

# Ideal Job Profile

## Instructions:

On the following page, list your criteria for your ideal job. Make the list as long as you like and as detailed as you can. First, just write whatever comes to mind. Then, take a look at your list and check to make sure you've covered the following topics:

- ✓ Salary
- ✓ Other compensation (e.g., bonuses, financial incentives, investment plans)
- ✓ Benefits (e.g., health and life insurance, vacation, education, professional development)
- ✓ Hours required for a typical work week (i.e., standard hours, actual hours)
- ✓ Type of industry
- ✓ Type of company
- ✓ Type of role, degree of responsibility, impact
- ✓ Environment (size of organization, culture)
- ✓ Office (your physical work space)
- ✓ People (co-workers, boss, personalities, management style)
- ✓ Degree of travel required
- ✓ Geographic location
- ✓ Daily commute (e.g., amount of time spent commuting, ability to telecommute)
- ✓ Skills you get to use on a regular basis
- ✓ **Anything else that is important to you** (job conditions/logistics, what you get to do, etc.)
- ✓ **Anything else that would make this job ideal**

When you have completed your list, review it. You might want to jot down some notes next to certain criteria, to describe what you mean specifically. For instance, rather than saying "good salary," write down a range, naming your minimum salary requirement and your ideal salary level. Instead of saying "good environment," describe the particular characteristics that equate to your ideal.

Now, with an asterisk or weighting, indicate which criteria are most important to you. Use this profile as a measurement and screening tool for evaluating opportunities that arise.

**"The clearer your vision of what you seek,  
the closer you are to finding it."  
—Richard Nelson Bolles**

