

IN THE
LOOP
OF A FLOURISHING CAREER

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Chapter 10

Resource Pack

On the following pages you will find the exercises from Chapter 10 of the book
In the Loop of a Flourishing Career by Katherine Street

Your Personal Perspective

Date ___/___/___

Before you have a live job to apply for prepare your response for your personal perspective (Step 2 in the YESMe). Start by gathering lots of job adverts, position descriptions, selection criteria or other documentation about jobs similar to the type you will apply for. Read through this documentation and pick out the key topics employers are looking for (some common ones are listed below). Separate out the top 10 topics employers in your field are looking for. Reflect on each topic using the following questions and make 5 dot points about your perspective on the topic. Turn these dot points into an opening paragraph.

TOPIC:	
What do you believe about this topic?	
What is your opinion of this topic?	
How does this topic align with your own values?	
How do you think this topic really adds value in the world (or your industry)?	
What encourages you about this topic?	
What emerging trends are happening in this topic and what do you like about them?	

Common Topics:

Adaptability, analysis, achieve results, change, creativity, communication, confidentiality, conflict resolution, customer service, data, empathy, goal achievement, improvement, initiative, innovation, interpersonal, leadership, learning, liaise, make decisions, motivated, negotiating, network, organise, people management, persuading, planning, prioritise, problem solving, project management, responsibility, resource management, resilience, sensitivity, strategic thinking, systems, team work, technology, writing

The Employer Perspective

Date ___/___/___

When you have an application to write it can be useful to make some dot points about the needs the employer has in relation to each of the core topics (see some common ones below) they are asking you to address in their selection criteria. Why do they need the person in the role to be good at the topics they are asking about? Reflect on the following questions and consider the needs of management, customers and co-workers.

TOPIC:	
If this topic were not being done well what opportunities might be missed?	
What flow on implications might there be of this topic not being done well?	
How could real people get hurt if this topic is not done well?	
How could the reputation of the organisation be damaged?	

Common Topics:

Adaptability, analysis, achieve results, change, creativity, communication, confidentiality, conflict resolution, customer service, data, empathy, goal achievement, improvement, initiative, innovation, interpersonal, leadership, learning, liaise, make decisions, motivated, negotiating, network, organise, people management, persuading, planning, prioritise, problem solving, project management, responsibility, resource management, resilience, sensitivity, strategic thinking, systems, team work, technology, writing

Write a Selection Criteria

Date ___/___/___

Use the following steps to write a first draft of a selection criterion.

Step 1	What is the topic:
Step 2	What is Your Perspective on the topic?
Step 3	What is the Employer's Perspective on the topic? List 5 dot points:
Step 4	From your achievement list choose the best story for the topic:
	Context: Who, when, where, dilemma
	Action: What you did. How you did it. Why you did it that way.
	Result: Successes and/or learning
Step 5	The ideas, innovations and ways of supporting yourself that you will bring to the role
Step 6	Double check everything is covered.

