

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

2. Theme “Job suitable for me”

Self-reflection exercise: “Who am I”

Adapted and further developed by *Merseyside Expanding Horizons, United Kingdom***Aim of the exercise**

The aim of this exercise is to help mentees to discover what job they would like to do and to encourage them to search for the job that is right for them.

**Description**

When person starts the job search process the first step is to answer the question “what I would like to do and what kind of job is suitable for me?” For this purpose it is important to evaluate vocational interests, abilities, skills and competences. This could be done in different ways. This exercise is designed to help mentees to work out what they like to do and what they are good in for the purpose to help them find a job that is right for them. This will be done by encouraging mentees to review their experience and answer some questions. Then using knowledge about themselves mentees will be encouraged to think about the job that they think would suit them.

**Expected duration:** 90 min.**Steps for performing the exercise:**

1. Mentor introduces the theme and explains the aim of the exercise to the mentees.
2. Mentor explains how to perform an exercise and handles the handouts to mentees.
3. There are **three steps** of the exercise: at the **first step** mentees will discover their **interests**, at the **second** – they will discover their **talents** and **skills**. After that mentor will encourage mentees to summarise the knowledge about themselves together and to present to the group. This is an important step toward self-discovery and defining the most suitable job.
4. At the **third step** mentees are encouraged to think about all of the jobs/careers that in their opinion would suit them, to write them. Then to rate all of them and share results to the group.
5. After that mentor encourages mentees to spend some time researching the top careers that they have identified in order to find out more about some careers or eliminate unsuitable options and make a decision.
6. Mentor presents methods for researching careers and encourages mentees to discuss what would be the most appropriate for them. Some methods for researching careers are:
  - Researching the career using the internet to find out industry trends, job pay levels, qualifications needed.
  - To find out the state of the industry, what the issues and problems there are.
  - Visiting company websites.
  - Looking at job vacancies to see if the career is in demand.
  - Understanding what talents and personal features make people successful in the career, and mapping these back against your own talents and personality.

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- Participating in job fairs.
- Volunteering.

**HANDOUT FOR MENTEE****1 step****Task for mentee:** discover your interests

- Consider your answers to the following questions in the table below.

Think about your work experience:

1. When have you enjoyed your work most?

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2. What jobs/tasks do you like to do at work when you have a choice?

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3. When have you been most sure of yourself and your decisions in your activity?

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4. When have you been most committed and enthusiastic at your work?

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5. What activities do you like to do out of work in your leisure time?

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6. If money were no concern, what would you be doing?

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**HANDOUT FOR MENTEE****2 step**

**Task for mentee:** discover your talents and skills.

Think about your work experience:

1. What are the tasks/activities in which you are the most successful?

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2. What other people consider: when you are the most successful?

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3. What do you consider to be your greatest accomplishment?

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4. When have you been most creative? At what activities/ work tasks?

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5. What skills and abilities do you use in the situations when you are most successful/  
most creative?

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6. What your personal features reveal in the situations when you are most successful?

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Now summarise this knowledge about yourself together. This is an important step toward self-discovery and defining the most suitable job for you. Think:

- What are the activities you get most satisfaction from?
- What your talents and strengths are?
- What are the talents and personal features you achieve most with?

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**HANDOUT FOR MENTEE****3 step**

- **Task for mentee:** the next step is to think about what you want to do. Using your knowledge about yourself think about all of the jobs that you think would suit you. Write them down:

I. The jobs that you **would like** to do and you **have enough skills** and **competences** to perform.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Task for mentee:** once you have done this, extend out and research other options available or find out if there are more careers that may also be a possibility.

II. The jobs that you **would like** to do, have enough talents but you still **lacking** special **skills** or **competences** needed.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

III. The jobs that you **have enough skills** to perform but you **do not wish** to work at.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Now rate all of the job positions/careers according to the most desirable for you. After doing so, you have the most suitable jobs for you. Now you need to spend some time researching the top careers you have identified. After you'll make your research you may choose to find out more about some careers or eliminate unsuitable options.