

Target Job Outline

25 FEBRUARY 2016



The target Job

Helps to be clear about what you are aiming for

- Writing it down encourages clarity
- Useful if asked in an interview

Knowing what you are looking for

- Helps with setting up searches
- Allows others to look for you#

But you may have more than one target

Preferred sector

What area or sector would you like to work in?

Are there any that you would not want to work in?

May not be an issue, focus could be more on job.

Job title and role and skills

What Job titles jump out at you

- Very helpful to have a few when searching

What are the main things you want to do

What skills do you want to use?

What level are you expecting to work at?

Functional aspects

How long do you want to work each week

What type of employment contact are you looking for?

Try to be clear about where you will consider working?

What kind of workplace are you looking for?

Do you want to travel or not and if so how much?

Pay

Requires a bit of thought

“As much as possible” is not too helpful

Try to be clear about what you need and want

May come up in an interview

The worksheet

Target Job Worksheet



Preferred sector(s) Ideally..... Not | Don't Care

Typical Job title(s)

Skills used

Seniority level Apprentice | Intern | Entry level | Experienced | Professional | Supervisor | Manager | Senior manager

Hours Full Time | Part time | Casual || Minimum ofhours/week || Maximum ofhours/week

Job security Permanent | Contract | Temporary |Self employed

Location Within..... Miles | Minutes of..... | Anywhere will relocate

Workplace Home | Office | Customer facing | Warehouse | Hospitality | Clinical | Outdoors

Travel None | Occasional | Frequent | UK only | International

Pay Voluntary only | Minimum £..... per Week | Month | Year || Can include commission | Salary only

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