



Write a Description for Your Dream Job

This worksheet guides you through the process of describing your ideal job based on the 6 Essential Elements of a Job. Once you describe your ideal job, you compare all potential job opportunities to your ideal. No job will match your ideal 100% but try to get as close as possible. We will provide additional resources at each step of the way.

1. Describe the Tasks and Skills You Want to Perform

Describe Your Passion or *Calling*

Read *The Zookeepers Secret*, by Jeff Thompson & Stuart Bunderson or *Discover Your True North*, by Bill George and David Gergen to help you identify your passion or professional calling)

Outline Tasks You Love to Perform & the Percent of Time (40 hours=100%) You Wish to Perform Them

Tasks

% of Time

List 10 Skills You Perform Very Proficiently and That You Desire to Use on Your Ideal Job

List 4 Skills You Perform Very Well, but Wish to Avoid in Your Ideal Job

2. Check 3-4 Industries That Interest You

| | | |
|-----------------------------------|-----------------------------|-----------------------------|
| Aerospace | Education Industry | Manufacturing |
| Agriculture, Forestry, Fishing | Energy Industry | Mass Media |
| Chemical Industry | Entertainment Industry | Mining |
| Computer Industry | Financial Services Industry | Service Industry |
| Construction Industry | Food Industry | Telecommunications Industry |
| Consulting/Training/Bus. Services | Health Care Industry | Transport Industry |
| Direct sales industry | Hospitality Industry | Water Industry |
| Defense Industry | Information Industry | |

3. Check the Size of Company or Organization for Which You Would Like to Work

Start-up (2-5 employees): Each employee will probably perform a wide variety of tasks with little structure

Small Business (5-50 employees): Each employee will have defined responsibilities along a wide spectrum

Mid-Size Business (50-150 employees): Each employee will have defined, related responsibilities

Large Business (150-1,000 employees): Each employee will work in a structured, limited sphere of responsibilities

Global Business (1,000+ employees): Each employee will have a small set of, narrowly defined, responsibilities

4. Check Who You Would Like to Own the Company or Organization

Stockholder Ownership: Corporations with owners more distant from the work and interested in monetary returns

Private Ownership: Individual or family ownership more involved in the work, while interested in profits & a legacy

Self-Ownership: Which means you need to perform entrepreneurial, management, and technical roles

"We the People...": own governments and public organizations

No Ownership: Nonprofit organizations, by law, have no owner. Nonprofits generally focus on altruistic purposes

5. Outline the Location of Your Ideal Job

Geography

| Country | State | City |
|---------|-------|------|
|---------|-------|------|

Locale (check the option that best describes the locale you would like to work or live in):

Metro: Both live and work in the downtown of a very large city

Urban: Work in the center of a large metropolitan area, but probably live in a different section of the community

Suburban: Both work and probably live, away from the center of a large metropolitan area

Rural: Both work and live significantly away from a large metropolitan area or in a small town

Virtual: Usually work at home using computers or other digital methods for performing work anywhere in the world

6. Describe the Environment in Which You Wish to Work

Physical Layout of the Workspace:

| | | | | |
|----------------|---------------------|-------------------------|------------------|-----------------|
| Rows & Columns | Individual cubicles | Collaborative bull pens | Separate Offices | Production Line |
|----------------|---------------------|-------------------------|------------------|-----------------|

Leadership Style of Management (Go to <https://bit.ly/2Rozi8h> for more information on styles)

| | | | | |
|---------------|---------------|------------------|-------------|---------|
| Autocratic | Transactional | Transformational | Situational | Servant |
| Laissez-faire | Democratic | Bureaucratic | Charismatic | |

Values That Are Extremely Important to You in the Workplace (Knowdell Values Card Sort may help)

Culture, Written, & Unwritten Rules

While everything you have outlined thus far impacts your experiences on the job, probably the most impactful element of a job is the environmental culture of the organization. Organizational culture involves the attitudes of the organization to its employees, the written and unwritten rules of the organization. You should describe the cultures in which you thrive, and which cultural situations will restrict your satisfaction and growth.

The questions listed below and the articles at the end of this worksheet may help you explore what is important to you. Upon reflection, explain what you want culturally from your ideal company or organization.

How would you like the organization to motivate, reward, or acknowledge your performance at work?

How do you feel about hierarchy, structure, policy, procedures, management, and attitude toward growth or neglect?

How would you describe the way you want people in the organization to socialize both at work and after work?

How do you feel about competition both within the organization and with external organizations? What do you want?

How would you prioritize the following as personal behavior preferences: excellence, action, reason, and harmony?

What are you looking for from the organization, management, peers, subordinates, and other departments?

What are you looking for in terms of stress, pressure, deadlines, lax attitudes, or other external factors?



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