

STEP 1: Focus

Defining a clear path for your job search is essential to having an effective outcome. This is not a process you jump into but one that requires you to know who you are and what you want to do.

Imagine that you are in a new city and just got into a taxi. What is the first question that taxi driver is likely to ask you? "Where do you want to go?" If you cannot answer this question, the taxi driver is likely to leave you standing on the curb. The same is true in your job search.

Here are questions you should be able to answer before starting a job search:

- Am I ready to move forward?
- Do I know my skills, interests, values and personality?
- How marketable are my current skills?
- How can I come up with career ideas?
- What do I want to do next?

For more information: myplan.novaworks.org

My tasks:

Focus

- Job title
- Skills needed
- Salary range
- Labor market demand
- Am I marketable?

WORKSHOPS

Who Am I?

A starting point for those interested in conducting career assessment. Participants will take assessments and participate in activities to define their skills, interests, and values and learn how to apply this information in all stages of career development.

Am I Marketable?

This lab-based class will assist you in determining your marketability for the position you are targeting. You will use online tools to define current trends including availability of positions, required skills, and salary data.

What Are My Training Options?

Learn about the training options that are available to you to increase your skills, confidence, and marketability.

Managing Change

An interactive workshop to help you move through the stress and uncertainty created by job loss. Learn how to work through your emotions, launch an effective job search, and explore what's next for you.

CAREER ADVISING

Four ways to get your questions answered:

Career Advising

One-on-one meeting with a Career Advisor. To make an appointment complete our online form: link.novaworks.org/appt

Ask the Career Advisor

Daily group session. See workshop calendar.

Advice Line

Can't get to the NOVA Job Center? Complete our online form: link.novaworks.org/adviceline

Job Search Lab

Time to move forward on your job search! A Career Advisor will be available.

Focus Activities

Here are some activities to assist you in moving forward with defining your focus.

Information and resources are available on myplan.novaworks.org

Assess Myself



- Identify skills, interests, values, or personality style
- Assess current job specific skills – Prove It!

Identify Job Titles



- Identify possible job titles - search job boards by skills and review job descriptions for fit
- Use ONET to review job titles based on interests or skills

Conduct Career Exploration



- Read about the position on ONET or CA EDD website
- Complete the Skills Matrix
- Explore and identify salary range
- Identify barriers including time and resources
- Identify contacts for Informational Interviews
- Create a list of informational interview questions
- Create a script or email message to send to an informational interview contact

Next Steps:
