

Ideal Job Discovery Form (Today's Date: ___/___/___)

My Ideal Position

- Ideal Work Hours:** _____/hours per week

- Ideal Boss (personality/leadership style, etc.):**
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- Ideal Co-workers (personality/work style, etc.):**
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- Ideal customers (description, etc.):**
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- Travel? Yes (___%) No**
- Supervise others? Yes (#___) No**
- Specific tasks:**
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- My talents, skills & knowledge to be utilized:**
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- My key growth/development areas:**
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 -

My Ideal Workspace

- Equipment:** _____
- _____
- Furniture:** _____
- _____
- Personal workspace:** _____
- _____
- Common areas:** _____
- _____
- Miscellaneous:** _____
- _____

My Ideal Organization

- Size:** Mini Small Mid-size Large
- Holdings:** Public Private Government
For Profit Non-Profit
- Industry(ies):**
 - _____
 - _____
 - _____
 - _____
 - _____
- Industry reputation:** _____
- Location:** _____
- Products/Services:** _____
- _____
- Overall company culture:** _____
- _____

My Ideal Compensation & Benefits

- Salary:** \$ _____/year
- Bonus/Incentives:** _____
- Vacation:** _____/year
- Sick time:** _____/year
- Insurance:**
 - Medical
 - Dental
 - Life
 - Disability (STD, LTD)
- Retirement** (Stock purchasing, 401K/403B, etc.): _____
- Miscellaneous:**
 - Tuition Reimbursement/Professional Dev.
 - Association Membership(s)
 - Relocation
 - _____
 - _____

My top 3 job search criteria:

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Job Title(s)/Careers to consider:

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Companies to consider:

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