

Pro Tools

Goal Profile Worksheet

Why is having a goal important? Because people you network with want to help you but can only engage if you are clear and precise about what you are hunting for. Because hiring managers want to hire someone who is committed and passionate about their job, their industry and their company. Because it will help you increase the odds of winning a job, spending your time researching in the area you aim at, and will help you build confidence.

Exercise #1: The Warm-Up

What's in Your Bulls-Eye?

The city: _____
The function: _____
The industry: _____
The company: _____
Other criteria: _____



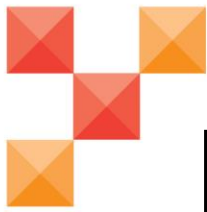
Exercise #2: The Worksheet

What is Your Job Search Goal?

Rank	Step 1: What Cities You Prefer
1	
2	
3	
4	
5	
6	



**JOB SEARCH
MASTER CLASS**
By Dana Manciangli



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Rank	Step 2: What Title, Function, Job Description
1	
2	
3	
4	
5	
6	

Rank	Step #3: What Industries You Prefer
1	
2	
3	
4	
5	
6	

Some industry examples to draw from:

- Accounting
- Banking
- Engineering
- Healthcare
- Information Technology
- Logistics
- Nursing
- Quality Assurance
- Transportation
- Administrative
- Biology
- Environmental
- Hospitality
- Insurance
- Marketing
- Pharmaceutical
- Real Estate
- Automotive
- Construction
- Executive
- Human Resources
- Legal
- Medical
- Project Management
- Telecom



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Step 4: Companies within each of your Preferred Industries

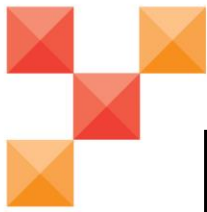
Industry #1	Top Companies	Link to their Career/Job Site

Industry #2	Top Companies	Link to their Career/Job Site

Industry #3	Top Companies	Link to their Career/Job Site

Industry #4	Top Companies	Link to their Career/Job Site

Industry #5	Top Companies	Link to their Career/Job Site



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Industry #5	Top Companies	Link to their Career/Job Site

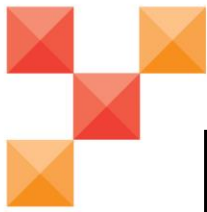
Step 5: Your Private Attributes

These attributes are personal. If you had two or three job offers, how would you distinguish amongst them? How would you decide? These are things to examine as you are researching positions, talking to companies, and asking your network.

These attributes are **NOT** things you probe in an interview or share broadly as they can be misinterpreted.

EXAMPLE Personal Attributes*	EXAMPLE Criteria per Attribute
Pay range	Min \$X salary or \$X per hour
Training Program	Yes or no
Size company	Fortune 500, Medium, Small, Start-Up
Health benefits	Yes or no and how important is this to you if not
Car Allowance	Company car and/or expenses or none
Product	Good product, sellable, something you understand
People Attributes	Team culture, leader's management style
Commute	No more than X miles from home one way
Flex Hours	Yes or no
Flex Work Location	Can you work from home periodically
Vacation time	How much

***NOTE:** These are NOT items you ask about in an interview. Once you have an offer in hand, you can probe on some. Other items can be researched on the internet via company alumni boards on LinkedIn and web searches. Some you may never know until you start!



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FINAL – Step 6 – Write Your Job Search Goal

Your test and assignment: Answer “So, what are you looking for?”

Bad Answers (Goal statements):

- “I’m flexible; I can do a lot of things”
- “Well, my background is in _____ and _____”.
- “I’m looking for an exciting position that leverages my background in finance and where I can work with great people...”

Good Answer (Goal statement):

- I’m looking for a sales position in Chicago with a large corporation in the medical or manufacturing industry.
- I have been doing a lot of research and I am very focused on two types of career opportunities. One is a logistics manager in a distribution center here in Orange County. However, I’m also looking at opportunities in teaching logistics at local educational centers.

Now, write out YOUR goal statement here, based on the work you did above.



My Goal Statement

Congratulations! You are ready to share your goal statement with your network. Say it proudly and with confidence. There ARE jobs out there that meet your goal and YOU will meet the needs of a hiring manager.

Dana Manciangli, Global Career Expert, Speaker, Coach

Let’s connect on:

- Website blog: <http://DanaManciangli.com>
 Twitter: <https://twitter.com/DanaManciangli>
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