



The First Week and Beyond – A New Career

By **Employment King**

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Welcome to
“The First Week and Beyond – A New Career”
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Hello and thank you for downloading this free mini e-book;

You have applied for work, passed the interview and gained an offer of employment – **congratulations!** So, the first week of your new job is approaching, many start to get a mixture of feelings; nervousness and excitement.

Starting a new role is never easy even for a professional “career job hopper”, as we don’t know our team members and their personalities; you have probably already questioned yourself “**will I fit in?**”

How do you work best? Do you prefer a manager who lets you get on with it your way or do you need constant direction? Whatever fears or worries we have about our new job role, we will never truly know what to expect until we actually start. Remember life is full of opportunities and experiences, if your new position is not for you, look for something else – what do you have to lose?

In most cases, due to questioning the interviewer during the interview, many people will find themselves in a company and job role they love, ready to make a good impression, proving the interviewer made the right choice when hiring you.

First impressions often count in a new role, you want to make your first impressions in your new company positive, you will learn later in the book about how work colleagues view your work identity.

To make the best impression read this guide and use your new knowledge to make a good first impression, learn how to prepare for that all important first week and learn about management styles, work identities and how they affect you and what you can do to enjoy your new role and gain your next promotion.

The e-book has been split into easy to follow sections; you can decide to read the book cover from cover or to pick out any relevant sections that interest you.

In addition, we have added an extract (*Personality Type and Career Choices*) from **The Secrets of Employment**, our number one selling e-book.

Finally we hope you enjoy this free guide, if the e-book has helped you in anyway please e-mail info@employmentking.co.uk with your success stories.

Thank you and good luck with your future career – Employment King

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How to Become an Industry Expert

“I am not an expert on the subject; I am an expert on learning more about the subject”

An industry expert is someone who fully understands the industry they are in or entering, as an expert you will understand industry jargon, know the competitors, industry growth, industry leaders and industry history.

We spend over a third of our lives in employment, you need to choose a career you are passionate about, by becoming an industry expert you will quickly realise if this industry is the right career move for you. It is often the employees with the extensive knowledge and passion for the job who gain the most promotions. You will quickly realise that becoming an industry expert is easier than you think.

You have already impressed the employer during the interview, now you are ready to make a good impression and impress your colleagues, managers and competitive companies with your industry knowledge. If this job is your career, you need to become an Industry Expert.

Being an industry expert increases your chance of gaining a promotion or being head hunted; during your application for promotion and during the interview process you can highlight your knowledge and expertise to encouraging them to offer you a contract of employment.

7 Quick Steps to becoming an Industry Expert:

1. Use A Search Engine: Open a web search engine such as Google and in the search box write “industry name” and “job profile” example “Web Designer Job Profile.” Once you open a Job Profile, go down to the bottom of the page, as you will find links industry websites such as the sector skills council websites. These websites are valuable and record a large amount of information and can be used to research the industry and future job trends.

2. Match Your Skills to Your Career: The job profile will also record the job duties and skills and qualities often needed by employers. Highlight the skills and qualities you already possess and the duties you would enjoy undertaking, if you were employed in this role. If you have highlighted at least 80% of these, you have found an industry that you should excel in, as it already matches your personality.

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3. Set up Industry Alerts: Set up Google alerts for “job title” news “job title” industry news and “job tile” industry new contracts. You will start to receive daily news feed, blog articles and website updates on the industry you are interested in applying for.

4. Twitter: Follow “industry” twitters, to receive industry news feeds, industry job adverts and updates. Set up an “industry” list. After a while Industry twitters will search and add to you. Use twellow to search for twitters by industry. Don't be afraid to ask twitters questions, twitters love to apply to tweets, they feel special that you have picked them.

5. Social Network Sites: The social network sites for businesses is growing, join 3 of these such as LinkedIn and read industry forums, discussions and join in asking questions around the industry growth and decline and learn the meaning of industry jargon. Set up your online industry profile-this needs to be professional.

6. Ask Facebook: On facebook search for “friends” under “co-workers” by searching “company name” you can be-friend people working in your industry and then ask them questions or ask them to complete a questionnaire-social networkers are normally keen to respond to this.

7. Network: Attend industry network events, always dress smart and hand out your business card. This is a great chance to update your industry information and meet industry leaders. Many job hunters have gain offers of employment this way.

What information do you need to research?

Local Market Information - LMI; is your industry on the increase or decline? If the industry is on the decline you might need to rethink your career ideas or to move to an area which where the industry is on the rise.

Which companies have won new contracts - when applying for employment; you need to apply to the companies that win the contacts as it will be these companies who will be recruiting for staff. It sounds obvious but many job hunters will just apply to anyone, this could cost you time if your applying to a company who are reducing their staff.

Industry jargon - many people fail at interviews, due to the employer talking using industry jargon and the interviewee not understanding the meaning of this.

How the industry is developing - industries are changing at a fast pace, due to the improvements in technology, it is always positive to show the employer you know how the industry has changed from its original origins and how the industry is going to develop in the future.

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Research the company - before any interview, research the company as you will often be asked the question “what do you know about our company?” research the company history which is often found on the company website

How to Plan for your First Day at Work 10 Quick Tip's

“The minute you settle for less than you deserve, you get even less than you settled for”

Maureen Dowd

Congratulations – You passed your job interview and been offered a job.

Often your excitement can quickly turn to nerves as the first day approaches. Does this sound like you? There are several things you can do to help prepare for your first day, we have already talked about the power of being an industry expert and how your expertise will highlight your potential for promotion.

10 quick tip's, for planning your first day at work:

First impressions count, you need to make a good first impression; preparation is the key.

- 1.** First, thank your referees as you may need to call upon them again, hopefully not in the near future. It is often good to ask your referees for a written reference, as by the time you next need a reference your referee may have moved or change company.
- 2.** Check you know where you are going, in some cases the interview venue is different to that of your place of work, and turning up at the wrong venue will not give a very good first impression. Also check how long it will take you to travel to work, complete a mock run – you don't want to be late.
- 3.** Prepare what you are going to wear (what is appropriate to the job role) wash, shave and brush your teeth – all obvious I know, but some people will need a little reminder
- 4.** Bring any documents, ID or bank details that the employer has requested and check you know who you are asking for on the first day.

Understand the Industry you are working in.

- 5.** You will be asked about your experience and knowledge during the first week of your new job role by many of your new colleagues, as you know you will be asked this question you can prepare your answer, to help give a positive impression of yourself.

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6. Research the company, read the company annual report, press releases and website. You may be introduced to the MD or CEO, you can slip into the conversation your knowledge (only say positive things) of the company history and achievements.

Use your knowledge as an Industry Expert to highlight your in-depth knowledge and understanding.

Be Positive and Feel Good

7. Before you start your new job – Imagine yourself in your new job, doing well and enjoying yourself. If this image that you have just created in your mind is a still picture, press play and turn the image into a movie;

In this movie, picture everyone you talk to being really interested in you and really liking how you present yourself. When you are asked a question you automatically know how to respond, you don't know how you know, you just do and this creates a great feeling inside.

In the movie, you're looking good, you look confident – you feel confident. Imagine yourself really excited about this new adventure, how does it feel to feel confident and excited? Where does this feeling start in your body? Imagine this feeling running quickly through your body; make this image large and colourful. As you feel the full emotion of this visualisation, squeeze your thumb and finger together creating a positive anchor and repeat the exercise 3 times for a fuller effect.

How does this work? If you imagine yourself being happy and confident, you will feel happy and confident, other people who imagine everything going wrong often end up having a bad first day. To be confident, you need to feel confident.

8. Write a list of all your skills and qualities, record everything you know your good at, keep going until you can't think of any more, then add one more to the list!

Write a second list of all the nice things past colleagues and employers have said about you, this can be in formal reviews and appraisals or just as a passing comment – remember how it felt at the time this was said to you.

And finally write a third list of what you can bring to this new company, what value will you add, how will your past experience help improve the company to help them achieve their goals?

9. Smile, you have been picked from (on average) over 300 other candidates. A smile goes a long way and creates a good first impression, also shake hands with everyone you introduced to.

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10. On average the first day is spent being introduced to many people; managers and colleagues, be prepared to answer repeated questions. You will be asked to sign a large amount of company documents and to read many of their procedures. Have a snack in your suitcase to help keep your energy up

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Why You Need a Positive Job Identity?

“My life started today, I wake up and say that everyday of my life”

In the current fast paced working environment we can no longer rely on the concept of a job for life, even in traditional industries such as Banking and Teaching due to new technology and global competition.

Your job identity is becoming more important, as the number of job applications for every advertised job and promotion increases and the threat of redundancy looms over many industries.

Your job identity is the identity your employer and colleagues label you with; this could be positive or negative.

What is your Job Identity?

- **The Joker**
- **The Worker**
- **The Time Keeper**
- **The Motivator**
- **The Mood Hoover**
- **The One Who Gets Things Done**
- **The Helper**

It is highly important to secure a positive job identity when you first start in a new company, as we all know first impressions count, it can often be hard (but not impossible) to change an employer's first impression of you. If you have a positive job identity, you are more likely to gain promotions and work your way up the ladder.

Job Identity by Groups

When starting a job at a new company you will often be quizzed informally by your new colleagues and line managers. Like in a playground at school, your new colleagues are unconsciously checking if you have common working and personality traits. Often in the workplace, as in the playground groups often form. Do you fit in with “the naughty kids”, “the moaners”, “the jokers” or “the hard workers”? That is the question!

This may be stereotyping and even prejudicial, but it is a frequent reality in most industries and companies. You can often “be painted by the same brush” when you're attached to a certain group, with a certain reputation-this can be positive or negative, choose your group carefully.

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Individual Job Identity

Look at your workplace, who is the person who is always on time? Which colleague can always be counted on to put their all in to each task? Is there someone who will always drop what they're doing to help others?

Do you have a "mood Hoover" in your workplace, the person who we all try to sneak past, as we know that after five minutes in their company we'll be convinced that the world is as bad a place to be as they tell us it is, the type of person who can suck the fun out of any task.

Both managers and colleagues can contribute to our job identities, although there may be a distinct difference in how your colleagues and manager see you in your work place. The joker in the workplace is often loved by the workers, as the joker releases stress and is fun to be with. From a manager's point of view, they may see the joker as a distracter who spends more time chatting to others than working.

Your job identity is given to you within a couple of months of working in one place, it's important to ensure this identity is going to be positive. Remember your identity is rarely revealed to your face, but often discussed behind your back – especially negative identities.

Once given these are hard to change, people often play up to other's perceptions of them, if you're told that you're lazy you may start to think 'Why should I bother?' "The joker" may feel he has to start each day by telling jokes, and "the worker" may take on too much.

Widening Your Reputation

Your reputation or job identity travels far through formal and more inconspicuous channels as your reputation can quickly pass through your company and even infiltrate other organisations.

You need to consider how you project your work identity in order to understand which of these descriptions your manager would use to describe you:

Candidate 1 "I will give this to X, she can always be relied on."

Candidate 2 "No, don't ask X, he spends too much time chatting-we have a short deadline."

This job identity can be the difference between you moving forward in your career and feeling stuck in a job role that you start to resent.

Starting Your Positive Job Identity

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At the beginning of a new role you will encounter a lot of new faces as well as a barrage of questions from colleagues, showing a healthy interest in the new recruit. At the start it is advisable to keep your answers very general so that you have the opportunity to get to know the company's ethos and practice as well as your new colleagues' and manager's personalities.

Once you know the office politics you are in a better position to word your answers and to give your own opinion to ensure the reinforcement of your positive identity. You have already tackled the job interview with success so it can be assumed that your new employer felt confident that you would fit in well with the current workforce and the company image.

If you discover that you don't like the company's work ethics or work politics, you will need to start your job hunting again to find an organisation in line with your working practice ideals.

8 Ways to Increase a Positive Job Identity in the Workplace

Start by building Rapport

- People gravitate towards those who are like them, and everyone can find common ground with another person. Find out what your common ground is and use it as an icebreaker.
- By spending time each day asking people about their lives, enquiring about their children, partners, holidays for example, will show others that you are interested in them as a person and not just their value in the workplace.
- Listen intently when others are talking, reassuring through positive body language, nodding and reassuring that you are interested. Don't interrupt and at the end ask questions

Be an Expert

- People follow authority and experts- you should start by sharing your job expertise. Don't be embarrassed; people won't know about your strengths, skills and experiences until you tell them!
- Know what you want to achieve and let others know. Don't cover your goal in cotton wool, don't add pleasantries "I hope this is OK with you" as this can sometime make the message unclear.
- You need others to see the benefits and possibilities of your ideas and experiences, so be truthful, and if something has not worked tell them and back this up with what

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you have learnt from the mistake, this will show you as knowledgeable and that you won't give up.

Do You Want to be Respected or Popular?

- One of the most critical mistakes colleagues make at work is the pursuit of popularity rather than respect. In a new job we are concerned with how others see us and can easily dwell on this.
- Respected employees rather than popular employees will make you more influential and more likely to gain a job promotion. Body language will often give you away unconsciously if you are looking for popularity rather than respect.
- Avoid feeling pressured to agree with others, instead give your personal opinion using calm and relaxed voice – also smile as this helps others feel you are being helpful rather than just being negative.

Listen to Others

- We all have two ears and one mouth, so we should listen twice as much as we talk.
- Write down people's names and remember their face, so next time you met you can address them by their name, helping to increase rapport.
- Good listeners gain good reputations- When unsure what someone has said you should feel confident to ask them to repeat themselves.

Be Helpful

- Be helpful to your colleagues with work and general tasks, invite people out for lunch, hold open doors, if you help people, then they will feel more compelled to help you.
- When giving suggestions and presenting ideas, explain considering others vantage point, selling what they will get out of it personally not just the benefits to yourself or the company. Plan your timing.
- Don't interrupt when someone is busy or when they have other things on their mind, as they will not listen fully to what you are saying, in many situations you need to ensure your first conversation gets through.

Don't Seek Out Recognition

- When you have a great idea, especially when you have a brainwave during a meeting, don't seek out recognition, allow time for it to find you.

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- Don't get carried away with the pursuit of praise or too excited in highlighting to your manager the creative ideas you have thought up. You need to step back and dissociate yourself from your feelings, leaving your mind free to listen to the details of other colleague's comments; otherwise you may miss valuable suggestions and your reputation may become one who does not care about other people's ideas.

Show the Way to your Colleagues

- When you have a great idea, you may need to get others to come along with you. To do this you need to explain what they will gain from your idea and what they could lose if they miss out
- Give people clues, show people the way, prompt them and let them work out how your suggestion will work out, they will feel that they are part of the idea and will start to back you up-you will start to gain a reputation as a team member.
- Don't be too forceful as this will only work for a small period of time until people start to resent you. People like to feel they have contributed to what they are doing

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Management Styles

**“Yesterday is History. Tomorrow is Mystery. Today is a Gift.
That’s why we call it the Present”**

Author Unknown

Many describe Management as a process of ‘getting things done’ by the people who work for the manager. A good manager possesses the ability to inspire their staff to their full potential.

A productive manager needs to know the personalities and abilities of each staff member, will be create a vision for the company, have effective communication skills and have a desire to achieve.

A good manager must be able:

- **Plan measureable goals with timed completion dates**
- **Able to organise people and ‘things’**
- **Possess the ability to motivate staff and keep up staff morale**

Some managers already have personality traits that work well in management roles, like all roles, good mangers will learn from mistakes and focus achieving their goals.

Mangers manage their teams in different ways research has shown there are **4 main management styles** are:

- Autocratic Management Style
- Democratic Management Style
- Participative Management style
- Laissez Faire Management style

Autocratic “I like to make all the decisions, I will give you a task to do and tell how you should complete it without asking for you input or suggestions. I will closely supervise my staff and use one way communication. My management style works well when a quick decision needs making without involving others but I can often drive staff away leaving a high turn over of staff”

Paternalistic “when making a decision I will first listen and gain the views of my staff, the inputs from my staff will moderate my decision but ultimately I still make the decision which I feel is in the best interest of my team. I see my self as a father figure and feel by getting the staffs input on decisions they will accept them more willingly”

Democratic “I like to delegate work to my staff, giving them the responsibility and authority – my style is about other people getting things done. I communicate well

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and listen to what my staffs has to say. I will talk in one to one situations or in groups to gain new ideas from staff and I always encourage leadership skills in others. Due to me enjoying listening to other peoples suggestions, I sometime take longer to reach a decision”

Laissez Faire “I like to get things done through other people, I will give my staff a job to do and let them have complete freedom in how they do it. I rarely get involved once I have given you a job to do and I feel my management style works well with confrontations as I don’t take sides; others may feel I’m irresponsible and that I’m not on top of my tasks”

Your manager will generally have a natural preference to one style, but one style does not fit into all situations. A good manager will use a mixture of styles for different situations. From an employees prospective, now we understand each style we will soon noticed each new manager preferred style.

Look at each style and ask **“what are the benefits for me with this style?”** and write the answer in the box below.

Management Style	Personal Benefits
Autocratic	
Paternalistic	
Democratic	
Laissez Faire	

This awareness of your personal benefits and the management styles arms you with the knowledge when working under managers, this knowledge will stop you becoming frustrated when your style does not fit with a mangers style.

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How to Enjoy Your Job

“It only takes one person to change your life–you”

Ruth Casey

Research has shown that 50 – 70% of employees do not enjoy their job! As we spend over a third of our lives in work, you need to find a career you enjoy, to help you gain a positive work and life balance.

Many employees enjoy the industry they are in, only to find they have easily become bored in the company they work for.

Before you jump ship, first see if you can new ways to enjoy your job.

Find the Passion

Once you find the passion, you will be absorbed in your role; you will quickly start enjoying your work more. First, write a list of all the things you do enjoy about your job?

For each item, ask yourself “what is it, that I enjoy about this particular item?” and write down your answer.

Example “I enjoyed designing the website” why? “I enjoyed the free range I was given, I love being creative and not having to follow orders and procedures”

What you enjoy about your role?	What is it that you enjoy about this item?
I enjoy designing websites	<ul style="list-style-type: none">• Free range• Creativity• Not having to follow orders

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Once you know the details of what you enjoy, you can start to use this in other tasks, making your duties with more enjoyment. Once you're more passionate about your job, you will put in more effort and gain better results. These better results will help boost your passion even higher.

Turn Your Job into a Game or a Sport

One of my first jobs after leaving school was collating and rolling advertisement posters, before packing them into boxes ready for dispatch. As I found this a little dull, I turn the task into a game, pretending that the job was a sport. As with all sporting professionals, I had a coach (this was a made up voice in my head) telling me how good I was and that I could roll more posters in an hour than any other poster competitor.

I really wanted to be the best and was always motivated to do the job well, each day setting myself new goals or personal best. After a couple of weeks, my manager noticed my enthusiasm or gave me new responsibility and a pay rise.

Routine or Not Routine? That is the question!

On average you will enjoy routines and following procedures or you will prefer to have choices and options, as you answered the questions on section one; your answers may give you clues if you are motivated by options or procedures.

If you like routine, make one for your job – travel to work the same way, make a procedure for your working day, start with a certain task that will lead on to the next. When given a new task or role write a new procedure for it. As you do this everyday your job role and task will become routine. Use list and to-do books.

If you prefer options, start by choosing different ways to travel to work each day-this will make the beginning of the day more fun, if possible use flexible hours to alternate the time you start and finish work. When given task to complete, look at all the possible choices you have to complete this task and work out which way will suit each particular task. Brain storm and write on post-it notes. By choosing your own way to complete the task, will help you feel more positive.

Build up Your Works Social Calendar

First find common interest with your colleagues, this way you always having an interest to talk about. Once you have several friends in work with similar hobbies you will have something to talk about and something to look forward to each day. From this you can meet at dinner and break times, find somewhere to "chill out" and arrange social days outs or even drinks after work.

In many cases people often make close friends that begin as working relationships. If you enjoy the people you work with, you often start enjoying the job more

How to Gain a Job Promotion

“Before we set off we need to pick a destination”

Once you gain employment, its time to think about your next step up the career a ladder – A Job Promotion.

To be successful in your career, you need to aim high to help get away from low level jobs. We already know that the future employers in the UK will be looking for highly skilled individuals and a job promotion is one way to gain these skills.

The ideal job role is a position that challenges you (to stop you from being bored) in a job role that is inline with your values and beliefs – this helps you feel that you personally are achieving something you believe in.

How to gain a job promotion:

Personal Resources

First, look back at your career, then look where you are now. What have you achieved to gain your current position? What skills and qualities do you already possess? Which of these skills have you used to move this far forward with your career? Can any of these skills help you gain a promotion? Are there any weaknesses that you need to improve? What resources do you have around you to help you overcome these weaknesses? What else do you need to do before you gain a promotion?

We all have the resources inside us and these IAG questions will help you unlock your personal resources and the answers you need to help you gain a promotion.

Do You Want a Promotion?

Before achieving a promotion, you need to decide if a promotion is for you! What job role do you really want? Be clear; think about the duties and responsibility you are looking for.

If you were promoted now how would it feel? Would you like this new role? Are you looking for a promotion up the career ladder or a side promotion to a different department? You may enjoy your current role, but would you enjoy the new role and responsibilities that will come with your promotion?

Make a Visual Action Plan

Write down your goal at the top of a piece of paper, make this big and draw a coloured star around it. Draw a thick 2 line path from the bottom of the page to the

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star, this can be straight or curved, add 9 horizontal lines to the path, making the path look like it has 9 large paving stones.

On these paving stones, starting with the one at the bottom at the page, write or draw the steps you need to take to reach your goal – your promotion. This is your personal promotion action plan, put as much or as little detail on as you want, the main part is having a written action plan that we can look at each day, as research will often show that we are more likely to achieve what we write down.

Let Others Know

Now you have direction and a plan to follow, you will know if you're ready for a promotion now, or if there is something to develop before you gain a promotion. Once you are ready, let other people, including your manager, know that you are looking for a promotion. Be ready to back up why you are ready for a promotion with your knowledge, skills, attitude, determination and positive actions. In some cases you will have to convince people several times that you are ready for a promotion; take any criticism as an opportunity to learn.

Take Pride in Your Job

Some employees gain promotions quickly in any company they work for, why? Most take pride in their work, when given a task they will be positive, creative and look at how they can complete their task, and then they will check to see if anything could go wrong or be improved before completing the task.

Be your best at work-everyday! Complete all tasks, no matter how small with equal passion and enthusiasm. Believe in yourself, believe in the job role, promote passion and hard work and never give up.

Embrace a Challenge

As your manager sees this new positive you, they may test your ability by giving you more challenging tasks; the best way to test if someone is ready for a promotion is to see if they can complete a task that they would be given in their new role. Don't see any additional task as a chore or more work.

Embrace the challenge, manage your work and make an effort to complete the task before the given deadline. Don't tell others about your additional work, they don't care! Make every effort to prove yourself, this could be the difference between gaining a promotion or not.

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If you have not been asked to take on additional work, ask for it! Look at the problems your company is having, solve them and take the answer to your manager – employers like people who come with solutions not problems.

Act like you have been promoted

Start taking on some additional responsibility and tasks that you would do once you gain a promotion. Become the expert and give advice and support to others, think about your comments at meetings and how you word your e-mails; communicate like you would once you gain a promotion

Below you can find an extract from the recent e-book **Secrets of Employment, you can still purchase this e-book today by visiting**

www.employmentking.co.uk/secrets good luck with your job searching.

Secrets of Employment:
Choosing a Career-Personality Type

**“Every accomplishment starts with the
decision to try”**

We spend a third of our lives at work and this is increasing as the government makes the decision to raise the age of retirement. On average we each spend 40 hours of our time in work. To spend the majority of your week at work doing something you don't enjoy simply doesn't make sense - you want to find something that's gives you a buzz, something that you're happy each morning to get out of bed for.

Ask yourself why am I looking for work? Are you unemployed, just been made redundant or currently employed looking for other work?

Whatever the reason, you need to ensure you apply for a job role that is right for you. Did you enjoy your last or current job? If the answer is yes, how much? Use a scale between one and ten (one being low, ten being high) what did you enjoy about your last job; the duties, the company, the team, anything else? If you can identify what you liked about a job or career you enjoyed then you will know what to look for in the next company you work for.

If you're unhappy with a current job, ask yourself what it is that you're unhappy about? Really think about this, is it the job duties, the company you work, your team, the lack of promotion or training opportunities? This is important; you need to pinpoint what it is that you don't enjoy so that these barriers don't repeat themselves in your new job.

How do you know what Job will suit you? There are many different computer packages designed to give you an idea of your perfect job based on the answers you give to between 60-100 questions. In a most cases these diagnostic tools ask questions about what you enjoy or like **“Do you like animals?”** by ticking **“Yes”** the diagnostic tool will recommend a job role as a Veterinary Surgeon. You and I know that there is a big difference between a liking a Cat as a pet and dissecting or giving surgery to an animal as a career.

Maybe I'm being a little pedantic as they will often ask you several questions around animals-the point is they ask you many questions on what you like when the focus on the questions should be your personality, as your personality type is natural and is more in line with your values.

What personality **do you have?** You will need a Pen and Paper for this next exercise. Below are four questions all about different aspects of your personality for each question you have to choice a letter-you will need to write down your selected letter.

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Each question covers a different part of your personality, as you read the questions you will quickly realise that you have/use both personality style answers-for each question you need to pick your preference. Try writing your name down with your Right hand and then try it again using your Left, only one will feel natural. When answering the questions think what your preference is, what is natural to you, what do you do the most.

Which are you more like?

Are you more **Extrovert (E)**

Or are you **Introvert (I)**

You think out loud
A good talker
Like to give your opinions
Often seen as excitable
Need to fill in gaps and pauses

Think before you speak
Prefer quite
Keep your thoughts private
Enjoy your own time
A good listener

PICK EITHER E or I

Are you a **Sensing Individual (S)**

Or **Intuitive (N)**

Do you look for Facts
Are you Practical and Sensible
Keep things realistic and real
Use what you know and have learnt
Use straight forward language

Do you look for possibilities
Do you spot patterns
Do you go with your hunches
Enjoy learning new things
Lose track of time easily

PICK EITHER S or N

Are you a **Feeler (F)**

Or **Thinker (T)**

Are you in touch with your feelings
Do you enjoy giving praise
Are you driven by emotion

Like to be of service to others
principles
Find it hard to say No

Do you follow your head
Like a lively debate
Like to hear both sides to a
story/argument
Like rules, regulations and

Can make tough discussions
without becoming emotional

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PICK EITHER F or T

Are you a **Judging** Individual (**J**)

Or a **Perceiving** Individual (**P**)

Like to plan and organise things
Enjoy finishing tasks
Like to feel in control and on top of things
list
Like neatness and tidiness
Like structured lives

Like to see how things turn out
Go with the flow/like to explore
Like to start task /rather not use
list
Don't mind untidiness
Keep your opinions open

PICK EITHER J or P

Now you have your 4 letters match these to the type of job roles which best suit your personality:

ISTJ – An Organiser who enjoys procedures and systems.

Manager, Architect, Surveyor, Engineer, Accountant, Prison Officer, Roadside Breakdown Assistant, Air Cabin Crew, Plumber, Postal Delivery, Bricklayer, Driving Instructor, Tiler, Car Mechanic.

ISFJ- An Organised Protector and Carer.

Librarian, Carer, Public Sector Roles, Administrator, Health Service Worker, Nurse, Advisor, Primary School Teacher, Dental Assistant, Financial Services Worker, Call Centre, Stagehand, Officer Worker, Teaching assistant, Childcare Worker

ISTP-Needs to be satisfied at work, enjoys finding out about the world around them.

Photographer, Legal work, Law, Armed forces, Fire Fighter, Engineer, Car Racer, Actor, Camera Operator, Garden-Centre Worker, Forestry Professions, Mechanic, Farm Worker, Roadie, Bus Driver

ISFP-A Practical job role that they find interesting.

Outreach Worker, Musician, Vet, Farmer, Tree Surgeon, Youth Worker, Customer Care, Hospitality, Florist, Gardener, Artist, Care-Worker, Forestry, Inspector, Park warden, Bus Driver, Delivery Driver

INFJ-Supportive job role, ideally in a caring industry.

Counsellor, Linguistics, Youth Worker, Teaching assistant, Journalism, Secretary, Library Assistant, Physiologist, Speech Therapist, Archaeology, Marketer, Waitress/Waiter, Hairdresser, Administrator, Sports Massage

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INFP-A “people” job role, where you can meet and listen to others.

Counsellor, Archaeologist, Physiologist, Careers Advisor, Advocator, Mentor, Researcher, Reflexology, Alternative Therapy, Youth Worker, Marriage Guidance, Care Worker, Photographer, Support Worker, Student Advisor, Welfare Advisor

INTP-An “ideas” job role where you can take an idea and look at other possibilities/outcomes.

Engineer, Inventor, Web Designer, Internet marketer, Surveyor, Software Designer, Town Planner, Scientist, Architecture, Laboratory Assistant, Sign writer, Mechanic, IT Repair

INTJ-Managing and organising ideas and information.

Solicitor, Engineer, Surveyor, Market Researcher, Dental Hygienist, Biotechnologist, Politician, Self-Employed, Technical Support Worker, Welder, Web Designer, Tyre Fitter, Helpline Worker

ESTJ- Management, Leader; gets task done quickly.

Business Manager, Self-Employed, Dentist, Police Officer, Fire Officer, Human resources, Primary School Teacher, Accountant, Marketer, Window Cleaner, Painter and Decorator, Plumber, Carpenter, Sales Executive

ESFJ-Providing friendly services to others.

Nurse, Teacher, Advice Worker, Hospitality, Speech therapist, Conference Organiser, Event Organiser, Chef, Travel Agent, Customer Service, Hotel Porter, Administrator, Secretary, Front of Office worker, Call Centre, Stage Hand

ESTP-A job solving problems.

Paramedic, Actor, Presenter, Planner, Surveyor, Engineer, Gas & Oil Production, Scaffolder, Brick Layer, Machinist, Window Cleaner, Theme Park Worker, Taxi driver, Warehouse Worker

ESFP-Using your natural rapport with others to solve practical problems.

Counsellor, Hospitality Manager, Taxi Driver, Management, Journalist, Estate Agent, Travel Agent, Paramedic, Youth worker, Carer, Armed Forces, Miner, Criminologist, Retail, Bar Person, Chef

ENFJ-A job using people skills to develop ideas.

Journalist, Counsellor, healer, Advocate, Lawyer, teacher, Public Relations Post, Travel Agent, Human Resources Assistant, Media role, Trainer, Holiday Representative, Tour Guide, Advisor, Teaching Assistant

ENFP-Using imagination to understand move people forward.

Carer, Mentor, Counsellor, Secondary School teacher, Advertiser, Speech Therapist, DJ, Chef, Sports Massage, Youth Worker, Physiotherapist, Care Worker

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ENTP-A job creatively solving problems.

Architect, Inventor, Photographer, Politian, Comedian, Musician, Charity Fundraiser, Negotiator, Journalist, Architect, Prop Maker, Tour Guide, Actor, Media, Designer, Web Designer, Clothes designer

ENTJ-A management job role, managing people and/or resources.

Entrepreneur, Financial Officer, Public sector, Media, Retail Management, Caterer, Chef, Leader/Manager, Journalist, Market Trader, Politician, Window Cleaner, Park Warden

Remember the above list of job roles are not intended to be limited and are there to give you a better understanding of the job roles that suit your personality type preference. We can all train ourselves to undertake any job role and be successful in this career. By picking a job career that suits your personality type you will naturally enjoy and do well as the job duties will suit your personality preference.