

# MODULE 1: A TARGETED PLAN



Name: \_\_\_\_\_ Date: \_\_\_\_\_

## MODULE 1: A TARGETED PLAN

**The purpose of this module is to:**  
review current labor market information,  
and assess your needs and employment  
skills to create a targeted job search plan.

<u>LESSON TITLE</u>	<u>PAGE</u>
<b>A. All About You</b>	<b>1</b>
<b>B. Where are the Jobs?</b>	<b>8</b>
<b>C. The Impact of a CAR</b>	<b>11</b>
<b>D. 30-Second Commercial</b>	<b>13</b>

## WHAT DO YOU NEED AND WANT?

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### WORK VALUES – Things that are important to me

Work values are core principles related to your occupation that are important to you. They include tasks involved in doing a job, as well as what you get out of your work.

Rank each of the work values listed in the table below according to how important they are to you, with one being the most important and six being the least important. For example, if having a job with a supportive manager is really important to you, but you prefer not to work as part of a team, you might rank "Support" as a "1" and "Relationships" as a "6."

VALUE	DESCRIPTION	RANK 1-6
<b>Achievement</b>	Results-oriented and allows you to use your strongest abilities, giving you a feeling of accomplishment	
<b>Independence</b>	Allows you to work on your own and make decisions	
<b>Recognition</b>	Offers advancement, potential for leadership, and is often considered prestigious	
<b>Relationships</b>	Allows you to provide service to others and work with co-workers in a friendly non-competitive environment	
<b>Support</b>	Offers supportive management that stands behind employees	
<b>Working Conditions</b>	Job security and good working conditions	

## WHAT DO YOU NEED AND WANT? (CONTINUED)

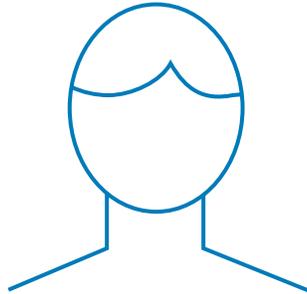
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### WORK PREFERENCES

Work preferences are the things you are looking for in a job that will make it most enjoyable for you and produce the highest degree of job satisfaction.

Fill in the boxes with your work preferences.

WORK PREFERENCES	WHAT I NEED / WANT?
<b>1. Wages</b> (How much?)	
<b>2. Benefits</b> (What type?)	
<b>3. Location</b> (Where?)	
<b>4. Hours/week</b> (How many?)	
<b>5. Shift</b> (Preference?)	
<b>6. Environment</b> (What type?)	



### **EMPLOYABILITY SKILLS FACT**

A 2014 study of over 2,000 Human Resources professionals led with the finding that 77% of those surveyed believed soft skills are just as important as hard skills, and 16% said they think they are more important.

CareerBuilder, 2014

## WHAT CAN YOU OFFER? (CONTINUED)

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### EMPLOYABILITY SKILLS

Often referred to as soft skills, these are job-ready, universal skills employers wish every employee had. Beyond the minimum job requirements, these skills make you employable and will take you a long way in an organization.

Below is a list of employability skills employers say they look for in a job candidate. Write a statement next to each skill you possess that reflects how you might share this with an employer on a resume or in an interview. This will also help prepare you for any unexpected interview questions that ask you to describe how you, for example, communicate or solve problems, organize your work, or work in a multicultural environment.

EMPLOYABILITY SKILL	STATEMENT
<b>Communication</b>	
<b>Honesty and Integrity</b>	
<b>Teamwork</b>	
<b>Problem-solving</b>	
<b>Positivity and Energy</b>	
<b>Ability and Willingness to Learn and Adapt</b>	

## WHAT CAN YOU OFFER? (CONTINUED)

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EMPLOYABILITY SKILL	STATEMENT
<b>Professionalism</b>	
<b>Planning and Organizing</b>	
<b>Dependability and Loyalty</b>	
<b>Multicultural Sensitivity</b>	
<b>Technology</b>	
<b>Numeracy</b>	
<b>Initiative</b>	
<b>Self-confidence</b>	

## WHAT CAN YOU OFFER? (CONTINUED)

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### JOB SKILLS – What can you do?

Experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Knowledge: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Abilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## WHAT CAN YOU OFFER? (CONTINUED)

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### EDUCATION – What have you learned?

Degrees: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On-the-job training: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Certificates: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Licenses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Credentials: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## LABOR MARKET INFORMATION

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### WHAT?

#### What is it?

Data that gives us information on wages, job openings, unemployment, demographics, labor supply and demand, future projections, and education/training requirements.

### WHY?

#### Why is it important in my job or career search?

Labor market information (LMI) tells you where the jobs are and provides information about careers that are projected to be in demand in the Gulf Coast region. It can also tell you how much occupations typically pay and what experiences or education is required. Using LMI is critical whether you are looking for a job right now or exploring career options.

### WHERE?

#### Where can I find it?

- **Workforce Solutions** [www.wrksolutions.com/for-individuals/career-exploration](http://www.wrksolutions.com/for-individuals/career-exploration)
  - High-Skill, High-Growth Jobs Booklet
  - Where the Jobs Are
  - Targeted Industries
- **Work in Texas:** Largest job database in Texas at [www.workintexas.com](http://www.workintexas.com)
- Texas career and education exploration at [www.TexasCareerCheck.com](http://www.TexasCareerCheck.com)
- Career exploration and job analysis at [www.onetonline.org](http://www.onetonline.org) (O\*NET)
- Career information on duties, education and training, pay and outlook for hundreds of occupations in the **Occupational Outlook Handbook** at [www.bls.gov/ooh/](http://www.bls.gov/ooh/).

## LABOR MARKET INFORMATION (CONTINUED)

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### WHEN?

#### When should I use it?

- Job search
- Relocating
- Changing jobs
- Moving up the ladder
- Career exploration and planning

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### HOW?

#### How do I use it?

- Compare your skills to occupational requirements
- Find out where the jobs are
- Look for jobs with growth opportunities
- Identify desired industries
- Learn about different occupations
- Determine education/training requirements

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## WHERE IS EVERYTHING?

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### INSTRUCTIONS

Working together at your table, match the resource to the correct description. Then CIRCLE which you will use.

#### Resource

**A.** Where the Jobs Are

**B.** Targeted Industries List

**C.** High-Skill, High-Growth Jobs Booklet

**D.** O\*NET

**E.** WorkInTexas.com

**F.** Occupational Outlook Handbook

**G.** Texas Career Check

#### Description

\_\_\_\_\_ High-skill occupations in the Gulf Coast region for which Workforce Solutions may provide scholarships for training

\_\_\_\_\_ A list of occupations projected to offer the largest number of employment opportunities in the Gulf Coast region now and in the future

\_\_\_\_\_ Industries with a projected growth of at least 5,000 job openings from 2012–2022

\_\_\_\_\_ The largest job database in Texas

\_\_\_\_\_ A source for career exploration and job analysis

\_\_\_\_\_ A source for Texas career and education exploration

\_\_\_\_\_ Career information on duties, education and training, pay and outlook for hundreds of occupations





## INTRODUCTION

Hello, my name is \_\_\_\_\_.

## TARGET

I'm looking for work as a \_\_\_\_\_.

## EXPERIENCE

I have \_\_\_\_\_ years of experience in \_\_\_\_\_.

and \_\_\_\_\_ years of experience in \_\_\_\_\_.

I would describe myself as \_\_\_\_\_ and \_\_\_\_\_.

## SKILLS

Examples: Customer service, data entry, answering phones, construction, handling cash, designing websites, auto mechanics, etc.

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

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

3. \_\_\_\_\_

## ACCOMPLISHMENTS

State your accomplishments with action verbs and measurements such as: numbers, percentages (%), and/or amount of money (\$).

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

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

3. \_\_\_\_\_



[www.wrksolutions.com](http://www.wrksolutions.com)  
1.888.469.JOBS (5627)