**ORIENTATION TASK 2: MATCHING ABILITIES/SKILLS WITH JOB TRAITS**

**VE Departments Involved**
All staff

**Time Frame/Month for Activity**
One day/Month 1

**Outcomes**

*Students will:*
- Identify their personality traits, abilities and interests.
- Identify jobs in which their skills, interests and abilities would be used to their advantage.
- Learn about the different jobs that exist within their VE Firm.
- Identify the VE job that suits them best.

**Activities/Strategies**
- Distribute Activity 1, “Personal Inventory” and ask the students to complete it.
- Ask students to share their findings with each other so they can articulate what they learned about themselves and discover new things about each other.
- Distribute Activity 2, “Job Profile and Me.” Ask students to check off the job traits that appeal to them. Then, choose three job traits that they consider to be most important.
- Have students take both of the following assessments:
  a. The Jung Typology Test to find out their personality type.
  b. A Career DNA Profile (“Discovering Your Career DNA”). Career DNA uses John Holland’s 3 letter codes to match your DNA to specific careers.
- Create a chart of activities to be performed in the VE departments. Have students read it and identify the areas in which they might like to work.

**Online Follow-Up**
- Go to [www.humanmetrics.com](http://www.humanmetrics.com) and take the Jung Typology Test.
- Go to [www.careersmarts.com](http://www.careersmarts.com) to discover Career DNA (Dynamic Natural Abilities).
- Go to [www.bls.gov](http://www.bls.gov) to use the Occupational Outlook Handbook. It has comprehensive descriptions of jobs, including requirements, duties and salaries.
- Go to [www.nycareerzone.org](http://www.nycareerzone.org) to research various careers.

**Materials/Resources**
- Activity Sheet #1 Personal Inventory (see below)
- Activity Sheet #2 Job Profile and Me (see below)
- Discovering Your Career DNA (Reference Files)
- Work Values Test (Reference Files)

**Mastery and Assessment**
- Complete Activity Sheets 1 and 2.
- Direct students to write a one-page essay explaining why they are best suited to work in the department in which they chose.
Activity 1

Name: ____________________________ Date: ____________________________

**Personal Inventory**

In the "Me Now" column, put an "X" beside each characteristic that you feel describes you. Put an "X" in "The New Me" column to show where you feel you could improve.

<table>
<thead>
<tr>
<th></th>
<th>Me Now</th>
<th>The New Me</th>
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<tbody>
<tr>
<td>Intelligent</td>
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<tr>
<td>Personable</td>
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<td>Serious</td>
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<td>Organized</td>
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<td>Carefree</td>
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<td>Confident</td>
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<td>Witty</td>
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<td>Good-Looking</td>
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<td>Capable</td>
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<td>Decisive</td>
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<td>Gentle</td>
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<td>Understanding</td>
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<td>Athletic</td>
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<td>Studious</td>
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<td>Modest</td>
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<td>Trustworthy</td>
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<td>Helping</td>
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<td>Generous</td>
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<td>Friendly</td>
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<td>Cheerful</td>
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<td>Warm</td>
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<td>Enthusiastic</td>
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<td>Courageous</td>
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</tbody>
</table>
Activity 2

Name: ________________________________ Date: _____________________

Job Profile and Me

JOB TRAITS: Check the job profile traits that appeal to you about a job. Not all traits will apply to you. Choose only those job profile traits that you would look for in a job.

- Work indoors                  - Dress casually                  - Get a sense of accomplishment
- Work as part of a team         - Work with my hands               - Small company
- Work outdoors                  - Work with machines                - Keep busy
- Work involving travel          - Work with people                  - Get ahead on the job
- A lot of responsibility        - Use problem-solving ability       - Lead other people
- Close supervision              - Move from place to place           - Earn the money I need
- __ Not much responsibility     - __ Stay in one place               - __ Meet new friends
- __ No supervision              - __ Instruct others                - __ Try out my ideas
- __ “9-to-5” office work        - __ Repetitious work                - __ Work with others
- __ Work alone                  - __ Dangerous work                 - __ Receive praise from others
- __ High status                 - __ Work requiring physical        - __ Have a sense of job security
- __ Similar duties daily stamina- __ Do things for other people        - __ Exciting, fast pace
- __ Be “somebody” in the community- __ Paying attention to detail         - __ Work requiring precision
- __ Variety of duties daily     - __ Frequent public contact         - __ Do different things from time to time
- __ Slow, steady pace          - __ Creativity                       - __ Use my abilities
- __ Relocate                    - __ Part-time hours only            - __ Work in a pleasant place
- __ Large organization         - __ Have influence over others      - __ Dress up (business)

continued
Activity 2 (continued)

Job Profile and Me (continued)

**JOBS I WILL CONSIDER:** List three jobs that you think will match the job traits you have checked, then tell why you think they will meet your needs.

**Job No. 1**

Why:

________________________________________________________________________

________________________________________________________________________

**Job No. 2**

Why:

________________________________________________________________________

________________________________________________________________________

**Job No. 3**

Why:

________________________________________________________________________

________________________________________________________________________