

CAREER PLANNER

Workbook



National Pork Board
1776 NW 114th St, Clive, IA 50325
800-456-PORK • pork.org

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INTRODUCTION

Welcome to the Career Planner Workbook!

Whether you're a student looking for internship opportunities, a recent graduate entering the job market for the first time, or a seasoned employee who's ready to make a career change, your values, interests, and lifestyle preferences are generally the foundation on which you base your career and job decisions.

Since your job satisfaction and happiness will largely depend on how well your work matches and reflects your values, interests, and desired lifestyle, thinking through these things as you do career research can help you narrow down your options.

In addition to understanding your values, interests, and preferences, you also should know what knowledge, skills, and abilities you possess as a result of your work, school, or volunteer experience. Once you find a position that aligns with your values, interests, and lifestyle, you can compare your experience to the requirements of the position and begin planning how to fill the gaps so that you can achieve your career goals.

About the Workbook

The Career Planner workbook contains several self-directed activities designed to help you:

- Identify the things that are important to you—your values, interests, and lifestyle preferences
- Compare your current work experience -your knowledge, skills, and abilities- to requirements for positions you're interested in learning more about

This workbook was created as a companion to the Pork.org/careers Web site, which offers a wealth of information, including video clips, tools, and resources related to careers in the pork industry. Some of the activities in this workbook are designed to be used in conjunction with the **Job Profiler tool** at www.pork.org/careers.

Before you work through the activities provided in this document, you should visit the Pork.org/careers Web site to get familiar with the materials available to you. Take a few moments to complete Job Profiler tool, and then use your results from that exercise to help you complete the activities provided in this workbook.

We're confident that you'll find interesting and exciting career opportunities waiting for you in the pork industry!

PERSONAL VALUES INVENTORY

Directions

What do you value most? It is important to consider the principles that guide you in your life and the things that you value. To that end, choose ten of your most important values from the list below and rank order them. NOTE: this list of values is here to help you, but you can write in your own if they don't appear here.

I value:

- | | | |
|--------------------------|-----------------------|---------------------|
| ___ Achievement | ___ Freedom (Liberty) | ___ Personal Growth |
| ___ Career Advancement | ___ Health | ___ Privacy |
| ___ Comfort | ___ Independence | ___ Quality of Life |
| ___ Control | ___ Integrity | ___ Recognition |
| ___ Contribution/Charity | ___ Meaningful Job | ___ Relationships |
| ___ Creativity | ___ Justice | ___ Respect |
| ___ Diversity | ___ Leadership | ___ Responsibility |
| ___ Education | ___ Leisure | ___ Safety/Security |
| ___ Environment | ___ Love | ___ Spirituality |
| ___ Equality | ___ Marriage | ___ Status |
| ___ Faith | ___ Morality | ___ Time |
| ___ Family | ___ Non-Violence | ___ Travel |
| ___ Financial Stability | ___ Optimism | ___ Variety |
| ___ Flexibility | ___ Order | ___ Wealth/Money |

Other Values (list and rank below):

Rank	Value	Rank	Value

WORK VALUES AND PERSONAL VALUES

Directions:

You will need to complete the Job Profiler tool at www.pork.org/careers before you begin this exercise. The Job Profiler tool will help you identify your top work values and “match” you with some careers in the pork industry that may be a good fit.

In the spaces provided, list your top three personal values from the Personal Values Inventory. Next, refer to your Job Profiler results. List your top work values in the spaces provided. Answer the questions that follow to complete this exercise.

Personal Values	Work Values

Is there consistency between your work values and personal values?

If not, how do you resolve the conflict?

How does this influence your occupational choices?

LIFESTYLE INVENTORY

Directions

Consider your personal and work values. How do they influence lifestyle? Read the following and make an **X** along the line that represents the lifestyle you **currently** have. Next, make an **O** along the line that represents the lifestyle you **would like** to have. Continually refer back to this information to determine if your career choice is aligned with your values and desired lifestyle.

My Desired Lifestyle

Own my house Rent my house

Have time to devote to family/friends Have time to devote to your career

Live in a rural area Live in an urban area

Frequent job travel Little job travel

Time for personal/leisure activities Little time for personal/leisure activities

Access to education Little need for educational facilities

Live in constant climate Live in seasonal climate

Walk or bus to work Commute to work (30+ minutes)

I plan my time Others plan my time

Need a high income Need enough to survive

MATCHING YOUR VALUES AND PREFERENCES TO CAREERS

The more aware you become of your fundamental values and preferences, the easier it will be for you to make decisions and choices.

When considering career choices or employment offers, it's important to be sure the career path or job is consistent with your values and preferences. Your happiness and satisfaction will greatly depend on how well your career, job, and values match. For example, if being physically active at work is important to you, you would likely be unhappy sitting at a desk all day. If working with people is important to you, you'd probably be miserable working off by yourself in seclusion.

Directions:

You will need a Job Profile from the Job Profiler tool on www.pork.org/careers to complete this exercise.

Use one of the job profiles that matched your work values in the Job Profiler tool. List the job duties in the first column. Then, evaluate whether each duty you listed is a good match or poor match with your personal values. Next to each job duty listed, check (X) "Good" if the task matches your values, or "Poor" if the task does not. Do the same evaluation for your work values.

Job Duties	Personal Values		Work Values		Lifestyle Preferences	
	Good	Poor	Good	Poor	Good	Poor

*Download a soft-copy version of this form at www.pork.org/careers.

How well does this career match your values and lifestyle preferences?

___ Very well ___ Fairly well ___ Not very well ___ Not well at all

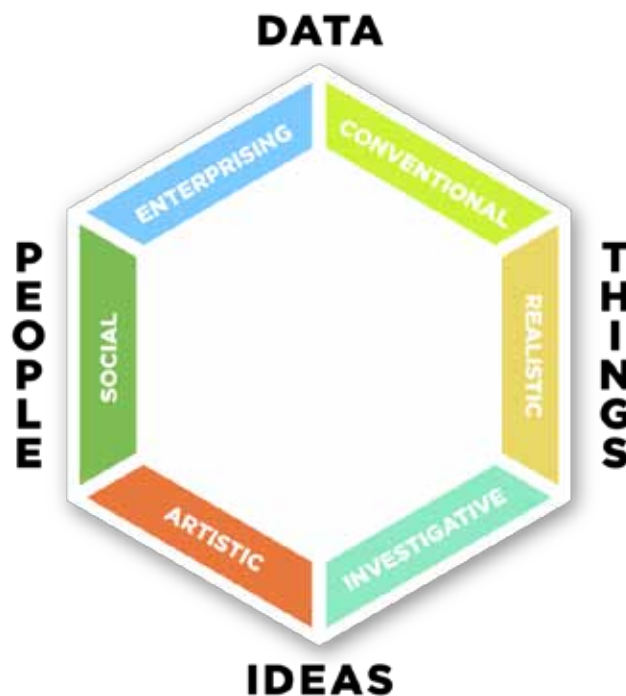
INTERESTS INVENTORY

*John Holland RIASEC Model**

John Holland's RIASEC Model helps people select and plan their careers, and helps you learn about yourself and your educational and life/career choices. It is based upon the theory that people can be loosely classified into six different groups: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional (RIASEC).

How are the six types similar or different?

A six-sided figure--called a hexagon--is used to show the similarities and differences among the six types. Types that are next to one another on the hexagon are most similar. The following hexagon shows the relationships among the six types. For example, Realistic and Investigative types tend to have similar interests, but Realistic and Social types tend to be most different.



*This RIASEC model of occupations is the copyrighted work of Dr. John L. Holland, and his publisher, Psychological Assessment Resources, Inc. (PAR). For an assessment of your career interests, take Dr. Holland's Self-Directed Search assessment online at www.self-directed-search.com.

Directions:

You will need your results from the Job Profiler tool at www.pork.org/careers to complete this exercise.

Read the descriptions below for each of the RIASEC* types. Use the information to try to identify which type you might be. Then, list the careers from your Job Profiler results next to the interests they support.

Type	Description	Typical Characteristics	Pork Industry Careers
Realistic	People who have athletic or mechanical ability, prefer to work with objects, machines, tools, plants or animals, or to be outdoors.	Persistent Modest Natural Thrifty	
Investigative	People who like to observe, learn, investigate, analyze, evaluate or solve problems. Usually have math or science abilities and Likes to work alone and solve problems.	Analytical Complex Critical Methodical	
Artistic	People who have artistic, innovating or intuitional abilities and like to work in unstructured situations using their imagination and creativity. Usually musicians & actors.	Expressive Imaginative Impulsive Intuitive	
Social	People who like to work with people to enlighten, inform, help, train, or cure them, or are skilled with words. Many are teachers, nurses and therapists.	Understanding Generous Helpful Sympathetic	
Enterprising	People who like to work with people, influencing, persuading, performing, leading or managing for organizational goals or economic gain. Good salespeople and travel agents.	Acquisitive Domineering Energetic Self-confident	
Conventional	People who like to work with data, have clerical or numerical ability, carry out tasks in detail or follow through on others' instructions.	Conscientious Obedient Persistent Practical	

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COMPLETING A GAP ANALYSIS

Directions:

You will need a pork industry Job Profile from www.pork.org/careers to complete this exercise. Complete this exercise with any career you are considering to help you understand what steps you need to take to qualify for a position.

Column A – Record the **required qualifications** of your career target using one or more Job Profiles. Under level of education required, please indicate the highest level of education or training required.

Note: You may have to search some additional career Web sites to find this information.

Column B – Compare the required qualifications with your current qualifications. If you have **NOT met** the required qualifications, place a check in column B. This represents a gap that you must address before you are qualified for a position.

Column C – Determine how you would address each of the gaps you have identified. Use this information to help you set long- and short-term goals.

A Required Qualifications	B Gaps (X if does not meet)	C Ways to Address Gap
My Career Target: Veterinary Medicine		
KNOWLEDGE		
<i>Level of education required</i> RCST course and OJT	X	Enroll in Purdue University Correspondence Course or an approved IAHCSSM course.
<i>Level of certification required</i> IAHCSSM Certification Examination with a 70% grade average	X	Work several months while also studying for the international exam. Take exam.
JOB-REQUIRED SKILLS		
Organize and assemble routine and specialty surgical instrument trays and other sterilized supplies, filling special requests as needed	X	Enroll in Purdue University Correspondence Course or an approved IAHCSSM course to learn how to organize and assemble trays.
ABILITIES		
The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.		

* Download a soft-copy of this form at www.pork.org/careers

A Required Qualifications	B Gaps (X if does not meet)	C Ways to Address Gap
My Career Target: Veterinary Medicine		
KNOWLEDGE		
Level of Education Required		
Level of Certification/Licensure required		
JOB-REQUIRED SKILLS		
ABILITIES		



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