

## CHAPTER 37

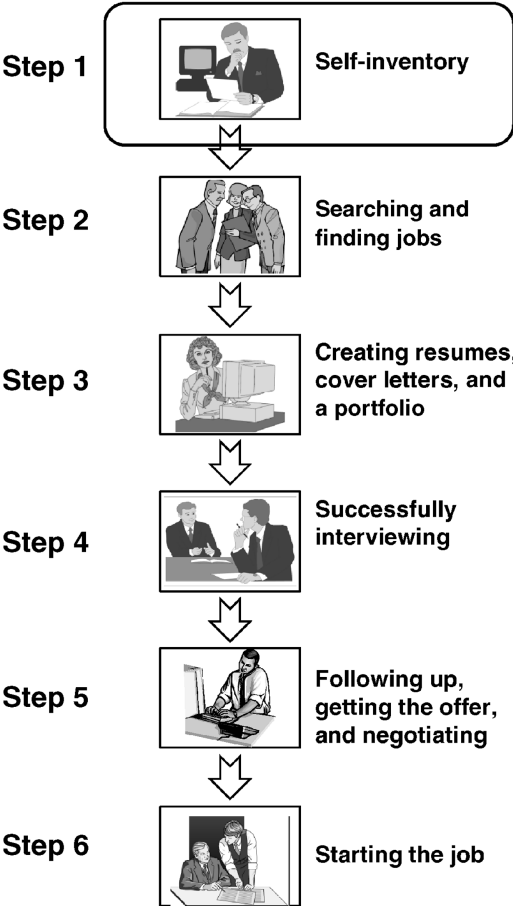
# SELF-INVENTORY

The first step to conducting a successful job search is to start with a self-inventory as shown in Figure 37-1. Simply put, you need to make a personal assessment of your job skills and interests. It is very important for you to know what your strengths and weaknesses are. Make an inventory of your abilities, interests, and significant past accomplishments. This inventory will make the job search easier. To help with the inventory processes refer to Figures 37-2 through 37-4.

Shown in Figure 37-2 are three different lists of abilities or skills that engineers utilize on the job. These abilities or skills have been divided into technical, managerial, and interpersonal skills. You should first review the lists and mark the skills that you feel are your strengths and those that are your weaknesses. Next identify, if you can, a specific past accomplishment that clearly demonstrates that you have that skill.

When you are done, you will have identified those skills that you consider your strengths and significant past accomplishments you can discuss during an interview. This list becomes the starting point from which you will generate your resume.

The next step is to try to visualize the type of job you wish to move into. To help with this visualization complete the interest inventory given in Figure 37-3. This inventory will help you identify those things that are important to you in a job. It will also help you to identify those things you wish to avoid in a job. Sometimes, when you are unsure of what you would like in a job, just listing the things you don't want in a job will help.



**FIGURE 37-1** The job search process step 1—self-inventory.

You will use the interest inventory to help you sort through the job ads. By looking at your interest inventory and closely reading the job ads, you should be able to quickly eliminate those jobs that you are not interested in.

After you have completed the interest inventory, it is on to the significant accomplishment inventory. This inventory sheet is shown in Figure 37-4. It is simply a listing of your most significant accomplishments and the skills that were demonstrated by the accomplishments. This inventory is very important. This information is what you should be putting on your resume and discussing during interviews.

Type of skill	Strength or weakness	Past accomplishment demonstrating strength
<b>Technical</b>		
Product design		
Product build		
Laboratory test		
Laboratory research		
Technical publications		
Computer modeling		
CAD design and modeling		
Analysis and modeling		
Experimental research		
Patents		
Technical awards		
Programming		
Producibility		
Manufacturing		
<b>Project Management</b>		
Planning		
Budgeting		
Organizing		
Developing policies		
Developing procedures		
Cost tracking		
Schedule planning		
Customer interface		
Team formation		
Salary administration		
Department budgeting		
Capital planning		
Presentation skills		
<b>Interpersonal Skills</b>		
Motivating		
Team leadership		
Conflict resolution		
Work relationships		
Meeting skills		
Versatility		
Team dynamics		
Communication style		
Customer relationships		
Social abilities		
Mentoring		

**FIGURE 37-2** Job abilities and skills inventory.

Visualization of your ideal job

- 1. Job title: \_\_\_\_\_
- 2. Job salary: \_\_\_\_\_
- 3. Company location: \_\_\_\_\_
- 4. Home location: \_\_\_\_\_
- 5. Commute time: \_\_\_\_\_
- 6. Company size: \_\_\_\_\_
- 7. Company products: \_\_\_\_\_
- 8. Size of engineering group: \_\_\_\_\_
- 9. Job functions: \_\_\_\_\_
- 10. Office size: \_\_\_\_\_
- 11. Company benefits: \_\_\_\_\_
- 12. Freedom to work on: \_\_\_\_\_
- 13. Travel: \_\_\_\_\_
- 14. Laboratories look like: \_\_\_\_\_
- 15. Personal computer: \_\_\_\_\_
- 16. Supervisor who: \_\_\_\_\_
- 17. Coworkers who: \_\_\_\_\_
- 18. Career advancement paths leading to: \_\_\_\_\_
- 19. In five years I'll be doing: \_\_\_\_\_

Visualization of your worst job

Things I absolutely will not put up with on my next job:

\_\_\_\_\_

\_\_\_\_\_

**FIGURE 37-3** Visualization of your ideal job.

My significant accomplishments were	Abilities and skills demonstrated
1. _____ _____ _____	1. _____ _____ _____
2. _____ _____ _____	2. _____ _____ _____
3. _____ _____ _____	3. _____ _____ _____
4. _____ _____ _____	4. _____ _____ _____
5. _____ _____ _____	5. _____ _____ _____
6. _____ _____ _____	6. _____ _____ _____

**FIGURE 37-4** Inventory of significant accomplishments.

A blank copy of these inventory sheets is given in the *Self-Inventory Workbook* located in Appendix B. Use these blank sheets to conduct a record of your thoughts. Once you have completed your inventories, it is time to start writing your resume and looking through the job ads.