

# What Jobs Would Suit Me?



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## What Jobs Would Suit Me?

Whether you are thinking of a long-term career plan or you are just wondering what kind of summer job to look for, the choice of options can seem daunting. A good way to narrow your choices down is to start to identify what kind of job you might enjoy. You can do this by looking at your skills and your values. You can also try a career matching programme to generate some career ideas. This advice sheet will help you to get started with these activities.

### My Skills

Understanding what skills you have to offer an employer, and importantly what skills you enjoy using can be good ways of focusing your job-search.

#### Exercise: My skills

- 1) Identify a time when you were engaged in work or another activity when time just seemed to fly by, you were absorbed, and the work felt productive and useful.
- 2) What were you doing? Write down all the skills you were using. Try to identify 5-10 skills (you can find a list of skills on the next page if you need some ideas).
- 3) Try the exercise again with a different example.
- 4) Look at your two lists. Try to identify 3-5 common skills that appear in both lists. These are your 'top skills' – that is the ones that you are likely to enjoy using and be good at. Working environments which use these skills are likely to suit you well.
- 5) Record your results on the worksheet given at the back of this advice sheet.

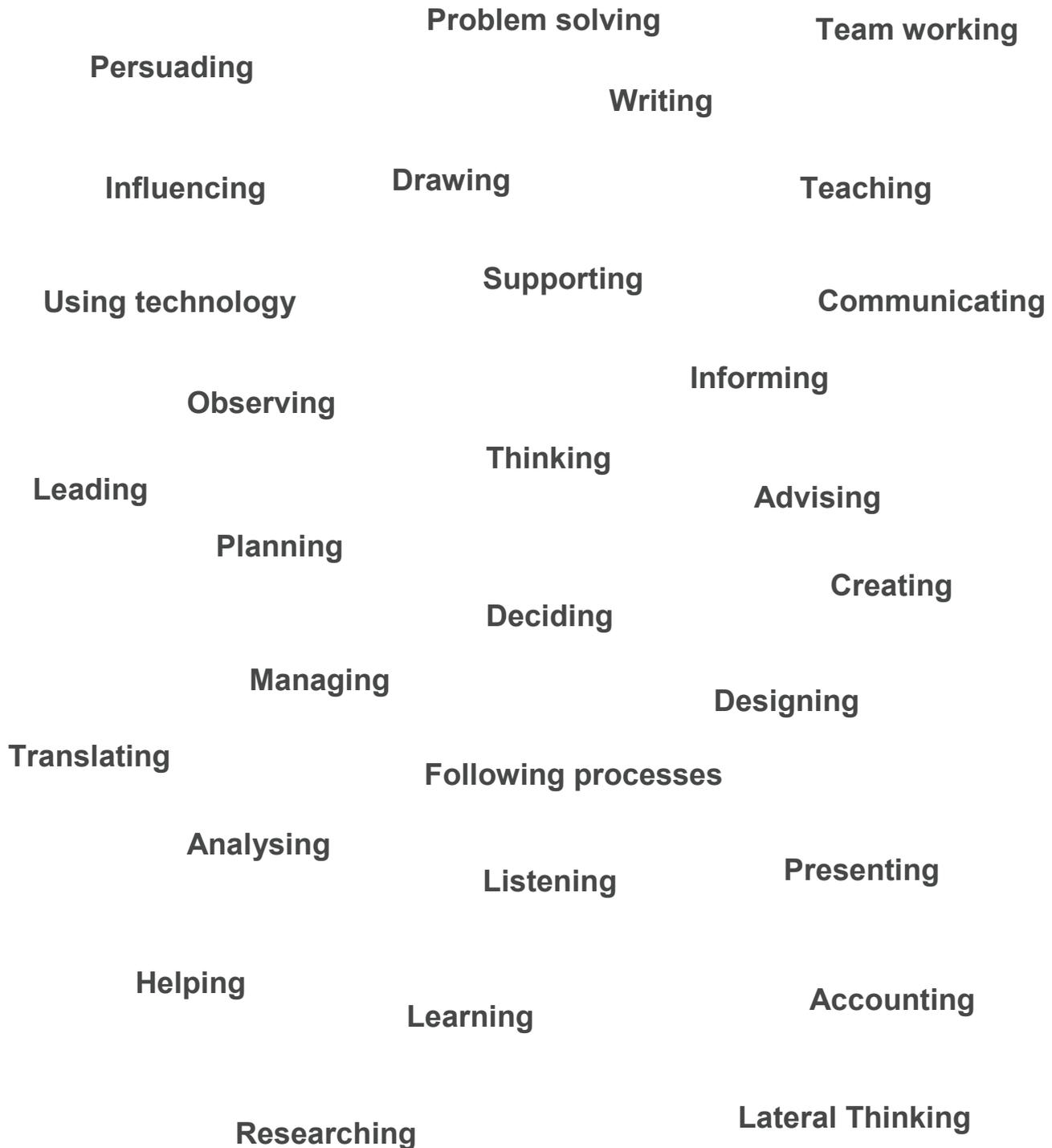


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## My Values

What motivates you? What do you value in your work and study? Some people value independence and variety while some value structure and stability. Some people are motivated by making money and some are motivated by helping people. Identifying what motivates you can help you to identify what kind of job you might want and what kind of company you might want to work for.

### Exercise: My Values

- 1) Look at the list of values below and try ranking these in order of importance.
  - a. What does this suggest in terms of the kind of work you might like best? Did anything surprise you in how you ranked the values?
- 2) Record your top values on the worksheet given at the back of this advice sheet.
  - Opportunities for promotion – being able to progress in my career.
  - Autonomy / independence – being able to make my own decisions, plan my own work and take responsibility.
  - Challenge – being challenged in terms of my intellectual or creative abilities.
  - Creativity – being able to think creatively, solve problems or design objects.
  - Working in clear structures – having a clear working structure, remit and strong management.
  - Becoming an ‘expert’ in your area – being recognised as a professional with knowledge and expertise.
  - Variety – having a variety of tasks in my working remit.
  - Flexibility – having flexible work hours, work tasks or working locations.
  - Geographic location – being able to live in a place I want to live.
  - Learning – being able to continuously learn, either through qualifications or through intellectual stimulation within the job.
  - Security – having a job in which I can expect regular hours and pay and which is relatively secure in the future.
  - Sociable workplace – having colleagues who I get on well with.
  - Fringe benefits – having access to a company pension, gym, car or other benefits.
  - Status – being recognised for my work, being well known.
  - Routine – having set tasks following a regular pattern.
  - Wage – being able to earn a high wage.
  - Leadership – leading a team or a project.
  - Authority – being able to manage people and resources.
  - Making a difference – having a job where you feel like you are making a difference to individual clients or to issues of social justice.



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## Using your Skills and Values lists

Thinking about the skills you enjoy using and your work values can help you to identify the kinds of work you might be interested in. Look through the lists you created in the exercises above and ask yourself, what jumps out? Are there particular kinds of work that might suit me? Record your thoughts on the worksheet given at the back of this advice sheet.

Knowing your skills and values can also help you when you are researching career types online or looking at a job advert and thinking about applying. You can ask yourself – how far does this job match my skills and values?

## Career Matching Exercises

Thinking about your skills and values is an important exercise to do when you are considering what careers might suit you. However you may feel that there are lots of jobs out there that you just don't know about, that might suit you, but how would you know? This is where a career matching exercise could help.

Career matching programmes are computer based programmes that help generate some career ideas by asking you a series of questions and then suggest possible jobs that might suit you.

### Exercise: Career Matching programme

1. Try out one of the following Career Matching Programmes:
  - a. The “MyProspects” programme on [www.prospects.ac.uk](http://www.prospects.ac.uk) (targeted at undergraduates studying for their first degree and postgraduates).
  - b. The “Visual DNA” or “My Strengths” programme on [www.myworldofwork.co.uk](http://www.myworldofwork.co.uk) (suitable for all students).

In order to access these programmes you will need to register with the site. An alternative programme that doesn't require registration is given on: <http://icould.com/buzz/>

2. Answer the questions in the programme and it will suggest some careers. Record your results on the worksheet given at the back of this advice sheet.
3. Focus on the careers that it suggests are a ‘very good match’ for you. You need spend less time on the careers it suggests that don't appeal to you.
4. Read the details about these careers on the website (links should be provided).
5. When you are looking at the details for particular careers make sure you check the ‘related jobs’ section (if there is one) as you may also find these jobs of interest. You may find that a combination of the suggestions given by the computer programme and your own research helps to build up a picture of the kinds of jobs that would interest you.

#### *A word of warning:*

Although a career matching programme can be a good way to generate some initial career ideas, it is important to remember that career decisions are complex and that computer programmes only take into account some aspects of your choice. This means that you are unlikely to find the ‘answer’ to what career you should undertake by using one of these programmes, but they can be a good place to start to give you some ideas



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## Further Help and Resources

Further information, links to further skills and values exercises and career matching exercises can be found on the *What Jobs Would Suit Me?* pages of the website:

<http://www.uhi.ac.uk/en/students/careers/explore-options/what-jobs-would-suit-me>

Free confidential one to one advice on what jobs would suit you is also available to all students on an HNC course or above via telephone, videoconference or email. Contact our advisers by clicking on 'speak to an adviser' on our website: <http://www.uhi.ac.uk/en/students/careers/use-the-service/speak-to-an-adviser>. This service is also available to graduates within two years of graduating from an HNC course or higher.

Information on this and other careers and employability topics can be found on the Careers and Employability Centre website: [www.uhi.ac.uk/careers](http://www.uhi.ac.uk/careers). You can also follow the centre on Facebook: [www.facebook.com/UHICareers](http://www.facebook.com/UHICareers), and on Twitter: [twitter.com/UHICareers](https://twitter.com/UHICareers)



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## Worksheet: What Jobs Would Suit Me?

<b>My top skills</b>	1 2 3 4 5
<b>My top values</b>	1 2 3 4 5
<b>My career ideas</b>	<i>Use this space to record your initial thoughts about what jobs would suit you based on your skills and values.</i>
<b>Career matching programme results</b>	
<b>Further thoughts</b>	