Understanding & Using your jobZology Results

ENGR 339 Senior Design
Audrey Waldron
Career Center
Understanding Your Gifts

4 There are different kinds of gifts, but the same Spirit distributes them. 5 There are different kinds of service, but the same Lord. 6 There are different kinds of working, but in all of them and in everyone it is the same God at work. 7 Now to each one the manifestation of the Spirit is given for the common good.

(1 Cor. 12: 4-7, NIV)
Why Fit Matters

- Job satisfaction
- Organizational commitment
- Satisfaction with co-workers
- Satisfaction with supervisor
JobZology

A tool to help you understand your gifts:

• Values
• Interests
• Personality
• Workplace Preferences
jobZology Dashboard

Assessments

Summary | Interests | Values | Personality | Workplace Preferences

ASSESSMENT Interests
Many of your scores are similar. Look at your results to learn what this means.
REALISTIC
INVESTIGATIVE
ARTISTIC
SOCIAL
ENTERPRISING
CONVENTIONAL

ASSESSMENT Values
Your primary Values are Achievement and Relationships.
ACHIEVEMENT
INDEPENDENCE
RECOGNITION
RELATIONSHIPS
SUPPORT
WORKING CONDITIONS

ASSESSMENT Personality
Your Personality traits are listed below.
OPENNESS TO EXPERIENCE
CONSCIOUSNESS
EXTRAVERSION
AGREEABLENESS
EMOTIONAL STABILITY

ASSESSMENT Workplace Preferences
Your primary Workplace Preferences are Guiding Principles and Excellence.
EXCELLENCE
GUIDING PRINCIPLES
COLLABORATION
INNOVATION
RECOGNITION
PERFORMANCE
STABILITY

Reflection Questions
1. When you evaluate your career options, what factors are most important to you?
2. How will you know when you’ve found a career path that aligns with your sense of purpose, or your sense of calling?
3. When you think about your ideal career, what do you imagine?

Get help interpreting your results
To get individualized feedback on your assessment results, set up an appointment with an advisor.

SET UP APPOINTMENT

Discuss your results with friends and family
What is important to you at work?

<table>
<thead>
<tr>
<th>Values</th>
<th>Achievements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Achievement</strong></td>
<td>Using your best abilities</td>
</tr>
<tr>
<td></td>
<td>Feeling a sense of accomplishment</td>
</tr>
<tr>
<td><strong>Working Conditions</strong></td>
<td>Pay</td>
</tr>
<tr>
<td></td>
<td>Job security</td>
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<tr>
<td></td>
<td>Good physical working conditions</td>
</tr>
<tr>
<td><strong>Recognition</strong></td>
<td>Advancement</td>
</tr>
<tr>
<td></td>
<td>Potential to lead others</td>
</tr>
<tr>
<td></td>
<td>Respect</td>
</tr>
<tr>
<td><strong>Relationships</strong></td>
<td>Serving others</td>
</tr>
<tr>
<td></td>
<td>Getting along with co-workers</td>
</tr>
<tr>
<td><strong>Support</strong></td>
<td>Having competent, considerate supervisors</td>
</tr>
<tr>
<td></td>
<td>Comfortable with style of supervision</td>
</tr>
<tr>
<td><strong>Independence</strong></td>
<td>Being able to exercise initiative</td>
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<tr>
<td></td>
<td>Being able to make your own decisions</td>
</tr>
</tbody>
</table>
Interests

REALISTIC
The “Do-ers”
People who have athletic or mechanical abilities, prefer to work with objects, machines, tools, plants, animals or to be outdoors.
- Mechanics
- Carpenters
- Radiologic Technologists
- Corrections/Police Officers
- Engineers
- Woodworkers
- Drafters
- Electricians

INVESTIGATIVE
The “Thinkers”
People who like to observe, learn, investigate, analyze, evaluate or solve problems.
- Physicists
- Medical Lab Technologists
- Computer Programmers
- Management Consultants
- Psychologists
- Software Engineers
- Engineers
- College Professors

CONVENTIONAL
The “Organizers”
People who like to work with data, have clerical or numerical ability, carry out tasks in detail or follow-through on others’ instructions.
- Accountants
- Bookkeepers
- Data Processors
- Paralegals
- Actuaries
- Computer Operators
- Medical Records Technicians
- Insurance Adjusters

ARTISTIC
The “Creators”
People who have artistic, innovating or institutional abilities and like to work in unstructured settings using their imagination and creativity.
- Advertising Executives
- Architects
- Copywriters
- Landscape Architects
- Museum Curators
- Graphic Designers
- Technical Writers
- Journalists
- Dancers
- Actors/Actresses
- Attorneys
- Librarians
- Writers/Editors
- Translators

ENTERPRISE
The “Persuaders”
People who like to work with people, influencing, persuading, performing, leading or managing for organizational goals or economic gain.
- Real Estate Agents
- Travel Agents
- Financial Planners
- Managers/CEOs
- Politicians
- Food Service Managers
- Sales Representatives
- Bartenders
- Stockbrokers

SOCIAL
The “ Helpers”
People who like to work with people to enlighten, help, train or cure them, or are skilled with words.
- Counselors
- Ministers/Chaplains
- Social Workers
- Speech Pathologists
- Human Resources
- Teachers
- Dieticians
- Trainers
- Nurses

What do you enjoy?
Values and Interests

How well will your career path satisfy/reinforce your Values and Interests?
Personality

- Definition: “The sum total of ways in which an individual reacts to and interacts with other people and environments” —Robins & Judge 2012
- Determined by a mix of Heredity & Environment—Nature & Nurture
- Personality can adapt slightly; levels out in adulthood
- The Big 5 Personality Dimensions vs. MBTI Types
Personality

What are your typical/natural patterns of thinking, feeling, and behaving?

Openness to Experience

Conscientiousness

Extraversion

Agreeableness

Emotional Stability
Pick one of the personality characteristics. Thinking about where you fall on the continuum of that characteristic:

• How might this benefit you in your career?

• What challenge might this present you with?
### Workplace Preferences

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Excellence</strong></td>
<td>Achievement, quality, being distinctive, and being competitive</td>
</tr>
<tr>
<td><strong>Guiding Principles</strong></td>
<td>Clear guiding philosophy, reflective, and good reputation</td>
</tr>
<tr>
<td><strong>Collaboration</strong></td>
<td>Team and people oriented, share information freely, emphasize collaboration</td>
</tr>
<tr>
<td><strong>Innovation</strong></td>
<td>Take advantage of opportunities, emphasize innovation, taking risks, individual responsibility</td>
</tr>
<tr>
<td><strong>Recognition</strong></td>
<td>Fairness, provide opportunities for professional growth, provide praise and high pay for good performance</td>
</tr>
<tr>
<td><strong>Performance</strong></td>
<td>High expectations for performance, results oriented, organized, high levels of enthusiasm for the jobs.</td>
</tr>
<tr>
<td><strong>Stability</strong></td>
<td>Low conflict, high job security, calm</td>
</tr>
</tbody>
</table>
Organizational Culture

• Research employer mission statements, values, career pages:
  • How do they describe themselves?
  • Are the descriptions in line with what you are looking for in an employer?

Innotech | Living Logistics
Writing Your Resume
<table>
<thead>
<tr>
<th>Deadline</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>Sept. 13</td>
<td>1st draft of resumes due on Moodle</td>
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<tr>
<td>Sept. 22</td>
<td>Critiqued resumes returned to students by e-mail</td>
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<tr>
<td>Week of Sept. 26</td>
<td>One-on-one resume meetings as needed</td>
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<tr>
<td>Sept. 29</td>
<td>2nd draft of resumes due by e-mail</td>
</tr>
<tr>
<td>Oct. 6</td>
<td>Critiqued resumes returned to students by e-mail</td>
</tr>
<tr>
<td>Oct. 9</td>
<td>Final resumes due on Handshake</td>
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</tbody>
</table>
# Max Harris

### Current Address:
645 Broad St. SE  
Kentwood, MI 49508  
(616) 555-1212

### Permanent Address:
3201 Burton St. SE  
Grand Rapids, MI 49546  
dungeonking42@hotmail.com

## Objective
To obtain a full-time position in which engineering experience and education will contribute to a company’s goals.

## Education
- **Calvin College** — Grand Rapids, MI  
  BS in Engineering, Civil Concentration, May 2013  
  - Overall GPA 3.45/4.0

## Computer Skills

<table>
<thead>
<tr>
<th>Software</th>
<th>Version</th>
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<tbody>
<tr>
<td>AutoCAD</td>
<td></td>
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<tr>
<td>Microstation</td>
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<tr>
<td>Excel</td>
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<td>PowerPoint</td>
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<td>KYPIPE</td>
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<td>EPANET</td>
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<td>Mathematica</td>
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<td>C++</td>
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<td>Word</td>
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<tr>
<td>STAAD Pro</td>
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<tr>
<td>MathCAD</td>
<td></td>
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**RELATED EXPERIENCE**

**Engineering Department, Calvin College – Grand Rapids, MI**  
Senior Design Project, September 2013 – Present  
- Researched, designed, modeled and presented a project as part of a team of student engineers.  
- Designed a navigable channel of fixed water level in a Nigerian city

**Land and Water Engineers – Grand Rapids, MI**  
Engineering Technician, September 2012 – September 2013  
- I performed field pavement evaluation studies of 320 miles of road in the metropolitan Grand Rapids area.  
- I worked independently and successfully with virtually no direct supervision more than 100 miles from office.  
- I worked really hard.

**Technical University of Jos**  
Engineering Research Assistant, Summer 2012  
- Utilized laboratory equipment and performed statistical analysis  
- Wrote reports and presented information to large groups

**D3 Services – Woodridge, IL**  
Engineering Intern, September 2010 – May 2011  
- Received company's highest sales award four consecutive months  
- Developed Excellence in Sales training course
To include or not to include?

- Objective
- GPA
- Coursework
- Skills
- References
- Senior Design Project
An Effective Resume is…

- **Positive**: Communicate a belief in yourself, and express confidence through your word choices.
- **Brief**: Ideally, your resume should fit onto a single page.
- **Conservative**: Keep it stylish, simple, and easy to read.
- **Quantified**: When possible, quantify your accomplishments.
- **Strongest at the Top**: Put your most important information in the top 1/3 of your resume.
An Effective Resume is…

- **Precise**: Spelling, grammar, and punctuation must be impeccable.
- **Consistent**: Be consistent on grammar and punctuation throughout the resume. For example, if you use periods at the end of one bullet, use them at the end of every bullet.
- **Targeted**: Make sure to include key words that are used in your target industry & job descriptions.
- **Voice Appropriate**: Do not use the “I” voice or personal pronouns in your resume.
Resources

- Optimal Resume
  - https://calvin.optimalresume.com

- Resume handout and buzz words
  - https://calvin.edu/offices-services/career-center/resources-and-publications/resources-for-engineering-students.html

- Handshake appointments
  - https://calvin.joinhandshake.com/

- Walk-in hours: M-F, 3-4:30pm
Career Center

616-526-6485

372 Hekman Library

career@calvin.edu

audrey@calvin.edu

www.calvin.edu/career