

**INSTRUCTION FOR MENTOR****EMPLOYABILITY**

2. Theme “Job suitable for me”

*Self-reflection exercise: “The job I want”***Adapted by:** Vytautas Magnus University, Faculty of Social Sciences, Department of Education**Based on:** the results of the project “The measures for reducing social exclusion developed in Lithuanian labour market training service”.**Aims:**

- To help mentees to find out what kind of job they want and what kind of job is best suitable for them.
- To help mentees to assess if their wishes for the job they want are real.

**Description**

It doesn't matter if you have some job experience or not, there are some main steps that a person, looking for a job has to pass. The first step of looking for the job process is to find out person's wishes about the job he/she wants.

Every one of us has the vision of the desirable job. Some of us have a dream from our childhood or teens. Others change several or even tens of jobs during our life – it depends on the circumstances. The clear understanding of the job person wants will help him/her during the job search process, and will direct her/him towards the right direction.

So it is always important for the person to think about what kind of job is best for him/her and what competences are necessary to get this kind of job.

This exercise will give possibility to mentees think about these issues, to visualize their desirable job at the present situation. In addition, it will help mentees to assess their wishes for the job, and to evaluate the competences they have.

**Expected duration:** 45 min.**Steps for performing the exercise:**

1. Mentor introduces the theme and the exercise to the mentees.
2. Mentor explains the aim of the exercise to the mentees, how to perform the exercise and provides mentees the handouts. There are two steps of the exercise. Mentor encourages each mentee to fill the tables step by step, answering the questions provided.
3. Mentees perform the exercise individually.
4. First, mentor encourages mentees to share their experience in pairs; then, to comment the results to the group.
5. Finally, a common discussion in the group is organized, following the questions:
  - What do you think is important for the job preference?
  - Look at the results of your experience: what have you found out – what kind of job is best for you?
  - What competences are necessary to get this kind of job?
  - Think critically - what kind of job is the best option for you at the moment?

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**HANDOUT FOR MENTEE**

**Task for mentee:**

- There are two steps in this exercise. First, fill in the table on the characteristics of the job you want.
- Second, think about the requirements for this kind of job. Then, evaluate your skills and competences – how much you meet the requirements.

**Step 1:**

Think about the questions below and fill in the table

**The working place:**

- Where would I like to work? In what kind of organization?

**Working conditions:**

- What working conditions are important for me?
- Do I have some special requirements?

**Working hours per week:**

- Do I have some special requirements?

**Salary:**

- What salary would I like to earn?

<b>The job I want</b>				
<b>What kind of job I want?</b>	<b>The working place</b>	<b>Working conditions</b>	<b>Working hours per week</b>	<b>Salary</b>
...				

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**Step 2:**

You have already thought about what kind of job you would like to do. Now it is time to assess if your wishes for the job you want are real – answer the following questions by filling in the table.

- Numerate several job positions that are desirable for you.
- What kind of experience and what skills are necessary for the job you want?
- What kind of experience and what skills do you have?
- If you lack some skills, where could you gain or improve them?
- What are you planning to do in order to gain the job you want or to improve the competences necessary? What is going to be your next step?

The job I want	Necessary skills, knowledge, competences	Do I have these competences?	Where could I gain or improve my skills?	My next step will be...?