

# Career Services

## DETERMINE YOUR CAREER OBJECTIVE

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# *What is your career objective?*

This is often the hardest question for job seekers to answer. It is also the most critical question hinging on job search success.

Spend some time thinking about your values, academic focus, interests and hobbies and your professional and personal achievements. The more clearly you are able to articulate these, the more successful your job search will be in terms of determining what positions to apply for and in terms of defining your suitability for employment to potential employers.

As you complete the questions on the following pages, you will be able to more clearly define your career objective.

# *What is your academic focus?*

As a result of your academic major(s) and minor(s), what skills can you present to an employer?

As a result of your academic coursework and life experiences you have developed many skills that can be transferred to the workplace. Identify skills that you feel proficient using or enjoy.

The list is only a starting point for your brainstorming. Consider these skills and other related skills.

## ***Interpersonal Skills***

*Observe*  
*Counsel*  
*Listen*  
*Mediate*  
*Diffuse anger*  
*Express sympathy*  
*Empathize*  
*Motivate others*  
*Teach/train*  
*Show insight and foresight*  
*Serve others*  
*Make others feel at ease*  
*Advise others*  
*Coach*  
*Perceive feelings/thoughts*  
***OTHER:*** \_\_\_\_\_

## ***Artistic Skills***

*Produce original works*  
*Create*  
*Produce crafts*  
*Compose music*  
*Sing*  
*Sketch*  
*Dance*  
*Draw*  
*Paint*  
*Photograph*

## ***Artistic Skills (continued)***

*Act*  
*Design products or services*  
*Generate new ideas*  
*Produce events for public display*  
*Invent new things/processes*  
***OTHER:*** \_\_\_\_\_

## ***Communication Skills***

*Proofread*  
*Edit/critique*  
*Speak to an audience*  
*Write to make a point*  
*Research information*  
*Sell services or products*  
*Raise money*  
*Promote a company or product*  
*Act as a liaison*  
*Speak publicly*  
*Persuade others*  
*Use foreign languages*  
*Summarize information*  
*Explain things*  
***OTHER:*** \_\_\_\_\_

## ***Tech Skills***

*Use mechanical ability*  
*Use physical coordination*  
*Measure proficiently*

## ***Tech Skills (continued)***

*Check for quality*  
*Appraise value or cost*  
*Compute quantities*  
*Tally/calculate*  
*Categorize, systematize data, people, things*  
*Maintain records or data*  
*Manage money*  
*Build things*  
*Construct/repair*  
*Use computers*  
*Inspect equipment/ processes*  
***OTHER:*** \_\_\_\_\_

## ***Management Skills***

*Manage people*  
*Interview for information*  
*Supervise*  
*Lead to a common goal*  
*Troubleshoot*  
*Make decisions*  
*Evaluate options*  
*Make arrangements*  
*Coordinate events*  
*Maintain data, people, things*  
*Develop projects*  
***OTHER:*** \_\_\_\_\_

*List your favorite transferable skills.*

1.

2.

3.

4.

5.

***What are your interests, hobbies & achievements?***

**What do you enjoy doing when you are not studying, in class, or at work?**

1.

2.

3.

4.

5.

**Below is a sample list of work activities. Which are your favorite?**

**NOTE: This list is NOT complete--it is intended to provide a starting point for your brainstorming. Consider these activities as well as those related to them.**

Plant, cultivate	Use physical coordination/agility	Analyze
Plan, organize	Monitor	Treat, nurse
Observe	Perceive intuitively	Supervise
Maintain records	Proofread, edit	Test
Teach, train	Make decisions	Visualize
Interview for information	Sell	Stage shows
Produce skilled crafts	Negotiate	Use carpentry abilities
Tend animals	Design	Generate ideas
Count	Host/hostess	Write
Transport	Counsel	Evaluate
Mediate	Deal with feelings	Synthesize
Classify	Expedite	Estimate
Make arrangements	Compose music	
Budget	Motivate	
Entertain/perform	Use mechanical abilities	
Read for information	Implement	
Initiate change	Portray images	
Prepare food	Act as a liaison	

**List your favorite work activities.**

**1.**

**2.**

**3.**

**4.**

**5.**

**What subjects do you enjoy conversing about with friends and family?**

1.

2.

3.

4.

**What things are you proud of in your personal and professional life (achievements and accomplishments)?**

1.

2.

3.

4.

## ***What are your values?***

Below are values related to the kind of work you would like to do and job values related to where you might like to work. Rank the following values (**E**) essential, (**V**) very important, (**D**) desirable, or (**N**) not important.

*Note: you should rank no more than 2 values as (E) essential.*

\_\_\_\_\_ **Contribution to Society:** Your work will contribute to the improvement of the health, education, or welfare of society as a whole.

\_\_\_\_\_ **High Income:** The income you receive will be higher than average.

- \_\_\_\_\_ **Independence:** You want to work without close supervision and not be required to follow daily instructions to the letter.
- \_\_\_\_\_ **Leadership:** You want to guide others, to tell them what to do, to work together, to be responsible for their performance and to accept blame when things go wrong.
- \_\_\_\_\_ **Leisure:** You want short hours and long vacations so that your work activities do not hinder your leisure activities.
- \_\_\_\_\_ **Prestige:** You want to lead people to look up to you, listen to your opinions, and seek your advice.
- \_\_\_\_\_ **Security:** You want work which is not sensitive to recession, abrupt changes in technology or government spending and avoids seasonal income changes.
- \_\_\_\_\_ **Variety:** You want work which does not involve a fixed routine, one in which you encounter different activities and problems, people or places.
- \_\_\_\_\_ **Advancement:** You want to be assured of predictable promotions.
- \_\_\_\_\_ **Challenge:** You want to use your abilities to solve difficult problems.
- \_\_\_\_\_ **Easy Commute:** You want to work close to home.
- \_\_\_\_\_ **Flexible Hours:** You want flexibility in scheduling your work hours.
- \_\_\_\_\_ **Fringe Benefits:** You want benefits in addition to your income. These may include health benefits, tuition aid, and child care assistance.
- \_\_\_\_\_ **On the Job Learning:** You want to learn new skills while you are working which will you develop your abilities and prepare you for advancement.
- \_\_\_\_\_ **Pleasant Co-workers:** You want to work with people who are agreeable, share your interests and are easy to get along with.
- \_\_\_\_\_ **Staying Put:** You want to avoid relocating to another geographic region.

Brainstorm a list of jobs which would utilize your **interests and hobbies** in settings which are conducive to your **values** and in which you will be able to realize future **achievements**.

*Note: Ask friends, family, faculty, and staff to look at your responses and provide additional ideas for you.*

*This is the hardest part of determining your career objective. You may also find it useful to utilize resources which provide information on careers. Some of these resources are listed at the end of this handout.*

Job Titles

Job Titles

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## ***Determine your career objective.***

1. *The **Values** which are essential or very important in my work are:*

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

2. *My **Academic focus** is: \_\_\_\_\_.*

*My secondary **Academic focus** is: \_\_\_\_\_ & \_\_\_\_\_.*

3. *Respond to the following questions using your responses from the section on your interests, hobbies and achievements.*

**I am looking for work in the field of:**

**I am well suited to this work because:** (list related: skills, interests, experiences)

**My best qualities and skills are:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

*Summarize your career objective in 1-3 sentences. Your career objective should include the type of work you wish to do, the industry in which you wish to work and why this work is appropriate for you.*

My career objective is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ***Additional Resources in Career Services***

*The Career Services staff is here to assist you. If you have a question, please stop by Career Services and make an appointment for a personal consultation, or call us at 321-4034.*

SHARE shadowing program  
Occupational Outlook Handbook  
Academic Choices Handout

Career Services Homepage  
SiGi 3 Guidance Program