



# Understanding & Using your jobZology Results

ENGR 339 Senior Design

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Career Center

# Understanding Your Gifts

<sup>4</sup> There are different kinds of gifts, but the same Spirit distributes them. <sup>5</sup> There are different kinds of service, but the same Lord. <sup>6</sup> There are different kinds of working, but in all of them and in everyone it is the same God at work.

<sup>7</sup> 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

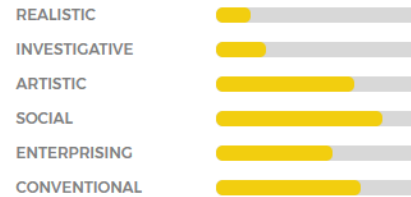
## Assessments PRINT DOWNLOAD

[EXPLORE CAREER MATCHES](#)

### Summary [Interests](#) [Values](#) [Personality](#) [Workplace Preferences](#)

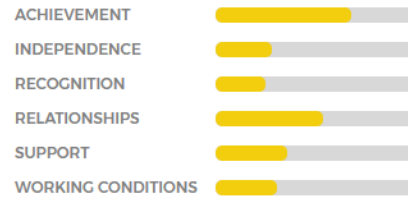
#### ASSESSMENT Interests

Many of your scores are similar. Look at your results to learn what this means.



#### ASSESSMENT Values

Your primary Values are Achievement and Relationships.



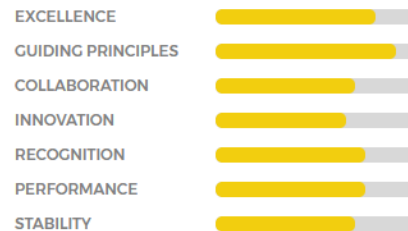
#### ASSESSMENT Personality

Your Personality traits are listed below



#### ASSESSMENT Workplace Preferences

Your primary Workplace Preferences are Guiding Principles and Excellence.



### 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

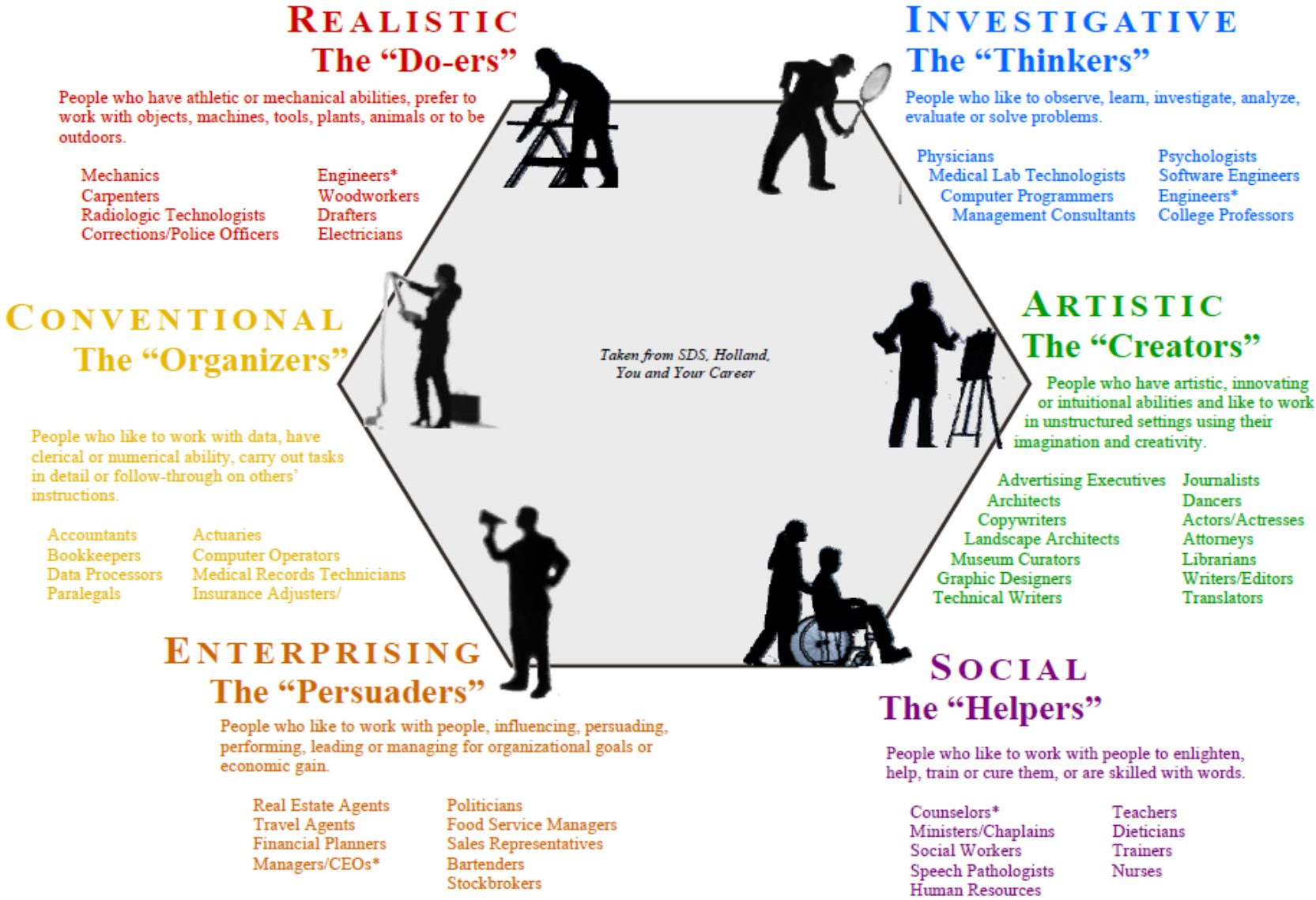


# Values

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

What is important to you at work?

# Interests



What do you enjoy?

# Values and Interests

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



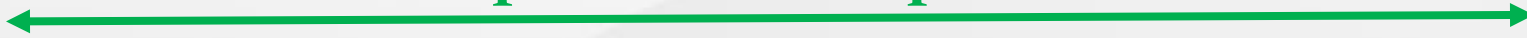
# Personality

- 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

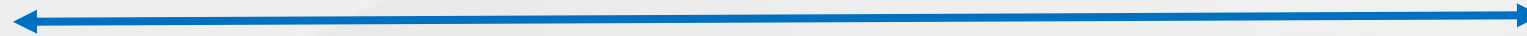
# Personality

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

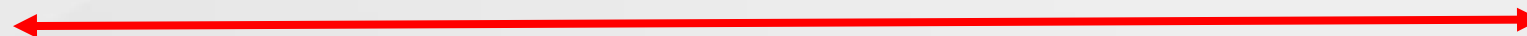
Openness to Experience



Conscientiousness



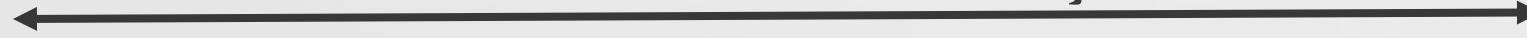
Extraversion



Agreeableness



Emotional Stability



# Personality

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

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

What kind of culture do you need your employer to promote?

# 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?

[Innotec](#) | [Living Logistics](#)

# Writing Your Resume

# Engineering Resume Deadlines

Deadline	Assignment
Sept. 13	1 <sup>st</sup> draft of resumes due on Moodle
Sept. 22	Critiqued resumes returned to students by e-mail
Week of Sept. 26	One-on-one resume meetings as needed
Sept. 29	2 <sup>nd</sup> draft of resumes due by e-mail
Oct. 6	Critiqued resumes returned to students by e-mail
Oct. 9	Final resumes due on Handshake

# Good Start...search for edits

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**

AutoCAD	PowerPoint	Mathematica
Microstation	KYPIPE	C++
Algor	EPANET	Word
Excel	STAAD.Pro	MathCAD



# Good Start...search for edits

## RELATED EXPERIENCE

### **Engineering Department, Calvin College – Grand Rapids, MI**

*Senior Design Project, September 2013 – Present*

- I 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

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[www.calvin.edu/career](http://www.calvin.edu/career)