



StreetWise Partners Fall 2019

Session 2 Module: Goal Setting and Job Descriptions



Goal Setting and Job Descriptions

Career Exploration

What is a career? How is it different than a job?

Your career is more than your current job--it is a series of connected employment opportunities that provide growth and development in your intended field. Being career-minded means thinking about your current job in the context of the bigger picture of what you would like to accomplish through your professional work.

Before choosing a career, create a Personal Inventory

Self-reflection and awareness of your interests, achievements, and potential are key ingredients in any career planning exercise. Once you know yourself, you will be better prepared to make decisions about the type of work and work environment that are best for you.

Identify your interests and personal values

- What do you like to do? What are your hobbies?
- What are your priorities & motivators?
- What type of work culture are you looking for?
- What traits do you value most highly in yourself? In others?

In the space below, list the industries you are currently interested in pursuing. How well do they match up with your personal inventory?

Career Exploration Resources

- <https://www.careeronestop.org/Videos/CareerVideos/career-videos.aspx?&frd=true>
- <https://www.bls.gov/ooh/>
- <http://www.mynextmove.org/explore/ip>

Goal Setting and Job Descriptions

SMART Goals

In this session, you will work with your mentor(s) to start thinking about the career goals you want to set for yourself. It is also important to start thinking about the goals you want to achieve during your participation in StreetWise Partners' program.

SMART is an acronym that helps you remember the key elements needed to set actionable goals that will achieve results:

- **Specific**: Your career goals need to articulate in detail what a successful outcome looks like.
- **Measurable**: Set benchmarks for your goal, using quantifiable numbers where possible. Include incremental points of achievement so that you can track your progress towards the final goal.
- **Attainable**: Don't set an unrealistically ambitious work plan that you will not be able to achieve. Have you given yourself goals you can accomplish? Quality is important, so make sure you've allowed time to do a good job, not just any job.
- **Relevant**: Ensure each of your short- and mid-term goals are in line with your long-term aspirations. Set appropriate goals that keep you focused on your vision for your future.
- **Time-Bound**: Create a realistic and detailed schedule of when you will accomplish each goal. What is your timeline for completing each task effectively and how are you keeping yourself accountable for meeting those deadlines? How can you break your larger goals down into discrete tasks that you can achieve in specific intervals?

Goal Setting and Job Descriptions

Setting SMART Goals

	<i>Larger SWP Goal</i>	<i>Action Goal 1</i>
<i>Draft Goal</i> <i>Where do you want to be in...?</i>		
Specific · What is your desired result (who, what, when, why, how)?		
Measurable · How will you quantify (numerically or descriptively) completion? · How will you measure progress along the way?		
Achievable · What resources will you need? · What training and skills will you need? · What experience will you need? · Who else will you need help from (ex. mentors, colleagues)?		
Relevant · How does the goal align with your values and strengths?		
Time-bound · What is your deadline? · How will you ensure you hit it?		
<i>FINAL GOAL</i>		

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Setting SMART Goals

	<i>Action Goal 2</i>	<i>Action Goal 3</i>
<i>Draft Goal</i> <i>Where do you want to be in...?</i>		
Specific <ul style="list-style-type: none"> What is your desired result (who, what, when, why, how)? 		
Measurable <ul style="list-style-type: none"> How will you quantify (numerically or descriptively) completion? How will you measure progress along the way? 		
Achievable <ul style="list-style-type: none"> What resources will you need? What training and skills will you need? What experience will you need? Who else will you need help from (ex. mentors, colleagues)? 		
Relevant <ul style="list-style-type: none"> How does the goal align with your values and strengths? 		
Time-bound <ul style="list-style-type: none"> What is your deadline? How will you ensure you hit it? 		
<i>FINAL GOAL</i>		



Skills for Work. Confidence for Life.

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Setting Your SMART Goals Final Template

Larger SWP Goal:

Action Goal 1:

Action Goal 2:

Action Goal 3:

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Best Websites For Your Job Search

Traditional Job Boards

- Monster
- Career Builder
- Manpower

Specialty Job Boards: Google your industry of choice to find specialty job boards

- Idealist: Non-Profit
- Dice: Tech

Aggregators: Search job boards for open positions

- Indeed
- SimplyHired

Social Media Platforms

- LinkedIn
- Twitter: Companies and recruiters often tweet out their most recent and hardest to fill job openings.
- Facebook

College and Alumni Groups

Company Websites

- If you have companies you are interested in, almost every company has a section on its site that lists job openings.
- Most company sites will link you to an online application. You must complete the online application in order to be considered for a job.
- If you see a job posting on another site, go to the company's website to apply (do not apply through another site).



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What to Look for in a Job Description

Top things to look for in a job description

- 1) Do I have the required education they are looking for?
- 2) Do I have the required skills they are looking for?
- 3) Do I have the required industry-specific experience?
- 4) Do I have the required function-specific experience?

Also consider personal factors:

- 1) Am I within commutable distance of this job?
- 2) Do I know someone employed at this company? What do they say about the culture?

Explore other important personal factors:

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3 Target Job Descriptions

Use your knowledge of effective job search techniques to find your 3 Target Job Descriptions. These job descriptions will be used in the coming weeks to continue to tailor your resume and cover letter, as well as in Week 10 for your interviews on Mock Interview Day. Please see the guidelines below for selecting your job descriptions.

Guidelines

- Search for an online job posting for a job that fits with your career goals that you would want to apply to during or immediately after StreetWise Partners' program.
- Do not select a job that you are under-qualified for. For example, if your long-term career goal is to be a lawyer, but you have not completed your Bachelor's degree or started law school, look for assistant or office support jobs in a law office instead of paralegal or attorney positions.
- Once you have found your posting, print it.
- If you are having trouble finding an appropriate job listing, ask your mentor for help.
- Make sure to print and bring your 3 Target Job Descriptions to Session 5.

Goal Setting and Job Descriptions

Google IT! Why and How to Use Google

Employers are looking for staff who can find the answers

- It is always OK to ask for help, but only after you have tried to find the answer on your own
- Between Google and YouTube, most questions can be answered with a little online research.

When looking for something on Google be specific

- Sample searches:
 - 10 best technology companies that specialize in software engineering.

You will use Google to find at least 2 sample resumes for next session

- Sample searches:
 - IT resume for entry level with an A plus certification
 - Resume for a career change to finance
 - Accounting resume for entry level

You will use your sample resumes to write and format your personal resume