- Topic of work …?

Abilities / Strengths:
What are you naturally good at?
What do you find easy to do?

Transferable / Professional Skills:
What general skills have you developed over time?

Scope:
What sort of ethos & working space suits you?
- Formal / informal?
- Quiet / energetic?
- People / Task focus …?

Want to do & Need to get

Where to do

Drivers:
What do you need?
- Particular salary?
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- …?

Employer:
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Want to do & Need to get

Your target job

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What do you enjoy doing?
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  - Family?
  - Work/life balance…?

**Interests:**
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- Topic of work …?

**Want to do & Need to get**
- Your target job

**Able to do**

**Where to do**

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**THE SELF-REFLECTION MANIFESTO**

ARE YOU LIVING WHAT YOU WANT TO ACCOMPLISH IN THE YEAR FROM NOW TO 5 YEARS FROM NOW? ARE YOU LIVING YOUR LIFE TO THE FULLEST IN THE PAST, FUTURE OR PRESENT?

What would you do if you could not fail? If there are absolutely no limitations in money, resources, time or networks? Do you love if you have 1 year left to live, your job? What would you do? How will you die? How about 1 month? A day?

**WHO ARE YOU?**
- WHAT DO YOU FEEL LIKE TODAY?
- WHAT IS YOUR BIGGEST GOAL? WHAT WOULD BE YOUR BIGGEST REGRET? WHAT CAN YOU DO TO MAKE SURE THAT DOES NOT HAPPEN?
- WHAT ARE YOUR VALUES?
- DO YOU REPRESENT WHAT YOU ARE PUTTING AT THE TOP OF YOUR LISTS OR BOXES?

**LIFE PURPOSE**
- WHAT ARE YOU BORN WITH TODAY? WHAT MATTER 1 YEAR FROM NOW?
- IF YOU HAVE 1 MILLION DOLLARS, WHAT WOULD YOU DO WITH IT?
- IF YOU ARE TO DO SOMETHING FOR THE REST OF YOUR LIFE, WHAT WOULD YOU WANT TO DO?
- HOW WILL YOU LOOK UP FROM THE GRAVE?
- WHAT INSPIRES YOU?
- WHAT DRIVES YOU?
- WHAT ARE YOU PASSIONATE ABOUT?
- WHAT ARE THE REGRETTEST THINGS YOU’VE LEARNED IN LIFE?
- WHAT ARE THE REGRETTEST THINGS YOU’VE PHYSICALLY PERFORMED?
- WHAT ARE THE REGRETTEST THINGS YOU’VE ACHIEVED YOUR GOALS?
- HOW CAN YOU DO THIS BETTER THE NEXT TIME?
- ARE YOU SETTLE FOR LESS THAN WHAT YOU ARE WORTHY OF?
- WHAT WOULD YOU DO IF YOU WERE YOURSELF 5 YEARS FROM NOW?
- WHAT WOULD YOU DO IF YOU WERE YOURSELF 1 YEAR FROM TODAY?
- HOW WOULD YOU ADVISE THE YOU NOW?

**WHAT IS YOUR WHAT'S THE TOP PRIORITY IN YOUR LIFE RIGHT NOW?**

IDEAL LIFE: WHAT ARE THE BIGGEST ACTIONS YOU CAN TAKE NOW TO CREATE THE BIGGEST GROWTH IN YOUR LIFE?

**Lifeline Exercise**

© Celestino Chau. Full article: http://personallifematters.com/blog/00-questions/
What sort of job do I want?

- **Abilities / Strengths:** What are you naturally good at? What do you find easy to do?
- **Transferable / Professional Skills:** What general skills have you developed over time?

Want to do & Need to get

Able to do

Where to do

Your target job

VIA Strengths exercise:

Vitae RDF: look @ domains B-D
What sort of job do I want?

Want to do & Need to get

Able to do

Where to do

Your target job

Employer:
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"Work values test"
https://www.123test.com/work-values-test/

Careershifters
https://www.careershifters.org/expert-advice/how-to-match-your-personality-to-your-career/

16Personalities
https://www.16personalities.com/

UoSussex codes for Personality Type Indicator

Personal qualities Exercise
Return to Toolkit questions
How do I find out specifics and pick a job?

2º research

Where can I find some general job titles?

Careers and Employability Centre

Job sector guides

Prospects

Job profiles

Job sectors

Inside Careers

Specialists in niche job boards

Target Jobs

Linkedin

Job vacancies

The Guardian Jobs

Browse sector info

What do researchers do in general?

Vitae

Widening horizons funnel

Researcher Career Stories

What do researchers do

(and base publications)

HESA

General DHLE data

Longitudinal study info

Linkedin

Search people using keywords

Alumni search

UoSussex DLHE data

What do people/researchers in my field from Sussex do?

Google

Keyword search

Trade magazines?
How do I find out specifics and pick a job?

1º research

**Information?**
- Who can I / do I want to talk with?
- How will I get through to them?
- What will I ask them?

**Experience?**
- Site visit
- Work shadow
- Placement / internship / secondment
- Volunteer
- Specific Schemes

**Skill up?**
- Do I need to develop new skills?
- How will I develop new skills?
How do I find out specifics and **pick a job**?

Decisions & Action plans

Do I want to pursue that job?

**Decision tools**

- 6 thinking hats
- Business Model You – Canvas
- Decision matrix (+/- weighting)

What do I need to do to get that job?

**Action planning tools**

3 widely used:

- Sticky step planning
- Mind mapping
- (Lists!)
Book Sample has exercise outlined (p100)
Personal Qualities – from Business Model You

1. What sort of person are you?
2. Go through this comprehensive list and highlight the ones that are most like you.
4. Then take time to write down a description of what being, for example, Curious and Supportive means to you.

Abstract thinker
Academic
Accepting
Accurate
Achievement driven
Action orientated
Adaptable
Adventurous
Affectionate
Afraid
Aggressive
Aggrieved
Aloof
Ambitious
Amused
Analytical
Angry
Annoyed
Anxious
Appreciative
Apprehensive
Articulate
Ashamed
Assertive
Astute
Authoritative
Bashful
Boring
Broad minded

Business like
Calm
Carefree
Caring
Consistent
Cool
Cooperative
Crazy
Creative
Credible
Curious

Customer focused
Daring
Decisive

Defeated
Defensive
Deliberate
Dependable
Depressed
Detail orientated
Determined
Diligent
Diplomatic
Disappointed
Disciplined
Discreet
Disdainful
Dismayed
Disorganised
Dominant
Down to earth
Dynamic
Easy going
Efficient
Effective
Emotional
Empathic
Enamored
Enthusiastic
Enthusiastic

Exciting
Expedient
Experienced
Expert
Firm
Flexible
Focused
Foolish
Forgiving
Forthright
Friendly
Frustrated
Fun loving
Generous
Gentle
Gloomy
Grateful
Grounded
Guarded
Happy
Helpful
Helpless
Hostile
Humiliated
Humorous
Hysterical
Idealistic
Imaginative
Impatient
Impulsive
Indecisive
Independent
Indifferent
Individualistic
Industrious
Influential
Innovative
Insightful
Intellectual
Introspective
Jealous
Kind
Knowledgeable
Lacks ambition
Light-headed
Literate
Lively
Logical
Lost
Loving
Loyal

Matter of fact
Mature
Methodical
Mild
Mischievous
Modest
Motivated
Objective
Open
Orderly
Organised
Out going
Outstanding
Over sensitive
Panicky
Patient
Peved
Penetrating
Perceptive
Persevering
Persistent
Persuasive
Pioneering
Pleased
Positive
Practical
Pragmatic
Precise
Predictable
Private
Proactive
Protective
Proud
Punctual
Questioning
Quick
Quiet
Rational

Reactive
Realistic
Reflective
Rejected
Reliable
Relieved
Remorseful
Resentful
Reserved
Resilient
Resourceful
Responsible
Responsive
Risk taking
Sad
Satisfied
Sceptical
Scornful
Self assured
Self controlled
Self critical
Self motivated
Self reliant
Self-righteousness
Sensitive
Serene
Serious
Shy
Silly

Sincere
Slow
Sociable
Sophisticated
Sorrowful
Sorry
Spontaneous
Steady
Stimulating
Straight forward
Strategic thinker
Strong
Successful
Sulky
Supportive
Surprised
Suspicious
Sympathetic
Tactful
Take initiative
Talented
Talkative
Task orientated
Team builder
Team player
Tenacious
Tender
Tense
Tetchy

Theoretical

Thick skinned
Thin skinned
Thorough
Tidy
Timid
Tolerant
Traditional
Trapped
Triumphant
Trust ing
Unassuming
Understanding
Unique
Unsettled
Unusual
Vengeful
Versatile
Vicious
Vigorous
Visionary
Warm
Wary
Weak
Wilful
Witty
Worrier

Return to Personality
Business Model You - Canvas

http://businessmodelyou.com/

https://agileleanlife.com/business-model-you/
# Potential Career Options

## Vitae Widening Horizons Funnel

<table>
<thead>
<tr>
<th>Nearby</th>
<th>Still Close</th>
<th>A little further</th>
<th>Away from research</th>
<th>Anything goes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Legal or patents</td>
<td>Any 'graduate level' job*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Accounting</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>- Law</td>
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<td>- Marketing</td>
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<td>- Production</td>
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<td></td>
<td>- Admin</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Government Lab</td>
<td>Government 'desk researcher'</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Teaching schools/colleges</td>
<td>Personnel</td>
</tr>
<tr>
<td></td>
<td>Research Fellow</td>
<td>Museum/Gallery</td>
<td>Scientific/public-policy advisor</td>
<td>Private Sector</td>
</tr>
<tr>
<td></td>
<td>Technical Support</td>
<td>Research Institute</td>
<td>Government 'desk researcher'</td>
<td>Not-for-profit sector</td>
</tr>
<tr>
<td>Research Staff - new contract</td>
<td>Lecturer</td>
<td>Research Council, Charity, private company</td>
<td>Publishing</td>
<td>Self-employment</td>
</tr>
<tr>
<td>Administrator</td>
<td>Small or medium enterprise, Research &amp; Development</td>
<td>Research Councils</td>
<td>Small or medium enterprise (SME)</td>
<td></td>
</tr>
<tr>
<td>Entrepreneur</td>
<td>Consultancy firm or Independent consultant</td>
<td>Clinical Advisor</td>
<td>Large organisation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Your own 'spin-off' business</td>
<td>Pharmaceuticals</td>
<td>Service sector</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Production Manager</td>
<td>Manufacturing</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Technical sales / marketing</td>
<td>Government</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Narrow horizon - known and safe but secure</td>
<td>A little wider - but still university based</td>
<td>Still research but transferring research skills to another setting</td>
<td>Using knowledge and understanding but not research</td>
<td>Using transferrable skills rather than specific knowledge</td>
</tr>
</tbody>
</table>

*Ideas – secondary research*
In order to have....I will have had to

This video explains using sticky step planning to create a work breakdown structure (WBS) in a traditional project where there are a number of “deliverables”

However, the technique is also useful for other project planning – such as getting yourself the job you want.

Rather than talk about “deliverables”, think about things you will need to have done (both large scale and small scale) to get the job you want.

Activity on next slide:
“Sticky Step Planning” - activity

1. On a large sheet of paper:
   write “In order to have” at the top left hand side
On the line below write “I/We will have had to”

2. On a post-it note/sticky:
   • Write “Got the job I want” and place it after “in order to have”

3. Now brainstorm what you will have had to do to achieve your goal:
   • Put each different thought on a different sticky note
   • Aim to write things as action items and in the past tense as this will help you
     have mini-goals along the way.
   • Doing this with others will help identify “gaps” you may have in your thinking

4. Once you have “emptied the tank”:
   • Put things into themes and then order them to make an action plan
   • Ideally add times of when you will do these actions

Return to Action planning