



Goal Setting and Job Descriptions

Fall 2019 StreetWise Partners

Today, you will...



- ❑ **Meet with other program participants in your industry to talk about industry standards**
- ❑ **Set 3 SMART goals for the StreetWise Partners' program**
- ❑ **Learn how to search for a job effectively**
- ❑ **Learn what to look for in a job description**

INDUSTRY GROUP DISCUSSION

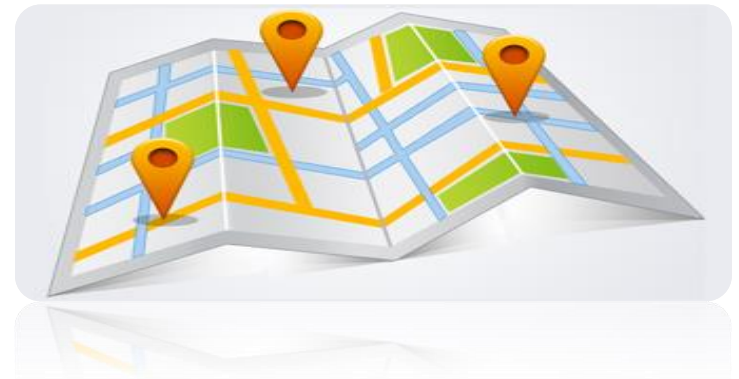


GOAL SETTING



Why Set Goals?

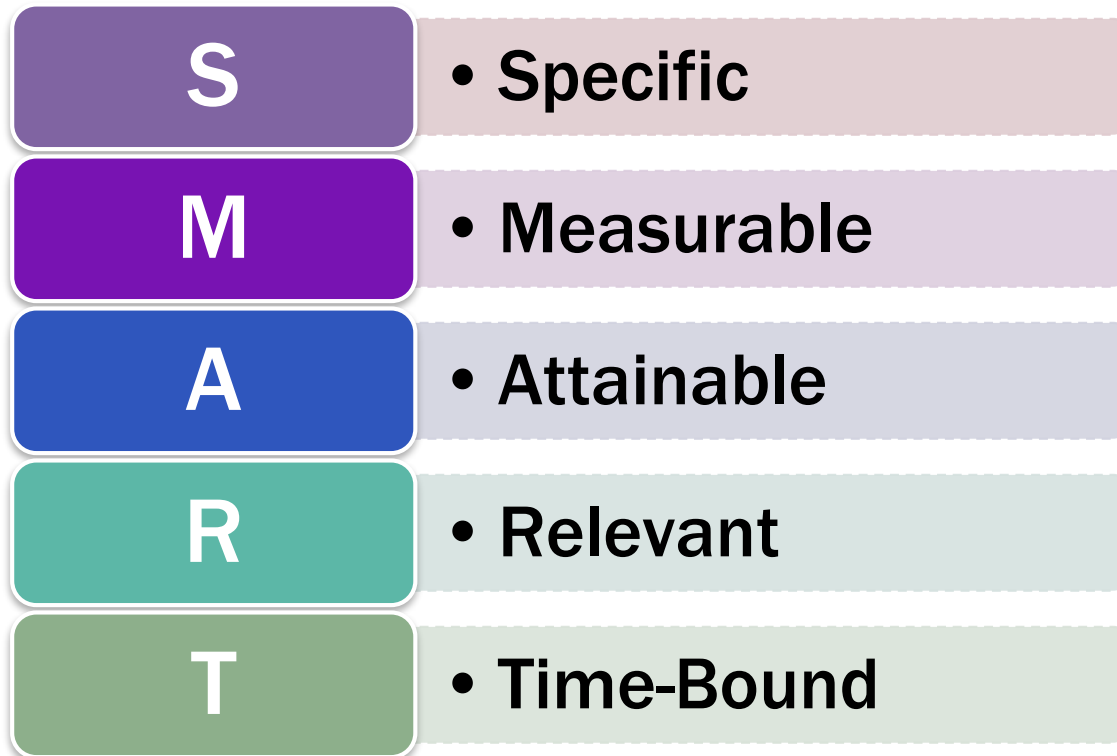
- **Provide a roadmap to take you from where you are to where you want to be**
 - ✓ Help you establish priorities and decide where you concentrate your time and effort
- **Promote motivation, persistence, and desire**
- **Give yourself a target to aim for**
- **Useful for prioritization**
 - ✓ Guide how you use your time



SMART Goals

- **SMART** Goals Help Us:

- ✓ Focus our work and priorities to help us achieve our goals



IN SESSION ACTIVITY



Setting SMART Goals



- **Set 1 larger goal and 3 action goals to help you reach your larger goal**
 - ✓ **Start by thinking about what you want to accomplish in StreetWise Partners' program. This is your larger goal.**
 - **Ex: I will obtain a job in an administrative role at a finance firm in NYC by October**
 - ✓ **Next, think about what you will do while in StreetWise Partners' program to obtain your larger goal. These are your action goals.**
 - **Ex: I will spend 30 minutes everyday for 2 weeks doing an online search for jobs in my industry that meet my qualifications**

Setting SMART Goals



- **Your larger goal can be anything job related**
 - ✓ If you do not have an industry of choice, it can be a goal around career exploration
 - ✓ If you know your industry but not the position you are looking for, your goal can be an industry deep dive
 - Doing an online search for jobs in my industry that meet my qualifications

- **If your larger goal includes career exploration, then page 2 in this week's module can help you reach your goal**

Setting SMART Goals



S

- Specific

Larger Goal:

What you are looking to accomplish in StreetWise Partners' program

M

- Measurable

Action Goals:

Goals that will assist you in achieving your larger goal

A

- Attainable

Examples

There are examples throughout your module; please take a look

R

- Relevant

T

- Time-Bound

JOB DESCRIPTIONS



Job Search Tips

- **How do YOU look for open positions?**
- **What websites do YOU use for online job searching?**
- **What are YOUR tips and tricks for applying to jobs?**



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**

Best Websites For Your Job Search



■ Social media platforms

- ✓ LinkedIn
- ✓ Twitter: Companies and recruiters often tweet 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)

Job Fit



- **When deciding whether or not to apply to a position, ask yourself three questions:**
 - ✓ Do I have the required education they are looking for?
 - ✓ Do I have the required skills they are looking for?
 - ✓ Do I have the required industry-specific experience?
 - ✓ Do I have the required function-specific experience?

- **Also consider:**
 - ✓ Am I within commutable distance of this job?
 - ✓ Do I know someone who works or has worked for this company?

TARGET JOB DESCRIPTION



Target Job Description



- **You are required to find three target job descriptions**
 - ✓ These job descriptions help you explore and identify your industry and job of interest
 - ✓ Use different methods of online job searching to find job descriptions that are a good fit with your interests and goals
 - ✓ Find job descriptions that you would want to apply for during, or immediately following, the StreetWise Partners' program
 - ✓ You will use your job descriptions to strengthen and adapt your resume
 - ✓ If you cannot find job descriptions in your industry of choice, you may want to explore why you are interested in that industry and if other industries are a better fit

TARGET JOB DESCRIPTION ACTIVITY



GOOGLE IT!

You don't know something?

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

WRAP UP

