

GET TO KNOW YOURSELF

The following 3 exercises will help you assess your employment situation.

They will help you get to know yourself and identify potential jobs that take into account your interests, strong points, needs and expectations.

Exercise 1 – Your fields of interest

Exercise 2 – Your strong points

Exercise 3 – Your employment needs and expectations

Exercise 1 – YOUR FIELDS OF INTEREST

One or many fields of interest are linked with each and every trade and occupation. To explore these aspects of the labour market, see the LMI Online website (Labour Market Information Online).

Which fields of interest listed here best correspond to your own?

- | | |
|---|---|
| <input type="checkbox"/> Conducting research | <input type="checkbox"/> Working for yourself |
| <input type="checkbox"/> Counselling, helping others | <input type="checkbox"/> Working in an office |
| <input type="checkbox"/> Crunching numbers | <input type="checkbox"/> Working in nature and with animals |
| <input type="checkbox"/> Developing and working with natural resources | <input type="checkbox"/> Working in sales and customer service |
| <input type="checkbox"/> Doing sports or physical activities | <input type="checkbox"/> Working in the arts, culture, music, and recreation |
| <input type="checkbox"/> Keeping watch, protection and being in charge of security | <input type="checkbox"/> Working in the hospitality and tourism industries |
| <input type="checkbox"/> Making or building things, constructing, doing repairs, and performing installations | <input type="checkbox"/> Working in transportation and maintenance |
| <input type="checkbox"/> Managing, organizing, administrating | <input type="checkbox"/> Working outdoors or with the environment |
| <input type="checkbox"/> Providing others with care and assistance | <input type="checkbox"/> Working with computers, information technology, and communications |
| <input type="checkbox"/> Teaching, educating | <input type="checkbox"/> Working with your hands |
| | <input type="checkbox"/> Writing, working in communications and information |

Exercise 2 – YOUR STRONG POINTS

The following list outlines a variety of skills. Which describe you best?

ABILITY TO DETECT PROBLEMS

You quickly recognize problems a situation is causing.
You detect cases where important information is lacking.

ASSERTIVENESS

You are capable of expressing and defending your opinions and of describing and explaining how you do things.

CLARITY

You explain or write ideas in a way that others can understand easily.

COOPERATION

You work well with others.

DEDUCTION

You can predict how others will react to a situation.

EFFICIENCY

You find faster ways to perform tasks.
You find ways to achieve the desired results.

FLEXIBILITY

You alter your work schedule to adapt to a situation.
You adapt easily to new ways of doing things.
You know how to talk to people and get your ideas across.

INITIATIVE

You make decisions before the situation demands action.

LEADERSHIP

You are comfortable leading a group.

METHODICAL BEHAVIOUR

You tackle tasks step by step.
You establish priorities based on the objectives at hand.

PERSEVERANCE

You try hard to overcome obstacles.
You make an effort to obtain the information or assistance you need despite difficulties.

PERSUASION

You use good arguments to convince others.

PRECISION

You pay special attention to details.
You verify the accuracy of information you are given.

RELIABILITY

You get things done on time.
You meet the expectations others have set for you.

SELF-CONTROL

You control your emotions in the face of adversity and when you are angry or sad.
You carefully weigh the pros and cons before speaking or taking action.

SELF-SUFFICIENCY

You perform difficult tasks with little or no assistance.

UNDERSTANDING

You take time to listen to those around you.
You are attentive to the needs of others.

Exercise 3 – YOUR EMPLOYMENT NEEDS AND EXPECTATIONS

Identifying your employment needs and expectations will make it easier to target your job search.

A) **TYPE OF JOB** (the field in which you have training or experience)

- Business, finance and administration
- Health Occupations
- Management
- Natural and Applied Sciences and Related Occupations
- Occupations in Art, Culture, Recreation and Sport
- Occupations in Social Science, Education, Government Service and Religion
- Occupations Unique to Primary Industry
- Processing, Manufacturing and Utilities Supervisors and Skilled Operators
- Sales and Service Occupations
- Trades, Transport and Equipment Operators

B) **MOBILITY** (your ability to travel)

Where are you willing to work?

- Your neighbourhood
- Your municipality
- Your municipality and surrounding area
- Your region
- Anywhere in Québec
- Other (specify): _____

Do you have a way or ways to get to work?

- Yes
- No

Would you be willing to move in order to be closer to your workplace?

- Yes
- No

C) **AVAILABILITY** (the time you are able to work)

Would you agree to work days, evenings, nights, and/or weekends? You can select more than 1.

- Days
- Evenings
- Nights
- Weekends

Do you wish to work full time, part time, or on call?

- Full time (30 or more hours per week)
- Part time (fewer than 30 hours per week)
- On call

Are you available to work overtime?

- Yes
- No

Do you want to have a set work schedule?

- Yes
- No

Are you able to travel as part of your job?

- Yes
- No

Do you have scheduling constraints (childcare, family obligations, etc.)?

- Yes
- No

If yes, please specify: _____

D) **FINANCIAL NEEDS** (the income you need to deal with your financial obligations)

What salary should you aim for given your financial obligations and experience?

_____ \$ gross

- per week
- per two weeks
- per year

Please specify: _____

E) WORKING CONDITIONS

Do you have specific expectations concerning working conditions? You can select more than 1.

- Dental insurance
- Disability insurance
- Employee assistance program
- Flexible work schedule
- Holidays (sick days, statutory holidays, vacation, etc.)
- Life insurance
- Maternity/paternity benefits
- Medical insurance
- Pension plan
- Professional development opportunities
- Tuition fees paid by employer
- Work-Life balance
- Other (specify): _____

F) PHYSICAL CONSTRAINTS

Do you have physical constraints that you need to consider? If yes, indicate them below.

VISION

- Near visual acuity
- Near vision
- Total visual field
- Colour discrimination
- Far vision

HEARING

- Verbal interaction
- Other sound discrimination
- Limited hearing

BODY POSITION

- Sitting
- Standing/walking
- Other body positions

F) PHYSICAL CONSTRAINTS (cont.)

STRENGTH

- Handling loads of 5 kg (11 lb) or less
- Handling loads between 5 and 10 kg (11 to 22 lb)
- Handling loads between 10 and 20 kg (22 to 44 lb)
- Handling loads of over 20 kg (44 lb)

LIMB COORDINATION

- Upper limb
- Multiple limbs
- Other (specify): _____

G) ENVIRONMENTAL CONDITIONS

Are their environmental conditions in which you cannot work? You can select more than 1.

LOCATION

- Outside
- Unregulated inside climate
- Other (specify): _____

DISCOMFORTS

- Noise
- Non-toxic dusts
- Odours
- Vibrations
- Wetness
- Other (specify): _____

RISKS

- Biological agents
- Dangerous chemical substances
- Dangerous locations
- Electricity
- Equipment, machinery, tools
- Fire, steam, hot surfaces
- Flying particles, falling objects
- Radiation
- Other (specify): _____

The job that you want should meet your needs and expectations, but don't forget that sometimes you also need to review your choices and be a bit more flexible.