

2008 CROSSROADS CAREER[®] EXPLORER GUIDE

Now available online with hotlinks to over 150 career tools, exercises, devotionals and network groups

MAXimizing Your CAREER Potential

Your Name _____

Email _____

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Address _____

City, State, Zip _____

Provided by Member Churches in the



Helping people at crossroads in their careers to hear and follow God's calling

WELCOME TO THE 2008 CROSSROADS CAREER[®] EXPLORER GUIDE



You are an incredible, one-of-a-kind person. Made for real success at work. Being all you can be. Making the most of every opportunity. Finding your true calling. Not only maximizing your career and income potential, but also your family, personal and faith life!

Is that true of you now? If not, it can be!

Just imagine getting up every day with the conviction that you are on the planet for a purpose. This kind of real success is at work in you – transcending work and permeating your whole life – in balance with your family and personal life – and centered in your faith.

Is it possible? Yes – by hearing and following God’s calling to not just a better place for you – but to be a better you in whatever place you are.

Over the past 20 years, we have helped thousands of people to explore careers, find jobs and discover God’s calling. We learned from their experiences, and we are happy to share what we learned with you in this guide. You are welcome to use this guide on your own – but it’s even better done with others. Here is what you will find in this guide...

Chapter 1: Are You at a Crossroads in Your Career? 1-1 to 1-13

Chapter 2: How to Explore a Crossroads in Your Career

Step 1: Attitude—Accepting Loss and Opportunity 2-1 to 2-10
Step 2: Aptitude—Discovering Your Unique Qualities..... 3-1 to 3-11
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Step 5: Sorting—Interviewing and Evaluating 6-1 to 6-13
Step 6: Selecting—Walking in Work Prepared for You 7-1 to 7-8

Chapter 3: Hearing and Following God’s Calling..... 8-1 to 8-9

This is your time. This is your opportunity. This is what the Lord says... “Stand at the crossroads and look... ask for the ancient paths... ask where the good way is... and walk in it... and you will find rest for your souls...” Jeremiah 6:16

Brian Ray
Founder
Crossroads Career[®] Network

PREPARATION FOR USING THE GUIDE

ONLINE PREPARATION

The 2008 Crossroads Career® Explorer Guide is now available online with hotlinks to over 150 career tools, exercises, devotionals and network groups with free, easy and confidential registration on www.crossroadscareer.org.

For the Career Explorer with a Church Membership Key:

1. On the Home page, click on the **Career Explorers** button.
2. On Career Explorer page, point to and click on the lower left button, **Free Career Explorer Membership**.
3. Select the church from which you are receiving help, and enter the church membership key which should be available from one of the Crossroads Career® Ministry volunteers.

Church Membership Key _____

Remember your email **Login** _____ **Password** _____

For the Individual Explorers who has already registered:

Remember your email **Login** _____ **Password** _____

4. After completing your registration, you have immediate, free access to all career explorer materials including the 2008 Crossroads Career® Explorer Guide which you can download/print and also use online with hotlinks.

WORKBOOK PREPARATION

1. Purchase 1", 3-Ring View Binder
2. Purchase 8-Tab Dividers and Number the Tabs 1 through 8
3. Place each of the 8 sections of the Explorer Guide behind each tab.
4. Complete the Title Page on the next page with your personal information
5. Insert the Title Page in front binder cover.

MEETING ONE-ON-ONE OR IN A GROUP

Day of week: _____ Time from _____ to _____

Place/Address: _____

Facilitator Name: _____ Phone: _____ Email: _____

Community and support provided through a Crossroads Career® Network member church. Many Crossroads Career® Ministries hold network meetings, workshops and small group studies. For more information about setting up a Crossroads Career® Ministry in your church, please visit our website – www.crossroadscareer.org – and browse through the Become a Crossroads Career® Network Member Church section.

ARE YOU AT A CROSSROADS IN YOUR CAREER?

If not, maybe you should be!

Crossroads are intersections of life and faith – perfect places for exploring and maximizing your career and income potential – in balance with personal and family life – hearing and following God’s calling.

WHAT IS MAXIMIZING YOUR CAREER POTENTIAL?

Maximizing is making the most of. It is to increase to the greatest quantity or value attainable – to the highest, greatest, or utmost development. Maximizing is not a quick fix. It is not a goal that once accomplished, it is done. It is not a one-time event, or even a series of events, but rather a continuous process of improving and perfecting – getting better all the time! It takes thought and good decision making.

*Therefore be careful how you walk, not as unwise men but as wise,
making the most of your time...
Ephesians 5:15-16*

Your career is the whole of your work life – beginning in our youth with part-time jobs and education – and continuing through the 20s, 30s, 40s, 50s and extending for most of us into our retirement years. Career is a field for or pursuit of consecutive progressive achievement especially in public, professional or business life. It includes your educational and vocational life – whether you are paid for it – or you work as a volunteer.

Potential is the possibility of you being all you can be. It is that something in you that can be developed and become real.

Maximizing your career potential is taking full advantage of God’s unique design of you – your education, experience, abilities, interests, personality and values. It is generating maximum return on investment for your work – not just achievements and income, but also job satisfaction and personal fulfillment. It is also discovering that you are God’s workmanship created by Him for Him for good works. Being all you were made to be is only possible by hearing and following God’s calling.

Wow! What would that be like to accomplish genuinely purposeful work, not only for blessings and benefits in this world, but also for eternal impact and rewards?

Is this really possible? Can you realize such success? You won’t know until you go exploring. Whether you choose a crossroads or it just suddenly appears, do not run through it or run away from it. Instead, stand and look – ask for the good way – and walk in it.

Yes, you will have to invest time and effort, but it is worth it. You can start right now by thinking of yourself as a *Career Explorer*...

Ready for adventure...

Looking forward to what lies ahead...

Finding career direction, the right job and your true calling!

CAREER CROSSING AHEAD?

“Some 400,000 people in the United States lose their jobs every week, and another 600,000 change or leave their jobs voluntarily. Average job tenure for Americans is 6.6 years...” From *The Age of Turbulence* by Alan Greenspan, page 271.

“When it comes to careers, change is a constant,” reported the May 1, 2007 edition of the New York Times. “According to the Labor Department, ‘the average person born in the later years of the baby boom held 10.5 jobs from age 18 to 40.’ In 2006, the most recent year for which there are statistics, 54 million Americans, or 40 percent of the work force, left their jobs.”

If you are thinking about or looking for a new work situation, you are approaching a career crossings ahead – just like the 54% of employees who “felt it was a good time to look for a new, more interesting job with better pay,” according to the 2007 World of Work national study sponsored by Randstad USA Work Solutions.

Let’s take a look at your current career in light of the facts and figures of the American employment situation...

- ❖ Among the estimated 145 million employed workers, the results of a 2005 national survey of 5,000 American households sponsored by The Conference Board found that...
 - Only 14% reported being very satisfied in their work.
 - 86% said somewhat satisfied to very dissatisfied – sometimes called “mis-employed.”
 - Approximately 25% of the American workforce is simply “showing up to collect a paycheck.”
- ❖ A “low unemployment rate” of 5% means over seven million people are out of work.
- ❖ There is one employment situation that is hard to quantify – the number or percentage of people who are called and fulfilled and thereby maximizing their career potential.

To help you identify where you are in your career situation, here are examples we have heard over the years...

Mis-employed because...

- ❖ St-st-st-stress!
- ❖ Bored and/or in a rut
- ❖ Just don’t like what you are doing
- ❖ Working for a boss behaving badly
- ❖ Not really skilled for the job you are in
- ❖ Need or want to work from home
- ❖ Want to be an independent contractor
- ❖ Wondering if you should start your own business
- ❖ Not enough money? Too many hours? Maybe both
- ❖ Spending too much time “on the road again” either commuting or traveling
- ❖ Familiar with the words to this song ...

*“You load 16 tons, and what do you get? Another day older and deeper in debt.
Saint Peter don’t call me ‘cause I can’t go. I owe my soul to the company store.”
(American folk song written by Merle Travis; made popular by Tennessee Ernie Ford)*

Unemployed because...

- ❖ Quit, laid off or fired from your job
- ❖ Nearly and newly graduates from college or high school
- ❖ Going back to work after raising your children
- ❖ Recently divorced and need to earn money
- ❖ Just relocated and seeking new job

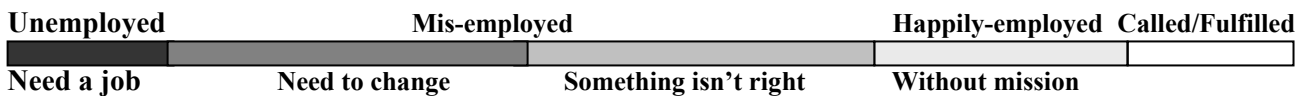
Happily employed, but...

- ❖ Successful and prosperous, but lacking a sense of greater purpose and mission
- ❖ Half-way through your career and wondering about your “second half”?
- ❖ Just finished reading a book about your purpose in life?
- ❖ Happy in work, but...

Fulfilled and called...

- ❖ Using God-given abilities, interests, personality and values
- ❖ Living and working with a sense of purpose, mission and fulfillment
- ❖ Hearing and following God’s calling
- ❖ Maximizing career potential

If we layout the range of employment situations on a scale like this, where are you?



Circle the words that best describe where you are.

Now think about where you want to be. Perhaps for your situation and aspirations, the next level up is moving from mis-employed or unemployed to being happily-employed, called and fulfilled. Let’s consider the two ways to make it happen...

- ❖ Maximizing your career – without changing jobs
- ❖ Exploring a crossroads in your career

MAXIMIZING POTENTIAL – WITHOUT CHANGING JOBS

If you’re not finding fulfillment in your current work, *you* might be contributing to the problem without even realizing it. If you’re doing anything less than your very best in your work, no matter what the circumstances, you could be short-changing yourself. If you have a bad attitude about your work, your boss, your co-workers, or any other aspect of your work, that attitude could be spilling over into your performance and relationships. You could be reaping bad fruit from seeds you sowed.

To maximize your career potential in your current job, consider the following:

*Slaves, obey your earthly masters in everything;
and do it, not only when their eye is on you and to win their favor,
but with sincerity of heart and reverence for the Lord.*

*Whatever you do, work at it with all your heart, as working for the Lord, not for men,
since you know that you will receive an inheritance from the Lord as a reward.
It is the Lord Christ you are serving.
Colossians 3:22-24*

Does this describe you and how you work? Are you being obedient to your boss in all things? (Not of course if what you're being asked to do is illegal or immoral.) Are you working heartily and with sincerity of heart? Are you serving God in your job? If not, how would your situation be different if you *did* work that way?

Maybe you're thinking, "Yeah, but you don't know my boss." You're right, but read what the Bible has to say about how you should respond to a boss who is behaving badly. This was written during the Roman Empire when masters treated their servants/slaves (employees) as though they were animals.

*Slaves, submit yourselves to your masters with all respect,
not only to those who are good and considerate,
but also to those who are harsh.
1 Peter 2:18*

The word *unreasonable* has also been translated *crooked* or *perverse*. If this describes your boss, it's especially important to take your attitude and performance to their highest levels, working as for the Lord Himself. You may discover that your work situation changes, maybe even dramatically for the better, because you have changed *how* you are working.

If you know you have to go, then work heartily and finish well!

CAREER EXPLORATION

While you are doing your best in your current job, you can still, and maybe should explore other jobs, career direction and your calling. That's why we think of you as a career explorer. It is perfectly okay to walk through a crossroads in your career and wind up in the same job, but with the conviction that it's the best place to be at this time. Now let's look at how to walk through a career crossing.

EXPLORING A CROSSROADS IN YOUR CAREER™

Over 15 years ago more than a hundred people went through a series of Crossroads Career® small group meetings. As they talked about their experiences, we discovered that most of them encountered the following six steps in their walk through their career crossroads.

- | | |
|---------------------|--|
| 1. ATTITUDE | Accepting loss and opportunity |
| 2. APTITUDE | Discovering your unique qualities |
| 3. ALTITUDE | Focusing on the marketplace |
| 4. SEARCHING | Finding opportunities |
| 5. SORTING | Interviewing and evaluating |
| 6. SELECTING | Walking in the work God has prepared for you |

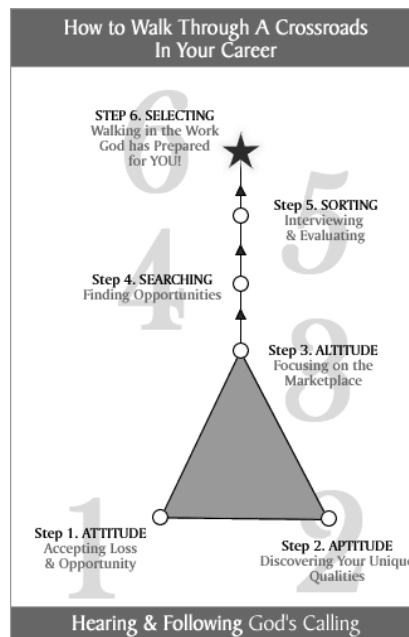
Chapter 1: Are you at a Crossroads in Your Career?

The first three steps are planning the work—**ATTITUDE**, **APTITUDE**, and **ALTITUDE**.

The final three steps are working the plan—**SEARCHING**, **SORTING**, and **SELECTING**.

Join the thousands who have explored these six steps. You may learn things in the last three action steps that will cause you to change the plans you made in the first three steps. For example, you may learn more about your unique qualities during the searching phase and, therefore, make changes in your focus on the marketplace. Whether this career crossing takes one day, one year, or more, you can know where you are in the process and what the next step should be.

Surrounding all six steps in your career crossing, God is calling you to hear and follow Him, maximize your career potential and experience real success at work in all of your life.



INVEST IN YOURSELF

Have you ever asked yourself: “Is there a better way to make a living...and a life?” May I propose that when you decide to invest in yourself, the answer is absolutely “yes”.

Invest Time

If you are employed, then lack of time is a challenge you’ll have to overcome. If you are unemployed, then make this career crossing your number one priority. Either way, weekly planning and follow-up are critical. Get up every morning with a plan of things to do, places to go, and people to see.

How long to find a job? That’s a tough question to answer, because it depends on your urgency, how many hours you invest, what you are looking for, the market, your search plan and how well you execute it. The U.S. Bureau of Labor Statistics reported that 2005 unemployment averaged 19.8 weeks!

- ❖ Over 1/3 got a job within 5 weeks
- ❖ Almost 1/3 got a job between 5 and 14 weeks
- ❖ For more than 1/3, getting a job took 15 weeks or more

If you are unemployed, start as soon as possible with a 15- to 45-day plan:

- ❖ Spend the first 5-15 days on Steps 1, 2, and 3
- ❖ Spend the next 5-15 days on Step 4
- ❖ Spend the last 5-15 days on Steps 5 and 6 while continuing Step 4

If you are employed, it is obviously more difficult to invest much time per week. Consider a 90-day plan:

- ❖ Spend the first 30 days on Steps 1, 2, and 3
- ❖ Spend the next 30 days on Step 4
- ❖ Spend the last 30 days on Steps 5 and 6 while continue Step 4

If you are unemployed and need to earn money immediately, consider cutting your expenses, using some of your savings, and/or taking a temporary “bridge” job with flexibility to look for a more permanent position.

How long to change careers? It may take a few weeks, or maybe a few years. You may need further education. If no additional education is required, consider a 90-day plan of exploration like the one above.

How long will it take to discover your calling? It takes all of your life! Hearing and following God’s calling is a journey, not a destination. God knows exactly who and where you are and what’s next.

Invest Money

You might ask, “How much will I have to spend on resumes, career assessments, travel, and other things to find the right job?” A better question to ask is, “How much am I willing to invest?” – especially in light of how much you want to earn. You may incur some of these expenses and should consider each one when you set up a budget.

- ❖ Career assessments and perhaps coaching
- ❖ Career books, directories, magazines, and newspapers
- ❖ Trade and professional association memberships and meetings
- ❖ Extra phone and phone lines and charges; email and internet access
- ❖ Resumes, business cards, and stationery; postage and shipping
- ❖ Local or perhaps long distance travel and meals
- ❖ New clothes and grooming

Be willing to spend the money required to find the right job for you. Whatever amount you decide, set aside the money and invest it wisely. Keep good records of what you spend. Many costs of searching for a job can qualify as tax deductions. Check with the IRS, your tax preparer, or an accountant.

Invest Effort

Personal commitment to your future is critical—in time, in money, and especially in effort.

Exploring a crossroads in your career can be hard work. You have to do things that you may or may not feel comfortable doing. For some, having to telephone people you don’t know to be able to network is very difficult. For others, taking the time to complete assessments is no fun. Because this process calls for such a variety of skills and abilities, no one is fully competent in all areas. When you hit one of those areas that are hard for you, seek help and persevere. Remember your goal.

OVERVIEW OF THE CROSSROADS CAREER® EXPLORER GUIDE

The Crossroads Career® Explorer Guide can be used in several ways:

- ❖ Self-paced; on your own
- ❖ One-on-one with a coach or mentor
- ❖ As a study course in a small group with a facilitator
- ❖ In workshops with a leader

You will use the following resources:

- ❖ This Crossroads Career® Explorer Guide
- ❖ Crossroads Career® website: <http://www.crossroadscareer.org>
- ❖ Pen/pencil and notepad/journal
- ❖ A good study Bible

You might consider purchasing a good study Bible in a contemporary translation if you don't already have one. Study Bibles can help you better understand the Scriptures presented in this guide. Scripture in this guide is from the New International Version (NIV)

If you are considering non-traditional employment such as starting or buying a business, working as an independent contractor, or being self-employed, the process offered here can be very helpful for you too.

Each topic in the Crossroads Career® Explorer Guide is made up of these building blocks, or assignments:

INSTRUCTION: Each chapter begins with brief readings to prepare you for action



EXERCISE: Practical actions to help you make progress in your search



GO ONLINE: Career Tools available on the Crossroads Career® website www.crossroadscareer.org

DEVOTIONALS: Short read-and-write devotionals to further stimulate your thinking



SESSION: Preparation for your session with your coach or group.



PRAYER JOURNAL: Take notes about your specific prayer requests or insights.

Chapter 1: Are you at a Crossroads in Your Career?

If you're taking the course with a mentor/coach, small group, or in a workshop, you'll have a scheduled "session" at the end of your assignments for each topic. Please have your assignments ready

The overall flow for the Crossroads Career® Explorer Guide looks like this:

Assignments (on your own)	Sessions (with mentor, small group or workshop)
Chapter 1: Are You at a Crossroads in Your Career?	Session 1: Orientation meeting
Chapter 2: How to Explore a Crossroads in Your Career™	
Step 1: Attitude—Accepting Loss and Opportunity	Session 2: Step 1 – Attitude
Step 2: Aptitude—Discovering Your Unique Qualities	Session 3: Step 2 – Aptitude
Step 3: Altitude—Focusing on the Marketplace	Session 4: Step 3 – Altitude
Step 4: Searching—Finding Opportunities	Session 5: Step 4 - Searching
Step 5: Sorting—Interviewing and Evaluating	Session 6 Step 5 – Sorting
Step 6: Selecting—Walking in the Work Prepared for You	Session 7: Step 6 - Selecting
Chapter 3: Hearing and Following God's Calling	Session 8: Reaching Forward to What Lies Ahead

Tips for maximizing sessions with mentor, small group or workshop...

1. Plan to attend all the sessions.
2. Arrive early so the session can begin and end on time.
3. Please pay attention to the facilitator(s), as well as to your fellow career explorers.
4. Confidentiality about class members' careers and personal lives is important; therefore, what is said in the group should stay in the group.
5. If you have questions, concerns, or critiques, please share them with your facilitator(s).
6. Always bring your Crossroads Career® Explorer Guide Workbook and *Bible* to every meeting.
7. Maximize use of this guide with hundreds of online career tools with free, easy and confidential registration on www.crossroadscareer.org.

For the Career Explorer with a Church Membership Key:

- On the Home page, click on the **Career Explorers** button.
- On the Career Explorer page, point to and click on the lower left button, **Free Career Explorer Membership**.
- Select the church from which you are receiving help, and enter the church membership key which should be available from one of the Crossroads Career® Ministry volunteers.

Church Membership Key _____

Remember your email **Login** _____ **Password** _____

WHAT IS THE CROSSROADS CAREER® NETWORK?

The Crossroads Career® Network is a membership of churches with volunteer-led career ministries to help people explore career crossroads – hearing and following God’s calling. Churches can offer a variety of resources including:

1. Crossroads Career® Explorer Guide. This study guide is most powerful when it is used in small groups and workshops.
2. Crossroads Career® Web-Portal at www.crossroadscareer.org. Following the same steps in this Guide, this “one-stop” online resource helps you in your career search with access to hundreds of links, articles, and industry research tools.
3. Community and support provided through Crossroads Career® Network Churches. Many Crossroads Career® Ministries hold network meetings, workshops and small group studies. For more information about setting up a Crossroads Career® Ministry in your church, please visit our website – www.crossroadscareer.org – and browse through the Become a Crossroads Career® Network Church.

MINISTRY OVERVIEW

Crossroads Career® Services, Inc. is a 501(c)(3) nonprofit corporation and is the support organization for Crossroads Career® Network. that equips, and supports local churches to have their own Crossroads Career® Ministries. Each church sponsors and supports its own ministry led by volunteers, who are called to be involved with career explorers in the church and the community.

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Financial Policy

Crossroads Career® Network does not endorse, recommend, or sell any career counseling or placement services. The Crossroads Career® Explorer Guide and Course does not give specific career advice. No individual may use his/her affiliation with Crossroads Career® Network to promote the sale of any products or services, including career products or services, or use his/her affiliation as a platform for providing professional career advice or for soliciting clients.

CAREER EXPLORER QUESTIONNAIRE  EXERCISE

Name _____

Address _____

City _____ State _____ ZIP Code _____

Home Phone _____ Work Phone _____

Email _____

Complete this questionnaire. Make a copy and bring it to the first session if you're in a group, and give it to your facilitator. It will be kept in complete confidence.

Are you currently employed? Yes No

If you are currently employed, are you: *(check all that apply)*

- Thinking about leaving?
- Concerned that you are going to be let go?
- Wanting to go somewhere else?
- Considering an offer to go somewhere else?

If you are currently employed, how do you feel about your job? *(check only one)*

- I am fully employed—called and content.
- I love my job, but something is missing.
- I like my job.
- I tolerate my job.
- I dislike my job.
- I hate my job.

If you hate, dislike, or tolerate your job, what's the problem?

Are you currently: *(check only one)*

- Actively seeking a job?
- Thinking about looking for a job?
- Not thinking about looking for a job, but wondering what's out there?

If you are looking for a job, how soon do you have to have a new job of some kind? *(check only one)*

- 3 months or more
- 2 months
- 1 month
- Less than 1 month
- Immediately

READ & WRITE DEVOTIONAL



CAREER + CALLING = MAXIMIZING POTENTIAL

Career, according to *Webster's Dictionary*, means, among many things, “a course, a passage; a profession for which one undergoes special training and which is undertaken as a permanent calling; an occupation or profession engaged in as a life work.”

Calling comes from the Greek **KALEO**, which means “to call anyone, invite, summon.” It refers primarily to a divine call as it relates to a vocation or redemption.

Considering these definitions and their sources, think about the differences between career and calling. Write Down Your Thoughts.

<u>Career</u>	<u>Calling</u>

Pray these verses for God to enlighten the eyes of your heart so you may know the hope of His calling.

*I pray also that the eyes of [my] heart may be enlightened
in order that [I] may know the hope to which he has called [me],
the riches of his glorious inheritance in the saints,
and his incomparably great power for us who believe.
That power is like the working of his mighty strength . . .
Ephesians 1:18-19*



SESSION

For the Next Session: Step 1 – Attitude

Read and complete instructions, exercises and the devotional. Be ready to talk about what you learned. Make sure you've gone online to read articles and browse sites relevant to you.

1. Register NOW on www.crossroadscareer.org. See GO ONLINE instructions below.
2. Complete the Career Explorer Questionnaire and bring it to the next session to share with your facilitator. It will be treated confidentially.
3. Read and complete the Read & Write Devotional to prepare for Session 2: Step 1 - Attitude.



GO ONLINE

Log in and on the Career Explorer landing page, point to and select Career Tools – Introduction

If you have not yet registered to maximize use of this guide with hundreds of online career tools with free, easy and confidential registration on www.crossroadscareer.org.

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- On the Home page, click on the **Career Explorers** button.
- On the Career Explorer page, point to and click on the lower left button, **Free Career Explorer Membership**.
- Select the church from which you are receiving help, and enter the church membership key which should be available from one of the Crossroads Career® Ministry volunteers.

Church Membership Key _____

Remember your email **Login** _____ **Password** _____



PRAYER JOURNAL

Use the space below—or your own journal—to take some notes about your specific prayer requests or insights that you have at this point for yourself or others in your group.

STEP 1: ATTITUDE

Accepting Loss and Opportunity

“Eight-five percent of the reason people get jobs and get ahead in those jobs is because of attitude,” reads a stunning statement written by world famous motivational speaker and author Zig Ziglar.

The fact is that most people enter career crossroads with a mixture of positive and negative feelings which influences their attitudes – for better or worse. For example, if you are:

- ❖ **Mis-employed:** You may feel frustration, restlessness, unhappiness, and confusion – or – your feelings may be filled with hope, excitement and anticipation of better things.
- ❖ **Happily-employed, but:** You may feel a incompleteness although everything is going great – or – your feelings may be deep and joyful as you seek meaning and purpose in work.
- ❖ **Unemployed:** You may be stunned, hurt, angry, fearful, depressed, guilty or ashamed – or – your feelings reflect relief, renewed energy and a positive outlook about a new future.

Whatever your feelings and your response to them, they play a critical role in your attitude being positive and motivated or negative and destructive. A positive attitude generates the emotional energy and endurance to move forward through crossroads and maximize your career potential.

That is why **ATTITUDE** is the first and most important step.

Let’s see where you rank on a 10-Point Attitude-O-Meter? First, select and briefly describe your circumstances – either good, bad or ugly and why. Then look at the Attitude-O-Meter with Joy at the top and at the bottom – The Pit. Be honest with yourself and circle the number that reflects your attitude right this minute.

Your Circumstances: Briefly Explain

Good
Bad
Ugly

Attitude-O-Meter

Joy
10
9
8
7
6
5
4
3
2
1
The Pit

If you are like most people, your attitude reflects how you see your circumstances. If your circumstances are not good, but rather bad or even ugly, then the temptation is to feel bad and/or ugly and behave accordingly. You begin to live in The Pit. Not a good place to be.

A positive attitude, however, turns stumbling blocks into building blocks and propels you above and beyond your circumstances. A positive attitude will make you feel better, sound better, and look better.

But is it possible to be in The Pit circumstantially, yet live each day with a positive attitude of Joy? Would you consider these stunning statements?

*Consider it pure joy . . . whenever you face trials of many kinds,
because you know that the testing of your faith develops perseverance.
Perseverance must finish its work so that you may be mature and complete, not lacking anything.*
James 1:2-4

“Impossible” you might say? Yes, except all things are “HimPossible” to those who surrender to, depend on and trust in God. Let’s start with making a decision to reset your attitude. Go back to the previous page and draw a square around a higher number on the Attitude-O-Meter.

Congratulations! You have just begun working toward a new, more positive and joyful attitude. Now let’s look at the work required to reach this new attitude setting – contained in this amazing passage from the Bible....

*... forgetting what lies behind and reaching forward to what lies ahead,
I press on toward the goal for the prize of the upward call of God in Christ Jesus.*
Philippians 3:13-14

Look carefully. You will see three principles at work: “forgetting what lies behind...reaching forward to what lies ahead...press toward the goal of the prize of the upward call of God.” From these principles, you can begin exercising the three processes necessary to achieve and maintain a positive attitude:

ACCEPTING LOSS

Forgetting what lies behind does not mean burying negative feelings alive. It means acknowledging and actively processing whatever loss you suffered. Whether you have lost your job or you are in a job that you wish you *could* lose, you need to admit, understand, and grieve the loss, no matter how minor or major it may be.

You can expect to experience one or more of the following feelings at some level of intensity—maybe a little, maybe a lot. Do you ever hear yourself making any of these statements?

Statements

This can't be. I don't believe it!
What do I do? How do I handle this?
They can't do that to me! I will get them!
I'm tired and don't feel like doing anything.
I have a headache/upset stomach/don't feel good!

Feelings

Denial ↔ Shock
Distraction ↔ Panic
Irritation ↔ Anger
Feeling Down ↔ Depression
Stress ↔ Physical Illness

Begin by acknowledging the circumstance. It is what it is. Not what it was. Not what you wish it could be.

Next, be honest with yourself and how you feel. To help process, you might write about your situation and your feelings in a private journal. You can talk about it with people who care about you. Confide in people you trust: your spouse, a parent, a sibling, a friend or business associate, someone from church, a minister, or a counselor. If you keep your feelings inside, they will eventually cause damage – either imploding in you internally or exploding on everyone around externally.

As you admit your feelings about your situation, you may feel that you have been used, abused, and refused. Anger begins to build. Wrath runs through your veins. Bitterness begins to pool in your stomach. You are blaming guilty parties: your boss, a co-worker, someone else, maybe even yourself.

Anger is hanging on to the past – trying to “make things right,” but it’s like trying to collect a debt from a debtor who is no longer around. Instead, forgive the offenders every day, and let go of the past, so the past can let go of you. Only then can you reach toward the future. *“Do not let the sun go down on your anger.”* Ephesians 4:26

The key to overcoming anger is to exercise forgiveness toward everyone involved – not for their benefit – but for yours. As you write or talk about your situation, visualize every person you are blaming, and make a conscious decision to begin forgiving each one.

As you work through the applicable exercises in this Step, remember the principle of letting go of the past and trusting God in your current situation so you can move forward to your future. You can trust only one Person completely. He is God your Father, His Son Jesus, and the Holy Spirit living in you to guide you. God is sovereign, and He has your personal best interests at heart.

*“For I know the plans I have for you,” declares the LORD,
“plans to prosper you and not to harm you, plans to give you hope and a future.”*
Jeremiah 29:11

ACCEPTING OPPORTUNITY

Reaching forward to what lies ahead means you embrace incredible opportunities both in breadth and in depth.

Breadth - There are more than 1,000 different industries, each one with thousands of employers. There are more than 30,000 different occupations. You can get a job or you can work for yourself by being an independent contractor or by buying or starting a business. The market is global, and it is changing so fast that there are new opportunities every day. Opportunity abounds! The questions are, “Where is it?” and “How do I get there?”

Depth - This is the first day of the rest of your life. You can make decisions now for the better that will last forever. If this life is a journey, are you headed in the right direction? Do you know where you are going? If yes, are you getting there? Ask yourself:

“How would I like to see my future?”

“When I am 84 years old and looking back on my life, what would I like to see?”

“Did God put me here for some reason? “What is the purpose of my life?”

Dream “impossible dreams” because they may become possible. See a future for yourself in which you are maximizing your full career potential. Begin to picture your work and calling in ways in which you are content, fulfilled and in alignment with God’s will. Make plans and think about what it will take to accomplish them.

Walking through a career crossroads requires active faith in the face of fear. Going where you have never gone before and, in fact, not even knowing where you are going can be a fearful process. You can overcome fearful thoughts by focusing on Scriptures such as the following:

For God has not given us a spirit of timidity, but of power and love and discipline. 2 Timothy 1:7

*Be anxious for nothing, but in everything by prayer and supplication with thanksgiving,
let your requests be made known to God. And the peace of God, which surpasses all comprehension,
shall guard your hearts and your minds in Christ Jesus. Philippians 4:6-7*

PRESSING ON TOWARD THE GOAL

Personal strength training creates much needed energy and endurance. Crossroads can be one of the most testing times of your life. You will need to build your strength for the journey ahead. And with strength comes courage. Consider this basic formula for your own personal strength training...

- | | |
|----------------------|---|
| ❖ Eat right | ❖ Physically |
| ❖ Exercise | ❖ Mentally, Intellectually, Emotionally |
| ❖ Get plenty of rest | ❖ Spiritually |

Here are some examples...

- ❖ **Physically:** Pay attention to your nutrition; cut out fat and calories; reduce or eliminate caffeine and alcohol. Exercise 3-5 times a week, if your doctor approves. Get at least seven hours of sleep a night.
- ❖ **Mentally, intellectually and emotionally:** Give your mind a break. Spend time with good friends. Do things you enjoy. Spend time to be alone. If you feel counseling might help, make an appointment.
- ❖ **Spiritually:** Spend time alone with God every day by praying and reading the Bible. Start with 10 minutes, go to 20 minutes or more. Get together with others for Bible study, prayer, and fellowship.

Get help for other pressure points. If something is amiss in your work life, you're likely to feel it elsewhere.

Financial stress can turn a difficult situation really sour. Two ways to alleviate financial pressure are to earn more and spend less. Since you have more control over spending than earning, look at your spending habits and financial obligations. If you don't have a personal or family budget, create one. Alter your lifestyle to live within your means. If you have debt, add it up, and to pay it down. Check out these two resources.

- ❖ Crown Financial Ministries offers a remarkably effective small group study to train adults in the practical application of financial principles from God's Word to real life situations. Go to <http://www.crown.org/crossroads>.
- ❖ National Foundation for Consumer Credit (NFCC): This national non-profit network of Financial Wellness Centers provides counseling to people with stressful financial situations. Go to www.nfcc.org.

Family problems can begin or worsen in the midst of a career crossing. Everyone in the family has a vested interest. Two resources that might help you are:

- ❖ Focus on the Family: This organization offers a variety of resources related to families and children. Go to www.family.org for more information.
- ❖ Divorce Care: Many churches around the United States offer this program for people who are single again and need help working through related issues. Go to www.divorcecare.com for more information.

Personal issues can sometimes be faced better with someone with whom you can talk. Find a person who cares about you, whom you can trust, who has no vested interest in what you decide, and who seems to have a level of competency to help: your church pastor, your best friend, or a professional counselor. If you need more help

- ❖ American Association of Christian Counselors at www.aacc.net for an online directory.

As you press on toward the goal, remember the ultimate source of help and strength...

*But those who hope in the LORD will renew their strength.
They will soar on wings like eagles; they will run and not grow weary; they will walk and not be faint.*
Isaiah 40:31

“ANGER” IS ONE LETTER SHORT OF “DANGER”  **EXERCISE**

Add “D” to “Anger” and you have “Danger.” When you burn with anger, let it be a warning. When you see red, it’s an alarm – “Danger Ahead!” Everyone feels anger sometimes. It’s what you do with it that counts.

Use these three steps to forgive yourself and others, let go of your anger, and put the past behind you.

1. List everyone whom you blame (this list may include yourself).
2. Describe the offense and how you feel about it.

First Name of “The Offender”	Describe the Offense—The Specific Action(s) That Made (Make) You Angry	How You Feel About the Offense

3. One key to being able to forgive is recognizing how much God, your Heavenly Father, has forgiven you. Every time you feel anger or bitterness, ask God to help you forgive. You may find the following prayer helpful.

“Heavenly Father, thank you for the riches of Your kindness, forbearance and patience, knowing that Your kindness has led me to repentance (Romans 2:4). I confess that I have not extended that same patience and kindness towards others who have offended me, but instead I have harbored bitterness and resentment. I pray that during this time of self-examination, You would bring to mind only those people that I have not forgiven in order that I may do so (Matthew 18:35). I also pray that if I have offended others, You would bring to mind only those people from whom I need to seek forgiveness and the extent to which I need to seek it (Matthew 5:23-24). I ask this in the name of Jesus.”

From *The Bondage Breaker* by Neil T. Anderson

FACE THE F-F-F-FEAR  EXERCISE

1. List people or things that make you anxious – especially as it relates to career exploration.
2. Moving through your fear rather than avoiding it is the primary way of overcoming what you fear. Otherwise, you can become paralyzed by your fears and unable to act in ways that move you forward. List specific steps you can take to “move through the fear.”

People/Things You Fear	Specific Actions for Moving Through Your Fears

3. Think of people who can encourage and pray for you. They may be family members, friends, people in your Study Course, your Study Course facilitator, or other Crossroads Career® Network volunteers. Ask them specifically to pray for you, and write their names here:

4. When anxiety appears as a companion to your day, greet it with this prayer.

“In the name and by the authority of the Lord Jesus Christ, I bind all lying spirits causing fear and anxiety in me. I resist Satan and his evil workers in the name of Jesus and by Jesus’ authority I command them to leave my presence (James 4:7). I declare that Satan is already defeated by Jesus at the cross. God has not given us a spirit of fear and timidity, but of power, love and a sound mind/discipline (2 Timothy 1:7). I therefore reject all fear and choose to walk by faith in the Holy Spirit’s power, live in the light of God’s love, and think with the sound mind of Christ.”

From Freedom From Fear by Neil T. Anderson

PERSONAL VISION AND LIFE PURPOSE  **EXERCISE #1**

This is a time of reflection and prayer with focus on one key Scripture.

*No eye has seen, no ear has heard, no mind has conceived
what God has prepared for those who love him,
but God has revealed it to us by his Spirit.*

*The Spirit searches all things, even the deep things of God.
For who among men knows the thoughts of a man except the man's spirit within him?
In the same way no one knows the thoughts of God except the Spirit of God.*

*We have not received the spirit of the world but the Spirit who is from God,
that we may understand what God has freely given us.
1 Corinthians 2:9-12*

Pray and reflect on your life experiences. What do you think God’s perspective is on these times?

Key watershed, decisive moments in your life	
Things that you did and/or things that happened to you	
The highest highs and the lowest lows in your life	

Record your thoughts and reflections:

PERSONAL VISION AND LIFE PURPOSE  **EXERCISE #2**

Pray about, reflect on, and thank God for these *gifts and abilities* He's so generously given you.

Skills	
Talents	
Spiritual gifts	
Education	
Special knowledge	
Understanding and insight	
Personality	

Pray about, reflect on, and thank God for the *passions* He's so generously given you.

Your concerns and burdens	
Your values	
Your interests	

Pray and reflect on your favorite, most “meaningful-to-you,” Scripture verses. List them. Why is each one meaningful?

Verse	Importance

As you pray and reflect, what thoughts and insights come to your mind? Write them down.

Read & Write Devotional



BEARING THE UNBEARABLE

I can do everything through him who gives me strength.
Philippians 4:13

Imagine you are a Super Hero. On the outside, you can be mild-mannered Clark Kent. But on the inside, you leap tall buildings in a single bound, run faster than a speeding bullet, and are more powerful than a locomotive. Because the One who is in you is stronger than anyone or anything else.

As one of the psalmists wrote,

*My flesh and my heart may fail,
but God is the strength of my heart and my portion forever.*
Psalm 73:26

Write down the things you dread doing.

Pray right now and ask God to give you strength and courage to tackle these tasks.

Write the following on a card and a sheet of paper:

I can do everything through him who gives me strength.
Philippians 4:13

Put the card in your wallet and post the paper on your mirror.
Every time you see it, say it.

**GO ONLINE**

Log in and on the Career Explorer landing page, point to and select Career Tools - Attitude.

**SESSION****For the Next Session: Step 2 – Aptitude**

Read and complete instructions, exercises and the devotional. Be ready to talk about what you have learned. Make sure you've gone online to read articles and browse sites relevant to you.

4. Make arrangements to complete a professional career assessment. Check with your group facilitator or church to see if the *CareerDirect*® assessment is available to you, or you can choose another assessment from Career Tools on www.crossroadscareer.org.
5. Make copies of the Reference Assessment form on page 3-7, and distribute the form to people you've chosen as a reference.

**PRAYER JOURNAL**

Use the space below—or your own journal—to take some notes about your specific prayer requests or insights that you have at this point for yourself or others in your group.

STEP 2: APTITUDE

Discovering Your Unique Qualities

There is no one like you anywhere. There never has been. There never will be. You are a one-of-a-kind person uniquely designed and crafted by the hands of God. Nowhere on the planet does another person have your DNA and personal history. Over 2,000 years ago Israel's King David wrote this truth...

**For You (God) created my inmost being; you knit me together in my mother's womb.
I praise you because I am fearfully and wonderfully made . . .**
Psalm 139:13-14

If you start with this truth, then you're free to discover more about *how* you're uniquely made—which is essential for maximizing your career potential.

As you explore this crossroads in your career, plan to add to, subtract from, and modify what you know about yourself. Seek to discover what you do best and what you enjoy most. Discover your incredible gifts and deep passions for a life of purpose. You *can* make a difference, and you'll learn how to live and work maximizing your unique God-given design. The apostle Peter wrote:

*As each one has received a special gift, employ it in serving one another
as good stewards of the manifold grace of God.*
1 Peter 4:10

Five Factors in Your Unique Design

The more and the better you understand your unique qualities, the more and better you can see how you to maximize your career potential. Most professionals in career planning and recruiting consider five factors:

BACKGROUND	Life history: Especially experience and education
ABILITIES	What you do best: Skills, talents, knowledge
PERSONALITY	How you do what you do best: Natural behavior
INTERESTS	What you like most: Things you enjoy doing
VALUES	What is important to you: Purpose and passions

Background + Abilities + Personality = Natural Capacity

Your natural capacity is the combination of your background, abilities (skills, talents, knowledge) plus your personality (normal behavioral traits). This capacity, unique to you, is motivated and used according to your personal passions (below).

Interests + Values = Personal Passions

Your passions include your interests (what you like doing) and your values (what is important to you).

Introducing the “X” Factor

Now that we have introduced the five factors that make up your natural capacity and your personal passions, it's time to add the sixth factor – the “X” Factor.

The “X” Factor encompasses much more than your job, career or work. It is the active presence of Jesus Christ—through the Holy Spirit—in your whole life, including your job, career or work. It begins the millisecond you are created anew in Christ Jesus by accepting Him as your Lord and Savior. Consider this thought...

“Therefore if anyone is in Christ, he is a new creature; the old things passed away; behold, new things have come.”

—2 Corinthians 5:17 (NASB)

The “X” Factor brings to life the real you as God’s workmanship. Many people believe that your natural capacity and personal passions, ignited by the Holy Spirit, are transformed into spiritual gifts which are used in ministering for the good of others not only in church and religious efforts, but also in your home and work life.

Discovering Your Unique Qualities

1. **Self-Assessments:** Think of these exercises as interviewing yourself. See exercises on pages 3-4 thru 3-6 for the three key elements to a self-assessment:
 - ❖ *Background:* Places you’ve worked; Work you’ve done
 - ❖ *Accomplishments:* You are a STAR! Describe each accomplishment in terms of the...
 - Situation you faced
 - Task to accomplish
 - Action you took
 - Result you achieved
 - ❖ *Attributes:* Abilities; Interests; Personality; Values
2. **Reference Assessments:** You’ll ask six or more people you know to tell you how they see you. The goal of this exercise is to help you learn more about yourself. You should ask people from your work, your family, and the community. See exercise on page 3-7.
3. **Professional Career Assessments:** Many professional assessments are available; many online. While we suggest taking a variety of assessment, we always recommend one assessment in particular: The CareerDirect® Online Complete Guidance System. See exercise on page 3-8.
4. **Spiritual Gifts Assessments:** If the “X” Factor is operating in your life because of your personal faith and following Jesus Christ, then we recommend you learn more about your spiritual gifts and how they can be used to minister to others. To help you assess your giftedness, take the PLACE Ministries online assessment for FREE instead of \$4.95. Go to www.PLACEMinistries.org. Choose the “I have been given a partner code” option. Enter the **Partner Code AGYECYTTF** to access your Online Assessment.

Once you have entered the Partner Code in the space provided you will gain access to 1 online assessment and at that time you will be given your own personal User ID and Password. You will use this ID and Password if you wish to return to your assessment at a later time. **Do not use a Partner Code more than one time.**
5. **Putting It All Together:** Summarize what you’ve learned using the process outlined on a simple form that helps you see everything on one page. See exercise on page 3-9.

UNDERSTANDING YOUR UNIQUE DESIGN

Look at your “Putting It All Together” exercise sheet. See if there are themes or key words and phrases that are repeated as it relates to you background, abilities, interests, personality and values. For example, do you see that some of your abilities are the same as some of your interests? The more you can align the five factors of your design with a work opportunity, the great you will maximize your career potential.

You may feel awkward or even confused at first. Share your exercise sheet and thoughts with people who know you well. Ask them for their perspective. If you are going through the guide with a coach or in a small group, show them your assessments and worksheets. Do they see any themes?

Still confused? Many people need more help in understanding their unique qualities. You may want to work with a professional career counselor or coach—someone objective, whose job is to guide you through this process.

It's often difficult for people to know when they've gone far enough with this exercise. Some people love this kind of work. If you're this type of person, you'll easily postpone looking at the market, because you're learning so much about yourself! For others, the challenge is to stick with this process and not *rush* through it.

To help you take the next step to **ALTITUDE**:

1. **Practice presenting key factors of your design to others.** If a person were to ask you to tell them what you uniquely offer, you'd want to give a short, clear answer about something deeper and more unique than perfect attendance or many years of experience in your present job. In fact, you'd want to touch on *background, abilities, interests, personality, and values*.
2. **Remember – God is not finished with you yet.** He will keep perfecting you and revealing more to you about yourself. Write down what you have, and take the next step, understanding that you will learn and return to this exercise as you are walking through the six steps!

Self –Assessment Background  Exercise

Start with your **background**. List the places you've worked since high school and all the jobs you've had. Include both the work for which you were paid and all major volunteer and community service work, educational projects, internships, and extracurricular activities you did while you were in school and since you've graduated. Mark or highlight those jobs and places you loved and those you'd never want to repeat. See any trends?

Places You've Worked	Work You've Done

Self-Assessment Accomplishments Exercise

While reviewing the self-assessment of your experience, think of as many accomplishments as you can. List at least three accomplishments, and then make key notes about each one in four ways. What **Situation** did you face? What was the **Task** to be accomplished? What **Actions** did you take? What **Results** did you achieve? Learn how to answer these four questions about accomplishments well, and you will become a **STAR** candidate!

ACCOMPLISHMENT _____

Situation You Faced	Task to Accomplish	Actions You Took	Results Achieved

ACCOMPLISHMENT _____

Situation You Faced	Task to Accomplish	Actions You Took	Results Achieved

ACCOMPLISHMENT _____

Situation You Faced	Task to Accomplish	Actions You Took	Results Achieved

Self-Assessment Attributes  Exercise

Now think about yourself in each of these four categories. Write down key words and phrases that come to mind about you in each category. If you have a hard time with this exercise, ask God to refresh your thinking so you can clearly see yourself. Use what you've learned from the exercises and reflection in this step. Review this with others you trust: a mentor, colleague, or spouse. Or all three.

Abilities <i>work and activities you're really good at</i>	Interests <i>work and activities you really enjoy</i>
Personality <i>key words that describe you</i>	Values <i>things that really matter to you</i>

Reference Assessment Exercise

Ask people who know you for input and feedback. Once you are registered as Career Explorer and log on to the Crossroads website, you can download, save and print this document [Reference Assessment.pdf](#).

Instructions to the Person Completing This Form: Thank you so much for taking the time to fill out this form! Please assess the strengths and weaknesses of the person who gave you this form in each of the six categories. Details are important, and specific examples can be helpful. Feel free to use the back of the form for extra space. You do not have to include your name. Please be as open and honest as possible.

ACCOMPLISHMENTS

Sometimes we're too modest or too close to our work to see accomplishments clearly. What are the top things this person should remember that they've accomplished?

ABILITIES

What is this person best at? What three or four abilities should be at the core of what they do every day?

INTERESTS

Where do you feel this person most readily invests time, energy, talent, and money? What does he/she seem to enjoy most?

PERSONALITY

What positive personality traits come to mind when you think of this person?

VALUES

What positive values and character strengths does this person have?

BLIND SPOTS/WEAKNESSES

In which of these categories does this person need the most improvement? What things, if improved, would make the most significant impact in this person's ability to be outstanding in what he/she does?

Professional Assessment Exercise

Hundreds of assessments are on the market, and more than likely you've already taken one or two through school, work or church. Some focus on skills, some on traits. Some can be taken in 10 minutes; others take hours and include follow-up sessions with a counselor. Read wise advice of Richard Bolles, author of *What Color is Your Parachute?* from www.jobhuntersbible.com.

- ❖ Treat all tests as suggestive, only.
- ❖ Take several tests, rather than just one.
- ❖ Don't let tests make you forget that you are absolutely unique.
- ❖ An online test by itself isn't as useful as one administered by qualified professional career counselor.

We recommend the *CareerDirect® Online Complete Guidance System* developed by Crown Financial Ministries. This professional career assessment features and benefits include...

- ❖ Analyzes four major career related issues: skills, interests, personality and values
- ❖ Provides clear direction needed to help make sound decisions in either of 3 applications
 - Educational – find college and technical school majors best for you
 - Occupational – search for the best-fit job for you based on your unique design
 - Career Maximization – discover how to you maximize your career potential
- ❖ Based on biblical principles of work, your God-given design, and stewardship of talents
- ❖ Used by over 120,000 people across North America with countless testimonies of help
- ❖ Researched and developed over 10 years and meeting standards of validity and reliability

To see and learn more, go to [Career Direct](http://CareerDirect). A Registration Key for *CareerDirect®* Online is available through participating member churches of the Crossroads Career Network at the substantial discount of 75%: From \$80 to only \$20.

Your *CareerDirect®* reports are instantly available upon completing the assessments which usually takes about an hour. We recommend you summarize your highest ranked qualities right here...

Skills	Interests	Personality Traits	Work Values

PUTTING IT ALL TOGETHER  **EXERCISE**
Your Unique God-Given Design

Now it's time to put all of these different views together and create your self-portrait.

- ❖ First, take out all of your assessment worksheets and your professional assessment report, or the report summaries from any other assessments you may have taken.
- ❖ Second, consider any work you have done on mission, vision, or life purpose statements.
- ❖ Third, spread them all out and look for common themes.
- ❖ Then, from these compiled resources, write down two to five of the most important items in each of the following categories.

BACKGROUND

ABILITIES

INTERESTS

PERSONALITY

VALUES

SPIRITUAL GIFTS

BLIND SPOTS/WEAKNESSES

READ & WRITE DEVOTIONAL



Give the Gift That Keeps on Giving You!

Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms.
1 Peter 4:10

You are God's gift to others. Blessed to be a blessing! Prayerfully review the exercises you completed and write below the unique spiritual, mental and physical capacities God has given you. Write down whatever comes to mind, big or small. Next, think of people to whom you can give at work, home, community, church, school – wherever you go.

What God Has Given You?	To Whom Can You Give – and How?
Natural Talents	
Skills and Abilities	
Special Knowledge	
Personality Traits	



GO ONLINE

Log in and on the Career Explorer landing page, point to and select Career Tools - Aptitude.



Session

For the Next Session: Step 3 – Altitude

Read and complete instructions, exercises and the devotional. Be ready to talk about what you have learned. Make sure you've gone online to read articles and browse sites that are particularly relevant to your interests and issues right now.



PRAYER JOURNAL

Use this rest of this page—or your own journal—for notes, quotes and prayers about specific insights, questions and prayer requests that you have at this point for yourself or others in your group.

STEP 3: ALTITUDE

Focusing on the Marketplace

Let's look again at a verse that connects your gifts and opportunity to serve others in the marketplace...

*As each one has received a special gift, employ it in serving one another
as good stewards of the manifold grace of God.*

1 Peter 4:10

Altitude is the combination of Attitude/motivation and Aptitude/direction that you need to begin thinking about the specific kinds of career, job, or business opportunities to explore. We will look at two aspects of focusing on the marketplace:

1. **IDENTIFY TARGETS OF OPPORTUNITY**
2. **PREPARE YOUR MARKETING PLAN**

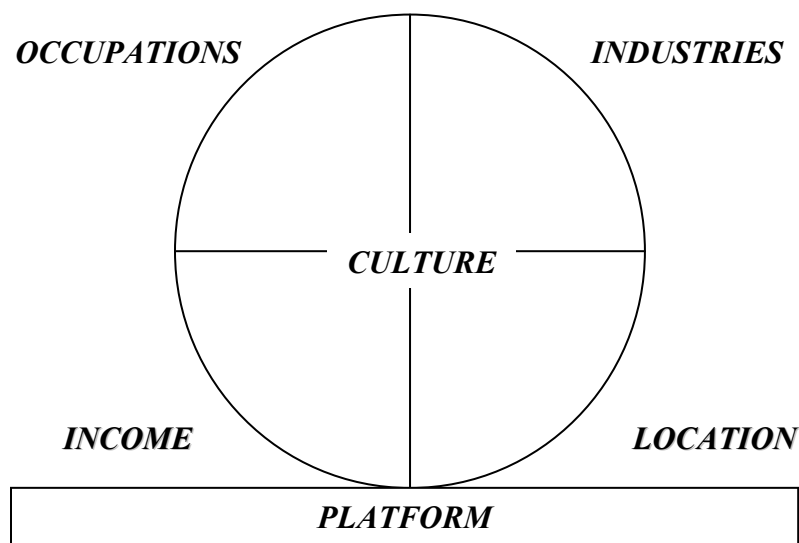
IDENTIFY TARGETS OF OPPORTUNITY

If someone were to ask you right now: "what are you looking for?" What would you say? How would you describe it clearly? Can you say it quickly – like maybe in 10-30 seconds?

Listed below are six specific questions to think about, pray over and answer that will help you consider and communicate what targets of opportunity you would like to explore.

1. Occupations – job functions or the work you do – probably what you do best and like/value most?
2. Industries – where you work – types of employers or customers you seek to serve?
3. Location – where you want or feel called to live and work?
4. Compensation – how much you earn – salary, total cash compensation, benefits?
5. Platforms – work as an employee, independent contractor, your own business, volunteer?
6. Culture – what are the operating values important to you in an organization?

When put together, it looks like a sighting scope to identify opportunity targets ...



HOW TO EXPLORE OPPORTUNITY TARGETS

The assessments you completed in Step 2: APTITUDE will be valuable as you begin to fill in the sighting scope to narrow your targets for your career exploration and possible job search.

1. Occupations

Occupations are about *what* work you do – the job functions you perform. If you completed the *Career Direct™* Assessment, look in your report for Career Group Interests in which you scored highest. To begin exploring occupations, we recommend you take key position titles and words from your assessments and go to two excellent free online occupational databases:

- ❖ The *2006-07 Occupational Outlook Handbook*, Edition published by the U. S. Bureau of Labor Statistics at www.bls.gov/oco will tell you about the training and education needed, earnings, expected job prospects, what workers do on the job and working conditions, plus key associations and related occupations.
- ❖ For in-depth and continuously updated information, go to O*NET OnLine at www.online.onetcenter.org. This database includes information on skills, abilities, knowledge, work activities, and interests associated with over 950 occupations.

2. Industries

Industries are about where you work – the types of employers for which you might work or the customers you may seek to serve. There are two excellent online resources for your exploration:

- ❖ There are over 1,100 industries in North America, all of them listed in the *2007 North American Industry Classification System (NAICS)* <http://www.census.gov/naics/2007/index.html>. As you consider different types of employers, invest time in researching different industries, what they do, and how they relate to one another in the NAICS.
- ❖ The *Career Guide to Industries*, published by the U. S. Bureau of Labor Statistics, provides information on www.bls.gov/oco/cg/home.htm. It includes the nature of the industry, working conditions, employment, occupations in the industry (including O*NET codes), training required, advancement opportunities, earnings and benefits, employment outlook, and lists of organizations that can provide additional information. The 2006-2007 edition discusses 47 major industry groups, accounting for 70% of wage and salary jobs.

3. Income

As you develop your own personal or family budget and explore different career paths, you can begin to put together the total income you'd like to receive. This income might consist of wages or salary, incentive compensation, commissions, bonuses, or tips; benefits such as insurance and retirement plans; and equity such as stock or stock options. See the exercise "Understanding and Negotiating the Offer" on page 7-4 for checklist of things to consider.

When thinking of the income you want, consider a range. The bottom of the range is the least amount of money you need to have per week, month, or year to pay your bills. The upper part of the range is the amount you believe you need to pay your bills and save for the future (new car or home, children's education, retirement). Most people have a goal of making at least what they currently or used to make and, ideally, 10% to 20% more. If you are changing careers or industries, you may initially have to take a lower compensation to "get started." There are a variety of helpful online salary information websites – the fastest and easiest that also gives you total compensation – not just salary information – is www.salary.com.

4. Location

Think about the geographic areas in which you want to work. Be as specific as possible. You may want to target by city or by area within a state. If you want to work close to where you live, you may want to target by counties or ZIP Codes. Two popular websites for location information are www.bestplaces.net and www.homefair.com.

Consider several factors in making this decision. You may want to consider cities and counties with lower unemployment, which can mean more job opportunities at higher pay. Be aware that compensation and cost of living vary widely from area to area. Be sure to research areas you're interested in and then determine the cost of living and lifestyle issues, such as availability of recreation, quality of education (if you have or expect to have children), available housing, and other areas of particular concern to you. Next, after you determine desirable areas in which you would like to live and work, rank them according to desirability.

5. Culture

Employers and even industries vary widely when it comes to “corporate culture” or actual “operating values.” Many publish core values along with vision and mission statements on their websites. If you have completed the [CareerDirect® Online](#) assessment, you will have a list of most important-to-you work environment values. If you are interested in a particular employer, search the internet for articles about the company and its leaders, as well as ask questions in interviews and of people who worked to find “what’s it really like?”

6. Platforms

There are four different work platforms on which you can work: 1] Employee (W2); 2] Independent Contractor (1099); 3] Business Owner; or, 4] Volunteer.

Employee: A general rule is that anyone who performs services for you is your employee *if the employer can control what will be done and how it will be done*. It is critical that the employer, correctly determine whether the individuals providing services are employees or independent contractors. Generally, they must withhold income taxes, withhold and pay Social Security and Medicare taxes, and pay unemployment tax on wages paid to an employee. At the end of the calendar year, employers issue W2 statements to employees summarizing gross earnings and taxes withheld. Advantages usually include:

- ❖ Qualifying for company benefits such as medical insurance and savings or retirement benefits
- ❖ Being counted as part of the organization with usually longer terms of employment
- ❖ Receiving training, development and other career enhancing benefits

Independent Contractor: A general rule is that the employer has the *right to control or direct only the result of the work* done by an independent contractor, and *not the means and methods of accomplishing the result*. Employers do not generally have to withhold or pay any taxes on payments to independent contractors. At the end of the calendar year, employers issue 1099 statements to independent contractors summarizing earnings. It is the responsibility of the individual to file estimated tax payments to the IRS during the year, as well as file annual taxes. Advantages usually include:

- ❖ Higher rates of pay for a particular job
- ❖ Greater flexibility and freedom as to how work is done, with less supervision
- ❖ Working for shorter periods of time, and having a wider variety of job and industry experiences

Business Owner: It is not unusual for independent contractors to become business owners/ entrepreneurs. As they begin to earn between \$25,000-50,000/year, they find tax, legal and other advantages to incorporating, especially if they are coordinating or managing the work of “sub-contractors.” You may even want to start or buy a business of your own, and for some of you that would be great. Just be aware that half of business start-ups are out of business within a year. If you are attracted to the idea, however, we recommend you apply the appropriate principles and practices you will find in this guide, and also contact the U.S. Small Business Administration at www.sba.gov. If you want to be in business for yourself, but not by yourself, you might consider buying a franchise; for more information check with the International Franchise Association at www.franchise.org.

Volunteer: Work for no pay? There are two reasons for you to work as a volunteer.

- ❖ You believe in what the organization is doing or really like the “work” you are doing. Money does not matter. Maybe it is because you have “retired” and want to do something for fun, friends or just to “give back.” It might be volunteering for a community service effort, church or other non-profit enterprise. It could be an avocation you really enjoy, like teaching your favorite subject for kids. Whatever it is, you do it because you want to and have the time.
- ❖ You are starting or changing careers and need experience in an industry or occupation where you have little or none. Volunteering or doing internships at no pay are a great way to learn new skills, build your base of contacts and explore whether you like the work.

To help you assess your giftedness for volunteer service in church or other organizations, take the PLACE Ministries online assessment for FREE instead of \$4.95. Go to www.PLACEMinistries.org. Choose the “I have been given a partner code” option. Enter the **Partner Code AGYECYTAF** to access your Online Assessment.

Once you have entered the Partner Code in the space provided you will gain access to 1 online assessment and at that time you will be given your own personal User ID and Password. You will use this ID and Password if you wish to return to your assessment at a later time. **Do not use a Partner Code more than one time.**

To find organizations for whom you might want to volunteer, check out local opportunities through people you know or go to www.volunteermatch.org.

HOW TO GET MORE INFORMATION

Informational Interviewing

List the people you know who work in the occupations and industries you have targeted. Talk to them about their jobs, careers, and industries. If you can't get an appointment to meet in person, try to talk with each one by phone or trade email. Most people who enjoy their work usually like to talk about the work they do.

Associations

Associations are professional organizations to which people in particular occupations and/or industries belong. These organizations have meetings and usually produce publications for their members. Most of them also have websites, and many even have job posting services. You can explore several ways to find the names of trade associations related to your targeted occupations and industries.

- ❖ Associations on the Net (www.ipl.org/div/aon). A collection of over 2200 Internet sites providing information about a wide variety of professional and trade associations

Magazines and Newspapers

Many industries have magazines and newspapers published specifically for people who work in and with a particular industry. These publications are wonderful sources of information on the industry, the companies in the industry, key people who work in the industry, and even suppliers to the industry. Some sources for finding trade publications are as follows:

- ❖ *Pub-List, formerly The Internet Directory of Publications, (www.publist.com)* is a directory of information about more than 150,000 publications and 8,000 newspapers around the world.

PREPARE YOUR MARKETING PLAN

Developing a personal marketing plan for reaching your target opportunities is the next step in Focusing on the Marketplace. It consists of the following components:

1. Target Contacts
2. Resumes
3. References
4. Compensation History
5. Emails and Letters
6. Personal Business Cards
7. 30-Second “Elevator Pitch”

If you have more than one focus on the marketplace, as most people do, create a separate marketing plan for each target of opportunity.

1. *Opportunity Targets and Contacts*

Identify potential employers that match your focus. You can use the Networking Log on page 5-8 to make your list. Professional associations, trade magazines, and research on the internet can help you. If you've done informational interviewing, you may have discovered potential employers in which you're interested.

Then list everyone you know: family, friends, neighbors, work associates, past acquaintances, former schoolmates, etc. You'll be contacting them to ask if they know *anyone* within your target companies, occupations, or industries.

2. *Write Your Resume*

Resumes are marketing communications highlighting your employment history, experience, accomplishments, education, special knowledge, and skills that align with your occupation and industry focus. Resumes do not result in job offers. Resumes are used to get interviews.

- ❖ Make a list of all your past employers and positions and the dates worked in each.
- ❖ Make a list of your job-related accomplishments. Refer to your “Self-Assessments Accomplishments” exercises; see page 3-5. Select the accomplishments that best support the most valuable abilities for the occupation and industry on which you're going to focus.

Resume Tips

- ❖ Never, ever put anything in your resume that is not completely true.
- ❖ Read it again for accuracy. Ask others to read it. Be sure all spelling and punctuation is correct.
- ❖ Emphasize the last 5 to 7 years of experience. Keep your resume to a maximum of two pages
- ❖ Customize resumes for each career opportunity. Focus on what is important to each employer
- ❖ Allow for lots of white space in the margins. Make your resume visually appealing.
- ❖ Focus on accomplishments. Show what you can do for a prospective employer. Use action verbs.
- ❖ Avoid gimmicks, color, fancy borders, boxes, shading, or cute graphic designs. Use white paper.
- ❖ For resumes sent by email or posted on the internet, see Step 4 – Searching on page 5-2.

Resume Components

- ❖ Contact information (name, email and postal address, preferred telephone number) should be at the top of the first page and your name repeated on the top of the second page.
- ❖ Objective and/or Qualifications: Brief, focused statements of the type of job/occupation and industry you seek and/or have experience. If you have multiple objectives, write a different resume for each.
- ❖ Work Experience:
 - List in reverse chronological order if using chronological format.
 - Group accomplishments by functions if using functional format.
 - Give basic company information (name, city, dates of employment). If a company is not well known, include company statistics (line of business, revenue, number of employees, etc.).
 - Show job title(s) and dates with each employer.
 - Highlight accomplishments for each position. Give brief descriptions of responsibilities using action verbs. Choose accomplishments and responsibilities that relate to the job seek.
- ❖ Education:
 - Show each school, degree, degree month and/or year, major and accomplishments
 - Omit high school information if you have a college degree.
 - Only list significant job-related continuing education.
- ❖ Other Sections:
 - Professional certifications
 - Job-related technical skills, such as computer proficiencies
 - Community awards (list only significant, job-related awards)
- ❖ Exclude:
 - Names of references
 - Compensation information
 - Personal interests or activities
 - Reasons for leaving previous positions
 - The phrase “references available upon request”
 - Personal data (age, marital status, number of children, health status)

Resume Formats

Begin by preparing a Master Resume with all of your background, education, experience and accomplishments. It is the complete record of your employment related history. See Master Resume Worksheet, pages 4-13 to 4-15. From the master resume, you can select the most relevant parts for the career or position you wish to explore. You can use either of two formats.

- ❖ Chronological (when continuing in the same career path). See sample on page 4-8.
 - List work experience in reverse chronological order, listing the most recent experience first.
 - List accomplishments under each employer.
- ❖ Functional (when changing careers or entering the job market after an absence). See page 4-9.
 - List accomplishments and expertise in functional categories (marketing, sales, management, operations, communications, etc.) in first section.
 - List work experience (company name, job titles, dates) consecutively in next section.

SAMPLE OF CHRONOLOGICAL RESUME**Your Name**

Your.name@youremail.com

Street, City, State, Zip

505-555-1234

Objective and Qualifications

Concisely state your target opportunity occupation, industry and location

- ❖ Write 3 short statements that summarize why you would be good at your objective
- ❖ Each statement should highlight your accomplishments and experience
- ❖ Prioritize statements so the most relevant one comes first

Work Experience

ORGANIZATION NAME, City, State, 20xx-Present

Job Title

- ❖ Write 2 or more statements about the work you performed and what you accomplished
- ❖ Quantify results of your accomplishments and how they positively affected the organization
- ❖ Mention on-the-job recognitions and rewards you received that relate to your job objective.
- ❖ Prioritize statements so the most relevant one comes first

ORGANIZATION NAME, City, State, 20xx-xx

Job Title

- ❖ Write 2 or more statements about the work you performed and what you accomplished
- ❖ Quantify results of your accomplishments and how they positively affected the organization
- ❖ Mention on-the-job recognitions and rewards you received that relate to your job objective.
- ❖ Prioritize statements so the most relevant one comes first

ORGANIZATION NAME, City, State, 19xx-xx

Job Title

- ❖ Write 2 or more statements about the work you performed and what you accomplished
- ❖ Quantify results of your accomplishments and how they positively affected the organization
- ❖ Mention on-the-job recognitions and rewards you received that relate to your job objective.
- ❖ Prioritize statements so the most relevant one comes first

Education

SCHOOL, City, State

Degree, Major (if relevant), 19xx

- ❖ Mention on-the-job recognitions and rewards you received that relate to your job objective.

Other Sections

- ❖ Professional certifications
- ❖ Job-related technical skills, such as computer proficiencies
- ❖ Community awards (list only significant, objective-related awards)

SAMPLE OF FUNCTIONAL RESUME**Your Name**

Your.name@youremail.com
Street, City, State, Zip
505-555-1234

Objective and Qualifications

Concisely state your target opportunity occupation, industry and location

- ❖ Write 3 short statements that summarize why you would be good at your objective
- ❖ Each statement should highlight your accomplishments and experience
- ❖ Prioritize statements so the most relevant one comes first

Professional Accomplishments**Key Skill**

- ❖ Write two or more short statements about employment or volunteer accomplishments
- ❖ Quantify results of your accomplishments and how they positively affected the organization

Key Skill

- ❖ Write two or more short statements about employment or volunteer accomplishments
- ❖ Quantify results of your accomplishments and how they positively affected the organization

Key Skill

- ❖ Write two or more short statements about employment or volunteer accomplishments
- ❖ Quantify results of your accomplishments and how they positively affected the organization

Work History

ORGANIZATION NAME, City, State, 20xx-Present

Job Title

ORGANIZATION NAME, City, State, 20xx-Present

Job Title

ORGANIZATION NAME, City, State, 20xx-Present

Job Title**Education**

SCHOOL, City, State,
Degree, Major (if relevant), 19xx

Other Sections

- ❖ Professional certifications
- ❖ Job-related technical skills, such as computer proficiencies
- ❖ Community awards (list only significant, objective-related awards)

3. Prepare Master Reference List (See page 6-11)

- ❖ Think of everyone you've worked for in your past positions, plus co-workers, customers, vendors, and others who can testify to your work and accomplishments. Select 2 to 5 most relevant references for the specific job you're considering and those who you're sure will give you a favorable reference.
- ❖ For each reference, list the name the way they are normally addressed, title, company name, company address, preferred phone numbers, and the nature of your personal or professional relationship (former supervisor, former co-worker, etc.), and special notes.
- ❖ Ask permission from each reference before listing them. Be sure to check spelling of their name and accuracy of contact information. It is even better to send them a copy of your resume so they can give you feedback, as well as be prepared to act as a reference. At the same time you can tell them about your goals for your job search and let them know when they might expect a call.
- ❖ When you're asked to submit references, choose which ones you'll submit depending on the job, the company, and the situation. A company usually requests references only after they've interviewed you and want to hire you. Ask the company if they prefer a certain type of references (former supervisors only, or a mix of supervisors and peers).

4. Compensation History

List each company where you have worked and your salary or pay rate, commissions, bonuses, and other compensation such as stock options. If you received pay increases during your employment with a company, show beginning and ending compensation so a hiring organization can see your progress.

5. Prepare Emails and Letters

You'll need at least three types of letters:

- ❖ A cover letter or intro email for sending your resume
- ❖ Email or letter for requesting information and contacts
- ❖ Thank you emails and letters for sending after interviews

While you can (and should) create sample letters in advance, each letter you send should be personalized and customized to the particular situation. Letters should be concise, to the point, and appreciative. A well-written and short email or letter should have three parts:

- ❖ The opening sentence or short paragraph should state your objective. If you have a personal referral to the addressee or the company, be sure to mention the referring person's name first.
- ❖ The middle part should tell something about you, including one or two related accomplishments.
- ❖ The final paragraph should include a call to action, telling the person what you would like for the individual to do or what you will do next ("I will call you in a few days to see if we can talk").

6. Personal Business Cards

When you don't have a resume with you, and you meet someone with whom you want to follow-up, you can always trade business cards. You not only get their card, but you make a better impression, and they're your most important info: your name, number, email and profession. It could look as simple as this... it's like having a 30-second resume on a business card. For 250 business cards for free, go to www.vistaprint.com.

Bill Smith
505-555-1234
Bill.Smith@gmail.com

Marketing Research Director
Computer Software
Atlanta, GA

7. Networking Scripts—The 30-Second “Elevator Pitch” (see Exercise on page 4-16)

Imagine being on an elevator and meeting a former work associate who asks how you are doing. You tell him/her that you are seeking a new job or career, and he/she asks, “What are you looking for?” You have less than 30 seconds to respond before the “elevator doors” open and your friend walks off.

The elevator pitch is a brief overview of the position you are seeking. It can be used to explain to friends, associates, and interviewers exactly, and succinctly, the goal of your job search. It should be a couple of sentences and no more than 30 seconds long when spoken. It should include most of the following information on the position you’re seeking:

Job Function	(marketing research director)
Type of Industry	(computer software)
Geography	(Atlanta)

Now you are ready for the next step in the process: Searching. But remember this truth:

In his heart a man plans his course, but the LORD determines his steps.
Proverbs 16:9



FOCUSING EXERCISE

Putting it all together, fill in these charts reflecting the information you've just read to begin to focus on the best targets of opportunity for you.

Occupations	ONET Code	Key Associations and/or Publications

Industries	NAICS Code	Key Associations and/or Publications

Income Needed and Wanted (Total Cash Income)	
Need \$ _____ per _____	<i>(amount required to live excluding savings and retirement)</i>
Want \$ _____ per _____	<i>(amount desired and/or appropriate based on past history and future plans)</i>

Preferred Locations (City, State) in Order of Preference	Key Associations and/or Publications

Culture: Work environment values that are important to you

Platforms	Key Associations and/or Publications


MASTER RESUME EXERCISE

(This worksheet also may be useful in preparing a marketing piece for self-employment.)

Name _____

Preferred Phone (cell phone is usually best) (____) _____

Address _____

City/State/ZIP _____

Email address _____

Career Objective

Position title or type of work and industry _____

Work Experience

Most recent employer _____ City/State _____

Size and description of employer/what they do for whom _____

Position title _____

Dates: From _____ To _____

Major responsibilities _____

Relevant Accomplishments _____

Position title _____

Dates: From _____ To _____

Major responsibilities _____

Relevant Accomplishments _____

Prior employer _____ City/State _____

Size and description of employer/what they do for whom _____

Position title _____

Dates: From _____ To _____

Major responsibilities _____

Relevant Accomplishments _____

Prior employer _____ City/State _____

Size and description of employer/what they do for whom _____

Position title _____

Dates: From _____ To _____

Major responsibilities _____

Relevant Accomplishments _____

Prior employer _____ City/State _____

Size and description of employer/what they do for whom _____

Position title _____

Dates: From _____ To _____

Major responsibilities _____

Relevant Accomplishments _____

Education

Current/most recent school _____ City/state _____

Degree/major _____ Year _____

Honors/awards and accomplishments _____

Jobs while attending school _____

Prior school _____ City/state _____

Degree/major _____ Year _____

Honors/awards and accomplishments _____

Jobs while attending school _____

Prior school _____ City/state _____

Degree/major _____ Year _____

Honors/awards and accomplishments _____

Jobs while attending school _____

Additional Information and Activities

Special skills and certifications _____

Community service involvement _____

CREATE 30-SECOND ELEVATOR PITCH  **EXERCISE**

Remember what you read about a **30-second elevator pitch**? It can be used to explain succinctly to friends, associates, networking contacts, and even interviewers the exact goal of your job change. You can use it effectively whether you are seeking traditional employment or planning to start a business or work for yourself.

Example: I'm seeking a marketing research management position in Atlanta with a computer company.

Note: The pitch should primarily describe details for the work you're seeking and not details of past experience and accomplishments.

Write a draft of your elevator pitch.

Now, see if you can make it better. Fewer words. More specific. Try using job titles and/or names of companies that help you illustrate the type of industry in which you're interested.

Keep on practicing and improving your networking script so you get contacts, ideas, and help.

READ & WRITE DEVOTIONAL

IN LITTLE WHITE LIES ARE BIG BLACK HOLES

The trouble with a lie is that it is never alone. Lies tend to run in packs, attacking and bringing down all who invite one into their mouths.

Here's how it works. Almost without thinking, you utter a tiny little lie. Then, when the truth confronts it, you put up another lie to protect the first lie. Then the truth comes up again, so you lie again. Soon, you're defending lies with more lies.

What began as a little white lie becomes a big ugly mess. Like big black holes, a pack of lies will suck you into oblivion.

*A false witness will not go unpunished,
and he who pours out lies will not go free.*

Proverbs 19:5

Recheck your resume. Do any of the words or statements hide a little white lie? If yes, write the lie here.

Then put an **X** through it,
forever.

Note: Be sure to update your resume!

**GO ONLINE**

Log in and on the Career Explorer landing page, point to and select Career Tools - Altitude.

**SESSION****For the Next Session: Step 3 – Altitude**

Be ready to talk about what you have learned. Make sure you've gone online to read articles and browse sites that are particularly relevant to your interests and issues right now.

**PRAYER JOURNAL**

Use the space below—or your own journal—to take some notes about your specific prayer requests or insights that you have at this point for yourself or others in your group.

STEP 4: SEARCHING

Finding Opportunities

As you are looking for the work God has prepared for you, you want to be a good steward of your positive **ATTITUDE**, understanding of your unique **APTITUDE**, and clear focus on the market place—your **ALTITUDE**. Here is a key verse to remember as you search for opportunities.

The mind of man plans his way, But the LORD directs his steps.
Proverbs 16:9

Remember to diligently use both of your eyes in finding opportunities – one eye for looking as you have planned and the other eye for seeing as the Lord directs your steps. Sometimes finding the right opportunity comes from seeing something you are not seeking. Now you're ready to begin searching. The best way to explore opportunities is the combination of...

ONLINE SEARCHING and ON-THE-GROUND NETWORKING

ONLINE SEARCHING

Explore Worldwide Web: It seems that everything you have ever wanted to know is on the Internet – somewhere – especially as it relates to career exploration and job search. If you want to find opportunities today, using the web is absolutely required. Look at these facts...

- ❖ In 2006, research of 73 leading employers indicated that over 50% of their 2005 new hires were sourced from the Internet
- ❖ In 2007, job postings are up 25% over 2006. That's 4.3 million jobs posted on 1200 job boards in just one month alone (May 2007).

There are thousands ways to use the Internet to explore career opportunities. Here are a few...

- ❖ Tips for searching job postings. Most employers post the majority of their open positions on their company website – plus there are over 10,000 other job board websites on the Internet. Here are some tips to keep in mind:
 - Search often and reply quickly
 - Many postings are only “valid” for a few days, so look every day on the major sites
 - Copy keywords that are true of you from the job posting, and put them in your resume
 - Keep a log of your responses - track web site, position, company, date and resume you sent
- ❖ Visit all of the Big-4 job sites. Not only look for specific jobs that match your search focus, but also browse the sites to learn about other related opportunities.
 - www.monster.com
 - www.careerbuilder.com
 - www.hotjobs.yahoo.com
 - www.jobbankinfo.org

- ❖ Search employer websites: The best and most direct way to find specific jobs with specific employers that match your job search focus. If you see a job posting you want on one of the newspaper or general job posting sites with the name of the employer, then go to the employer's website to see if you can find the same and maybe other job postings of interest. Not only can you get the most complete description of the job and candidate criteria on the employer's website, but you can also learn more about the employer, its goals, needs, opportunities and key executives.
- ❖ Look in local newspapers online. They are hot: 59 million people visited newspaper websites on average during the second quarter of 2007. Some newspapers online have more jobs posted for their city than anyone else, including the big three job sites. To quickly find newspaper websites by city and state, go to www.newspaperlinks.com.
- ❖ Find smaller, new, professional, and niche job sites that are related to your career focus by occupation, industry and location. Be sure you check all trade and professional associations and magazine websites that relate to your career focus. Here are just a few popular sites to check...
 - www.6figurejobs.com – \$100,000+ income sales, professional and management jobs
 - www.bluesteps.com – 5,000 search professionals at leading search firms worldwide
 - www.snagajob.com – #1 site for hourly employment
 - www.usajobs.opm.gov – jobs with federal government
 - www.universityjobs.com – gateway higher education careers
 - www.net-temps.com – leading job board for temporary and temp-to-perm
 - www.craigslist.org – Local classifieds including jobs in 460 cities
- ❖ Interested in Christian ministries or employers? Explore these Christian specific job banks and career websites.
- ❖ What about starting your own business either as a freelance contactor or a business owner? Here are the three best websites...
 - www.guru.com – World's largest marketplace for freelance talent
 - www.franchise.org – International Franchise Association with over 1,250 franchisors
 - www.sba.gov – U. S. Small Business Administration programs, services, tools and resources

Post your resume if your job search is not confidential. If you are employed, and you are concerned about your employer finding out that you are searching, then it is better to not post your resume on any site. If your search is not confidential, then post your resume the big 4 job sites, plus the most relevant niche-market, newspaper and most especially employer sites that provide for resume posting. More and more recruiters are searching resume posting sites using keyword searches, rather than just waiting for people to respond to their job posting. When you register on a job site or post your resume, you may also be able sign-up for special automatic email notices when new jobs you want are posted. A great way to search without looking!

Here are tips to maximize the opportunities for your resume to be “picked” for the job you want:

- ❖ Use WORD format for submitting attached resumes. Best font to use is Times Roman.
- ❖ Use the built-in resume builder template with a .TXT format of your resume to cut and paste.
- ❖ Find keywords in jobs you want – put them in a keyword section at the end of your resume.
- ❖ Use nouns or titles instead of verbs, such as “Project Manager” versus “Managed Projects.”
- ❖ Put in companies by both the short and long names, such as Kroger and The Kroger Co.
- ❖ Answer online questions about travel, relocating, years in industry and degrees truthfully.
- ❖ Monitor how many hits your resume gets. If you get little or none, add new keywords.
- ❖ Edit your online resumes weekly-monthly to keep them “active and current.”
- ❖ Do not pay extra to “boost” your resume. Avoid using a resume distribution service.

Online Social Networking becomes Job Networking: With the dawn of social networking sites a few years back, a doorway to a whole new world of communication, and in many ways job hunting opened.

Beware! Warning! Your personal pages on social sites can be found by recruiters and employers who are considering you for a position. Be careful what personal information and photos they might find.

On the other hand, networking sites can be a great place to plant good info about you for a good career future! You can also search for key contacts through networking sites. Be thoughtful and careful as you consider just a small sampling of these sites...

- ❖ www.MySpace.com major social networking site with over 135 million accounts
- ❖ www.Linkedin.com is a relationship network for connections to hiring managers, HR and recruiters.
- ❖ www.Jobfox.com is a hub for passive job seekers started by founder of Career Builder
- ❖ www.Alumni.Net. Find fellow alumni from companies, schools and other organizations
- ❖ www.Classmates.com. Find high school, college, military and workplace connections.
- ❖ www.Meetup.com/topics/workcar. Find groups of people with similar interests
- ❖ www.Vault.com/community/mb/industries.jsp. Online message boards for networking and info.

Use Email: If you don't have your own personal email account, get one. Do not use your employer's email for job search, unless you have permission. A survey of more than 700 companies by the Society for Human Resource Management found that almost three-quarters of those companies monitored their workers' use of the Internet and check employee email.

If you already have a personal Internet service and/or email account, change your current personal email address or get a new email address that allows you to use some version of your name, such as john.smith@gmail.com or jsmith@yahoo.com. Do not use a "cute" email address, such as hotmama@hotmail.com, or nonsensical names or codes, like bst321@inbox.com.

You don't have to own a computer or subscribe to an Internet service provider to use email. You can go to a friend, the local library or department of labor and use their computers. To get your own free email account, check out these five top free email services and pick whatever is best for you:

- ❖ Gmail from Google: www.gmail.com
- ❖ Inbox.com: www.inbox.com
- ❖ Yahoo! Mail Classic: www.yahoo.com
- ❖ Fast Mail Guest Account: www.fastmail.fm
- ❖ Windows Live Hotmail: www.hotmail.com

Here's how you can use email to advantage:

- ❖ Put your email address in resumes, return email address, business cards, letters – everything!
- ❖ After every networking phone conversation, email a thank you with a copy of your resume
- ❖ When trying to get an appointment or introduction, email a brief note, sometimes with resume
- ❖ Confirm appointments by email the day before or the day of your meeting or interview
- ❖ When networking for referrals, email asking for help with copy of your resume
- ❖ If someone referred you to the person you are emailing, put that person's name on subject line
- ❖ Write short emails – ideally with only one to four lines plus a signature at the bottom with...
 - Your name, Email address and Preferred phone number
- ❖ When emailing a resume, be sure your resume is saved using your name, such as Bill_Smith_Resume.doc Brenda_Jones_Marketing.doc to help employers file and find your resume.

Using the Internet should occupy at least 20% to no more than 50% of your job search time. The balance of your time investment is connecting personally with people. Online search using web and email works best only in combination with on-the-ground networking! Here is an example...

Let's say you find the job of your dreams on a job board, not only reply immediately, but also begin to ask anybody and everybody you know who they know with the employer. Network for personal referrals to the recruiter or hiring manager so you can contact the contact – personally!

ON-THE-GROUND NETWORKING

It's not just what you know, it's who you know that counts! Networking for personal referrals is by far the most fruitful method of finding good opportunities. A private corporate study demonstrated that applicants who had been personally referred for a job were 42 times more likely to be selected than those without personal referrals.

Let's say that again. According to this study, your odds of being selected for a job are 42 times greater if you are personally referred. That is a 4,200% better chance!

Why is this true? First, you are not an "unknown." The employer knows someone who knows you.

Second, you are considered "good" by association with the person whom the employer knows. All the positive traits associated with the referring person are associated with you.

Third, networking helps you find the "hidden job market." Most employers first try to recruit people through their personal contacts before they advertise a position, list it on the Internet, or place it with a recruiter. Of all the jobs that get filled, how many are part of this "hidden job market?"

85%!

Amazing isn't it. Most of the available jobs are not listed anywhere. You can only find them through personal referrals. People like hiring people they know through other people.

So how do you network to get personal referrals?

1. Find the Contacts

- ❖ Make a list of all the people you know who work in and around the job and industry you're targeting. You never know who knows someone who can help you!
- ❖ Find trade and professional associations related to your focus. Many of them have local chapters with monthly meetings that you can attend. Often local chapters have job listings and networking opportunities.
- ❖ Read publications relating to your focus. Check your local paper every day for news and feature stories about your target job and industry. Either subscribe or regularly go to the library to read the one or two key trade publications for the industry.
- ❖ Keep updating your target contact list. Every time you talk to a referral, try to get at least two more contacts.

2. **Contact the Contacts**

Calling people about your career interests can be challenging. It seems even harder when you don't know the people you are calling. Here are some ways to become more effective.

- ❖ Use the names of personal referrals who gave you permission to use their names. Even better, ask your referrals if they will take a moment to call ahead on your behalf.
- ❖ Practice first with people you know best.
- ❖ Be in a quiet place with few distractions when you make your calls.
- ❖ Be focused with your networking script of what you are going to say. Have your **30-SECOND "ELEVATOR PITCH"** next to the phone.
- ❖ Elements of your conversation should include the following:

Introduce yourself. *"Good morning (afternoon). My name is (give first and last name). I was referred by (name of referral). Is (name of referred person) available?"*

Reintroduce yourself if needed. *"Good morning (afternoon). My name is (repeat your name). (Name of referral) suggested that I call you."*

Clear the time. *"Do you have a couple of minutes to talk, or would another time be more convenient?"* Always hold conversations with open hands, and do not press to get the time. If later is better for the person you are calling, then ask to book a short phone appointment later. *"When might be a good time for you?"*

Give the reason for your call. *"I am at a crossroads in my career and wanted to ask for your help."*

Ask for the information you want (contacts within a specific company, suggestions on companies that fit certain criteria, advice on how to approach a certain situation, etc.). If you want contacts, you might say, *"I am networking for referrals to (name of company or people in specific kinds of jobs)."* You might also say, *"I am looking for (give three parts of your focus—the job, the industry or company, the location). Do you know anyone in (name of company or type of position)?"*

Watch your watch! As you see the 2-minute mark coming and going, begin to wrap it up. You might say, *"I want to be thoughtful of your time. May I send you a copy of my resume in case you think of someone or something else later?"* (If yes, get the person's email, fax number, or mailing address—in that order of preference.)

Say thank you. *"Thank you for your time and help. It has been a pleasure talking with you."*

Wrap it up. *"If I have an additional question, may I call you back? Thank you again. Have a great day. Good-bye."*

- ❖ Really be attentive to what is going on with the person you are talking to. If he/she is interested, helpful, and positive, keep the conversation going. If he/she is "short" with you and making concluding types of statements, wrap up your conversation.
- ❖ Make notes on the conversation as soon as you get off the phone.
- ❖ If you are to send something to the person, send it immediately.
- ❖ Call or email the referring person with a thank you for the referral.
- ❖ Continue to improve your scripts as needed.

Here are four other on-the-ground ways to network for personal referrals...

1. ***Job Support and Networking Groups***

Many churches and community service groups have weekly or monthly meetings that offer opportunities to meet others who can help you with contacts, counsel and encouragement. You'll find listings of group meetings in your local daily and business newspapers, as well as on www.crossroadscareer.org. Be sure to take plenty of business cards and copies of your resume, as well as your networking list and a notepad.

2. ***Your State Department of Labor***

Many state Departments of Labor have career centers located in key towns and cities throughout the state. These centers may offer career transition seminars, career counseling, job databases, information on career fairs, and unemployment assistance. To find locations and services from your state labor department, check www.dol.gov/dol/location.htm.

3. ***Career and Job Fairs***

Look for local opportunities to meet employers and recruiters face-to-face at fairs – usually listed in local newspapers, Labor Departments, or www.nationalcareerfairs.com/monster/index.php?p=calendar_2008. Some fairs feature a single employer with many openings. Other fairs include multiple employers and are usually focused on a particular occupation, industry, school, community or diversity target.

Rule number one is to *be prepared*. Get a list of the employers represented, and know which ones you want to see. First walk the floor with a map to get an overview. Sort through the companies you are interested in, and plan strategy based on how much time you have. Pick up literature at booths that interest you. Avoid getting trapped at one booth and missing others you want to visit. If you are interested, ask if you can make an appointment later to talk more in depth.

4. ***Recruiters***

Many employers use recruiting firms to help them find and hire candidates. There are three basic types:

- ❖ **Contingency recruiters** are paid by an employer contingent upon the company hiring a person referred by the recruiter. Contingency recruiters usually handle positions that pay less than \$100,000/year. Generally they aren't the only recruiter trying to fill a position.
- ❖ **Retained recruiters** are paid a retainer by the employer to find candidates for a specific management or specialty position. They handle positions that pay more than \$100,000/year and represent these positions exclusively. For a listing of the most established firms, go to www.bluesteps.com.
- ❖ **Staffing Firms** are also paid employers, some of which will put you on their payroll and provide benefits as you work on temporary and/or part-time work assignments. To find staffing firms near you, go to www.americanstaffing.net/jobseekers/find_company.cfm

The best national resource for finding contingency or retained recruiters is *The Directory of Executive Recruiters* with more than 7,200 offices of 5,300+ search firms. It is available in most libraries. You can purchase your own copy or pay to use their online database at www.kennedyinfo.com.

The best method for finding good recruiters is to ask your friends, networking contacts and employers. Select recruiters you trust. Meet them in person if at all possible. Even though recruiters are paid by the employers, you want to work with someone who has *your* best interests at heart

Be careful of recruiters asking you to sign documents other than reference consent forms when you are being considered for a specific position. Be sure to read the fine print of any document you might sign. You don't want to be responsible for paying a placement fee.



USING THE INTERNET EXERCISE

The Internet can be a very effective tool for your job search. In addition to using it to find opportunities, you can use it to research companies and industries and to prepare for interviews. Use this form to keep up with favorite websites that you discover throughout your job search. If meeting in a group, share your favorite sites with others in your Career Explorer's Course group. If you find one you believe should be included on the Crossroads Career® Network website, click "Contact Us" on the www.crossroadscareer.org to tell us about it.

<u>Occupations</u>	<u>Favorite Website Addresses</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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<u>Industries</u>	<u>Favorite Website Addresses</u>
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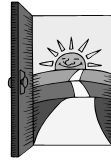
NETWORKING LOG EXERCISE

Make 10 copies of this page before using it. Make more copies as you need them.

Begin by listing as many names of people you know as you can. Think of family members, friends, neighbors, former co-workers, people you go to church with, people you play tennis or golf with, parents of your children's friends, people you went to school with, your lawyer, your accountant, your financial advisor, your dry cleaner, your hair dresser, your auto mechanic, and anyone else you can think of. Gather phone numbers/email addresses for each one. Next, contact at least *five* of them this week. Using your **30-second elevator pitch**, ask them whom they know that you can talk with to help you with your job/career change. Add these new contacts to your Networking Log. Work up to *five* calls a day.

Name/Company/Position	Phone/Email Address	Date of Contact	Referrals

READ & WRITE DEVOTIONAL

**AND BEHIND DOOR NO. 3**

“See, I have placed before you an open door that no one can shut.”
Revelation 3:8

Make a list of the open doors you see right now. These opportunities could include a chance to call someone, send a resume, have an interview, or even accept a work opportunity.

- 1.
- 2.
- 3.
- 4.
- 5.

However, opportunity does not equal God's will. Be careful of open doors; be sure they're really from God!

Pray about each open door that you've just listed. Write down thoughts that come to your mind.

Pray the thoughts back to God, compare thoughts with Bible, ask friends, and check your “peace-o-meter.”

King Solomon asked for wisdom because he said he was like a little child, not knowing how to go out or come in. Later he wrote,

*By wisdom a house is built,
and through understanding it is established;
through knowledge its rooms are filled with rare and beautiful treasures.*
Proverbs 24:3-4



GO ONLINE

Log in and on the Career Explorer landing page, point to and select Career Tools - Searching.



SESSION

For the Next Session: STEP 5 – SORTING

Be ready to talk about what you have learned. Make sure you've gone online to read articles and browse sites that are particularly relevant to your interests and issues right now.



PRAYER JOURNAL

Use the space below—or your own journal—to take some notes about your specific prayer requests or insights that you have at this point for yourself or others in your group.

STEP 5: SORTING

Interviewing and Evaluating

Interviewing and evaluating is a two-way street. While employers are learning about you, you should be learning about them too. Both you and them are gathering and sorting information about one another – looking for a match of what you do and like best with what they need most.

Successfully sorting through interviewing and evaluating depends on you being prepared with both questions and answers. Do your homework on the employer as well as the job. Think in advance not only about what you will say, but also what you will ask. Let your listening and hearing guide answering and talking. Remember that God gave you two ears and only one mouth, therefore be thoughtful...

...everyone must be quick to hear, slow to speak and slow to anger...
James 1:19

To help you prepare, practice and pray through this step, we will share with you about...

- ❖ Types of interviews
- ❖ The interview process
- ❖ Referencing and testing
- ❖ Compensation and benefits

TYPES OF INTERVIEWS

Qualifying or Screening Interviews

These interviews usually are relatively short and may be done by telephone or in person. They may be as short as ten minutes, and they rarely last more than an hour. Recruiters or someone from the company's human resources department often conduct them. The interviewers usually focus on your experience and education, your personality and values, and/or your specific technical experience and expertise.

The interviewer may ask about your salary history and compensation expectations. You should try to delay discussion about money until later so you can gain a better understanding of the responsibilities and expectations of the position. If you must declare what compensation you need or want, give as broad a range as possible since so many factors are unknown at this point.

Be sure to ask questions that are important to you, but realize that the screening interviewer may not know some of the answers. The interviewer may know very little about the details of the position you're interviewing for. Try to find out what the company is looking for, who the hiring manager is (so you can try to network to him/her by personal referral), and what the next steps are.

If the screening interview is done by telephone, be prepared, and don't have any distractions around you. Have your resume and notes on the company with you by the phone. If an interviewer calls without an appointment and you're not ready, ask for few minutes that will allow you time to get ready.

Behavioral Interviews

Because increasing numbers of employers are using behavior-based methods to evaluate candidates, understanding how to excel in this interview environment is becoming a critical job-hunting skill. The idea behind behavioral interviewing is that the most accurate predictor of future performance is past performance in similar situations.

The interviewer identifies job-related experiences, behaviors, knowledge, skills and abilities that the company has decided are desirable in a particular position. The employer then structures very pointed questions to elicit detailed responses aimed at determining if the candidate possesses the desired characteristics. Questions (often not even framed as a question) typically start out: "Tell about a time..." or "Describe a situation..."

Your response needs to be specific and detailed. Candidates who tell the interviewer about particular situations that relate to each question will be far more effective and successful than those who respond in general terms. Review your **STAR** accomplishments from Step 2 to prepare for behavioral interviews (see page 3-6, Self-Assessment Accomplishments Exercise).

Hiring Manager Interviews

This interviewer is usually the person to whom you will report if you are hired. They normally have the most influence on whether or not you're hired. Their success depends on selecting the right person, but they may or may not be the best interviewer.

When you meet them, seek to get know them, their background and current position. Ask questions to discover what this person wants to accomplish through the job and how he/she wants the job done. Take notes and ask follow-up questions. Be alert for opportunities to connect relationally by mentioning things you have in common. Be prepared to tell this person about your accomplishments that parallel their needs. Try to show how you can help this person succeed at his/her job.

Other types of interviews

- ❖ **Sequential Interviews**: It's not unusual to have a series of interviews scheduled with a variety of people in the organization—not only the hiring manager and human resources representative, but also employees in and around the position to be filled. All of them are important! Be responsive to their interests and to their perspectives on the job, to what needs to be accomplished through the job, and to the hiring manager. Be sure to make notes on each person you meet, and get each person's business card if possible.
- ❖ **Introduction Interviews**: You may meet senior executives or business owners. The hiring and human resources managers may already have agreed that they want to hire you but need to let senior management get a look. This "chance" meeting is a wonderful opportunity to get perspectives from top management on both the company and the position for which you are interviewing.
- ❖ **Presentation Interviews**: For some jobs and organizations, you may be asked to give a presentation followed by a Q&A time. This approach is common in sales organizations. This type of an interview provides an interviewer with an opportunity to evaluate your ability to sell. It also gives you a chance to show your abilities—consider this a great opportunity! While you want your presentation to be memorable, avoid using gimmicks or being too cute. If you're in the room while other candidates are making presentations, be attentive and courteous.
- ❖ **Stress Interviews**: Sometimes one of the interviewers may have the assignment of putting you to the test by asking you difficult questions in hard ways to see how you'll respond. No matter how awkward, frustrating or intimidating, don't lose your cool. Do the best you can, and be firm and friendly. If the interviewer needs to be confronted, do so with tact, speaking the truth in love.
- ❖ **Team or Panel Interviews**: Sometimes you may interview with two or more people at the same time. While potentially intimidating for you, this type of interview saves time for them. The advantage to you is that you have a chance to see how they interact with one another, giving you a feel for the chemistry and the culture of the organization. Be sure to address your answers to everyone in the room. Pay particular attention to the quietest person; this person is often the final decision-maker.

THE INTERVIEWING PROCESS

Preparation

Start with your heart. Fill it with positive thoughts about how you can serve the employer's best interests with what you do best and like most. Imagine yourself working for the prospective employer with sincerity of heart. Remember, whatever is in your heart will show up on your lips.

*"The good man out of the good treasure of his heart brings forth what is good;
and the evil man out of the evil treasure brings forth what is evil;
for his mouth speaks from that which fills his heart."*

Luke 6:45

Research the company by reading news articles, brochures, and annual reports. Visit the company's website; print and read the pertinent information. Call people in your network who may know about the company and the people who manage it. Find out about the company and where the position you're interviewing for fits into the company. List the questions you have about the company, and try to find answers. Also, make a list of questions to ask during your interviews.

Eat right, exercise, and get plenty of rest before the interview. Leave yourself enough time to get ready. If you need a haircut, schedule an appointment for one. If you need new clothing, make sure you buy it. Look your best—conservatively. Proper attire will vary depending on the organization and the job. Find out what is appropriate in that particular workplace. If you don't know and can't find out any other way, call and ask the person with whom you're going to interview. Wear little or no jewelry, with the exception of a watch, a wedding ring, and (for women) conservative earrings. Do not wear cologne, perfume, or other scents. Be sure that your hair is in place and off your face. You want to look professionally well-dressed so the focus will be on what you have to say and not on how you look. Before you leave your home, check yourself in the mirror. Brush your teeth, and take along breath mints.

Men	Women
If it's a formal business setting, men will probably wear a suit with white or blue shirt and conservative tie or business casual attire.	Women might wear a suit with skirt below the knees or tailored pants.
Men should wear conservative business shoes and dark socks.	Women should wear low- to mid-heel pumps with skin-toned hose.

Be sure you know the location of the meeting. If you are not sure and have time, make a test run so you can find the building. You can get a map off the Internet. Take money for parking.

References

Be ready to provide references when asked; this request usually comes after an interview or two. Ask the interviewer who they'd like to speak with. Have a master list of references already prepared so you can pick the ones best suited for a particular opportunity. Call or email the people you've chosen to let them know a potential employer will be calling. See Master Reference Worksheet 6-11.

Ask the potential employer for references as well. You would like the names of people you can talk with about the company and the position. Remember that the selection process is a two-way street; you're evaluating them while they evaluate you. You might ask to talk to people who currently work in the department, people who used to work there, customers, or vendors. Make some calls on your own to people you know in the same business, and ask what they know and think about the company.

Testing

Testing is a common tool employers use to assess whether or not you have the skills or personality to fit the position they have to fill. Being asked to take a test is good news because it suggests that hiring the right person for a job is important to the employer. If the testing shows that your skills or personality do not fit the position, consider that as good news. You don't want to be in a position or a company that is not a fit for you and where you're likely to fail or be unhappy.

The key to taking tests is the same as the key to interviewing: eat right, exercise, and get plenty of rest beforehand. You'll want to be as energetic and relaxed as possible. You can't prepare for these tests, and you can't fool them either. Be as honest as you can with your answers. Answer only what is asked of you.

Compensation and Benefits

Discussions about compensation and benefits do not have to be stressful or worrisome. These discussions help you qualify the opportunity and evaluate whether or not it meets your criteria. These following suggestions should help you handle discussions about compensation.

- ❖ Ask the potential employer how they've budgeted for the position.
- ❖ Be careful about ruling out a job because it doesn't pay enough. After they meet you, the company may pay more money than they'd planned, or they may have another job that would be a better fit for you.
- ❖ If you are told the salary, ask if it is the *hiring* range or the *position* range. The position salary range is likely to be broader than the hiring salary range. Most organizations want to hire you at less than the mid-point of the position salary range so they can increase your salary later without having to promote you.
- ❖ If you are asked for your current salary or salary history, try to delay providing that information. Ask if it can be discussed later. If asked for this information on the job application, leave the space blank or write in "negotiable." Tell them that you are considering several factors and that you'd like to delay the compensation part of the consideration until you have a better understanding of the position and its responsibilities and expectations.
- ❖ If they really insist on knowing, and you can often determine this insistence by the tone of voice used, give them a broad range. You might want to hold back your absolute minimum in case negotiating becomes important later on.

The Interview

On your way to the interview, be thinking about this key verse...

Let no unwholesome word proceed from your mouth, but only such a word as is good for edification according to the need of the moment, so that it will give grace to those who hear.

Ephesians 4:29

Allow plenty of time to find the location and get into the building. Arrive 15 minutes before your appointment time. Take time to go to the restroom for one last check; make sure your hair is neat, your clothes are straight, your shoes are clean, and your confidence is in place with a smile on your face.

Present yourself to the receptionist 5 minutes before the appointment. Be polite and courteous to the receptionist. If offered something to drink while you wait, simply decline. Look around the waiting area for new information on the company, and be ready to meet the interviewer. Be especially thoughtful of and friendly to administrative and support people who may not be interviewing you but will be making observations; these people may be asked what they thought about you when you met.

Greet the interviewer with a warm smile and a firm handshake. Make good eye contact, and show interest in this person. Use the first few minutes of the interview to build rapport between yourself and the interviewer. Make the interviewer comfortable with being with you.

Answer the interviewer's questions honestly. Remain relaxed and confident. Give accurate information and be direct. Don't answer more than is asked. Limit answers to 10 to 30 seconds, and absolutely no more than 1 minute; the interviewer will ask for more if he/she wants to know more. Feel free to pause to arrange your thoughts; if you do not understand a question, ask for clarification. Always be positive in your answers. Never say anything negative about a previous employer. Focus on your accomplishments by describing a Situation you faced, the Task to be accomplished, the Actions you took, and the Results you achieved.

Be sure to ask your questions about the job, the company, and the person interviewing you. Ask questions about the interviewer's role in the company, and ask questions to determine what the interviewer/company wants to accomplish through the job, what they expect, and how you can help if you get the job. Try to learn what they want accomplished by the person who does this job.

Before the interview is over, ask if you may summarize your understanding of the job and what needs to be accomplished. Then, as you give them feedback, also summarize your accomplishments relevant to what they need done. Try to connect for them what you do and like best with what they need most.

When closing the interview, thank the interviewer for his/her time and consideration. Say that you enjoyed the interview and learning about the company. If you're interested in the position, make sure to say so, but if you think you're not interested, don't say anything at this time. Ask about next steps, and take notes on what you find out.

Work through and share with a friend or group the "Interview before the Interview" exercises on pages 6-6 through 6-10 and the "Dress for Success" devotional on page 6-12.

After the Interview

Whether or not you want the job, write thank you notes to the interviewers on nice personal or professional stationery, as well as send an email of appreciation.

If you don't hear back from the company by the agreed upon date, make a follow-up call and/or send an email to underscore your interest in the company. If you hear nothing back, keep following-up once a week for seven weeks. If you still hear nothing, then assume it is not the job for you, and God has something better for you.

During the interview process, we strongly recommend you continue searching for and sorting through new opportunities. Don't get stuck on one or two possibilities and quit looking. Keep networking online and on-the-ground until you get and accept the offer that's right for you.

INTERVIEW BEFORE THE INTERVIEW



EXERCISE #1

The following chart includes some of the most commonly asked interview questions and some tips for answering each one. It's important to use your own words and style when answering questions and to give honest answers.

It's better to have "talking points" in mind rather than trying to memorize answers. Trying to memorize answers creates unnecessary stress for you and may give the appearance that you're not being yourself. For each question, write down some points you'd like to make as you answer. Include work-related accomplishments (situation-action-result) whenever appropriate.

Question	Tips and Talking Points
<p>1. Tell me about yourself.</p>	<p>Give work-related information. Include such things as education, experience, and 3 to 4 strengths. Include an accomplishment.</p>
<p>2. What do you know about our organization?</p>	<p>Do your research. Check out the company's website, and talk to anyone you can find who works at that company. Include such information as what business the company is in, products, markets, size.</p>



INTERVIEW BEFORE THE INTERVIEW

EXERCISE #1 (continued)

Question	Tips and Talking Points
3. <i>What are your strengths?</i>	Give 3 to 4 work-related strengths. Give examples of accomplishments to illustrate.
4. <i>What are your weaknesses?</i>	Be prepared to talk about a time when you failed to achieve your goals. Mention only one fairly insignificant thing. Keep it brief. Don't elaborate. Tell what you've learned or done to improve.
5. <i>What has been your greatest accomplishment?</i>	Make it work-related, even related to this position as much as possible. Don't hold back. This is your chance to shine.

INTERVIEW BEFORE THE INTERVIEW



EXERCISE #2

Here are some more questions to think about before you go to an interview:

Question	Tips and Talking Points
<p>1. What are you looking for in salary? What was (is) your last (current) salary?</p>	<p>Defer this question until later if at all possible. State that you are interested in the total compensation package, not just salary. If you feel you must answer, talk in terms of total compensation and a salary range.</p>
<p>2. What are your career goals? Where do you want to be in 5 years?</p>	<p>Relate your answer to the position you're interviewing for. Talk about your desire to grow in your field and to contribute to the company you're working for.</p>
<p>3. Why should we hire you? What contributions can you make?</p>	<p>Give 3 to 4 strengths supported by examples of accomplishments. Relate them to the needs of this company/position.</p>



INTERVIEW BEFORE THE INTERVIEW

EXERCISE #2 (continued)

Question	Tips and Talking Points
<p>4. <i>Why do you want to work for us?</i></p>	<p>Using what you know about the company and position, focus on their needs and how you can address them.</p>
<p>5. <i>What do you find most attractive about the position we are discussing?</i></p>	<p>Talk about the challenges of the position and needs of the company, and then talk about how your strengths relate.</p>

INTERVIEW BEFORE THE INTERVIEW



EXERCISE #3

This chart has the most commonly asked interview questions and some tips for answering each one. Remember, it's important to use your own words and style when answering questions and to give honest answers.

Question	Tips and Talking Points
<p>1. How long will it take you to be a contributor to our team?</p>	<p>Be reasonable here. While you are a quick learner and a hard worker, realistically it will take you six months to a year to be fully contributing.</p>
<p>2. How would you describe your management style? (if interviewing for a management position)</p>	<p>Show that you involve your team, communicate well, and hold people accountable.</p>
<p>3. Why did you leave/are you leaving your last/current position?</p>	<p>Talk about your goals and your plans for meeting them. DO NOT say anything negative about any past employer or supervisor.</p>

READ & WRITE DEVOTIONAL



DRESS FOR SUCCESS

Put on the full armor of God so that you can take your stand against the devil's schemes.

Stand firm then, with the belt of truth buckled around your waist, with the breastplate of righteousness in place, and with your feet fitted with the readiness that comes from the gospel of peace.

In addition to all this, take up the shield of faith, with which you can extinguish all the flaming arrows of the evil one. Take the helmet of salvation and the sword of the Spirit, which is the word of God. Ephesians 6:11; 14-17

Draw a picture of yourself wearing the full armor of God. Here are the items:

- 1. Belt girded with **truth**
- 2. Breastplate of **righteousness**
- 3. Shoes gospel of **peace**
- 4. Shield of **faith**
- 5. Helmet of **salvation**
- 6. Sword **Word** of God

Large empty rectangular box for drawing.

Which piece of armor do you wear the most? _____

The least? _____

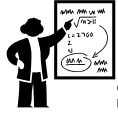
How will each piece of armor help you to *stand firm*? _____

Remember to put on the full armor of God every day. Leave no chinks in your armor. Spiritual “innerwear” is more important than physical outerwear. Post a copy of this devotional where you will see it every morning while you dress. The full armor of God—don’t leave home without it.



GO ONLINE

Log in and on the Career Explorer landing page, point to and select Career Tools - Sorting.



SESSION

For the Next Session: STEP 6 – SELECTING

Be ready to talk about what you have learned. Make sure you've gone online to read articles and browse sites that are particularly relevant to your interests and issues right now.



PRAYER JOURNAL

Use the space below—or your own journal—to take some notes about your specific prayer requests or insights that you have at this point for yourself or others in your group.

STEP 6: SELECTING *Work Prepared for You*

What is God saying to you about this opportunity? Is this the work God has prepared for you to do?

*“[You] are His workmanship, created in Christ Jesus for good works,
which God prepared beforehand so that [you] would walk in them.”*
-Ephesians 2:10

Ask God, and listen to Him. Real success only comes through determining God’s will for you and then following through as best as you can.

These ideas are some ways that you might know whether this job is your answer to God’s calling:

- ❖ Talk through your decision with trusted advisors, including family members and close friends.
- ❖ Take some time away to consider your decision; spend some time alone to think and some time with your spouse if you are married.
- ❖ If you do not feel peaceful inside about the decision, don’t accept the offer, no matter how much sense it *seems* to make. Try to identify specific issues that are unsettling.
- ❖ If your doubts persist, talk through your concerns with the potential employer.
- ❖ Do what you believe God wants you to do.

UNDERSTANDING THE FULL OPPORTUNITY

Selecting an opportunity should be based on a win-win approach; you should be focusing on selecting the right opportunity both for you and your future employer. Think in terms of collaboration instead of a compromise.

Some points to consider are:

- ❖ Know in advance what is important to you based on your needs, wants, and values.
- ❖ Assess the potential employer’s needs in terms of the results to be achieved and how they are assessed and rewarded.
- ❖ Now, how can you *both* get what you want?

A job isn’t just what you do eight hours (or more) a day; a job involves a company, other employees, a boss, and so much more. Getting to know the full scope of your job takes work. So let’s get started!

- ❖ Understand the title, the reporting relationships, the hours of work per week, and the amount of travel.
- ❖ Find out details such as the expected dress code, working hours, and if telecommuting is available.
- ❖ Get a feel for the culture, especially the personalities and values of the key players.
- ❖ Understand the **total compensation**. Ask these questions:
 1. What is the starting base salary?
 2. What is the total salary range?
 3. Is the offer flexible?
 4. How often is performance reviewed?
 5. Are bonuses a possibility or a probability? How much are they likely to be? What are they based on? When are they paid?
 6. Will you be offered a hiring bonus? What if you have to forfeit a bonus or stock award that you’ve earned with your previous/current employer?
 7. Is equity in the company available in the form of stock or options?

8. Are other benefits part of the compensation package?
 - 401k and savings plans
 - Insurance (health, dental, life, disability, other)
 - Vacation
 - Deferred compensation plans
 - If relocation is required, what expenses are covered?
 - The move?
 - Sale of a house?
 - Temporary living and/or commuting expenses?
- ❖ Understand the negotiable issues as well as those issues where no flexibility is possible—for both yourself and the potential employer.
- ❖ Use the “Understanding and Negotiating the Offer” worksheet (page 7-5) in this step to help in your decision-making process.

Go back to **Steps 2 and 3: APTITUDE and ALTITUDE**. Does this opportunity line up with your abilities, interests, personality, and values? Does it fit with your previously defined target?

ACCEPT THE OFFER AND CONGRATULATIONS!

Accept the final offer only if it’s in line with what you want, what you need, received counsel from your close advisors, and after you have reached consensus with your spouse if you are married. Be sure you get the offer in writing, and find out when you need to give an answer. But remember, this isn’t the end of the process!

You’re starting a new job, maybe a new career. Lots of people, having gotten this far in the process, think they’re finished. They breathe a big sigh of relief, and they relax. **This isn’t a good idea.**

In a very real sense, getting a *good start* in a new job is the most important step of this walk, not just getting the job. More than one new job has come unraveled after the start date. Some ideas to help you get going on the right foot will help at this point.

- ❖ Keep your evaluating eyes and ears open.
- ❖ During your first months at the job, arrive early and stay late.
- ❖ Dress your best.
- ❖ Ask lots of questions.
- ❖ Take many notes.
- ❖ Review your notes with your boss every week.
- ❖ Get a feel for who does what and what each person is like.
- ❖ Observe company politics, but do not participate.
- ❖ At the end of each of the first few months, ask for an informal review with your boss to be sure you are meeting his/her expectations.

PASSING IT FORWARD

In today’s ever-changing world of work, you’ll want to keep all bridges open and all fences mended. Take time to do these important activities once you’ve begun your new job:

- ❖ Write a thank-you note to everyone who helped you along the way. Let them know the name of your new employer, your new title and/or position, your new work phone number, and your new email address. Tell them how they helped you in the midst of this career crossing.

- ❖ Be ready, willing and able to help other people who are at crossroads in their careers. You of all people know what a roller coaster ride it is to go through a career transition. Take the time to share the help you received from others. Aggressively think about how you can help others with career contacts, ideas, and encouragement.
- ❖ Share with them the six steps of “How To Walk Through a Crossroads in your Career™” by hearing and following God’s calling.

*And we know that in all things God works for the good of those who love him,
who have been called according to his purpose.*

Romans 8:28

BUT, NO JOB WAS OFFERED OR YOU DON’T ACCEPT THE JOB OFFER

How frustrating to be at Step 6 – not get or take the job – and feel like you are back at Step 1 in an instant!

It not only can happen, but it will happen. One of our ministry leader volunteers was looking for his next job after being laid-off. On a particularly wonderful Friday, he had ten opportunities developing, three of which looked like would bring offers the next week. By noon the next Monday, all ten were gone! He took a deep breath, learned from this amazing experience and started over. His next job was so good that after a few years, it allowed him to retire.

The most important thing is what you do next. Here are some suggestions...

- ❖ Explore whether No really means No. Are there ways to collaboratively re-engage the prospective employer and seek alternative approaches? Are there other job opportunities now or in the future that might be a better fit? Respond to a no offer or decline an offer with grace and with an eye on keeping the relationships. The job you don’t get or take now might well be the way to land a better job later at the same company.
- ❖ Remember that some of the best decisions end with the word “No!” Either you or the employer or both of you had “good reasons.” If it is a door God has closed, then say “thank you” – knowing there is something better.
- ❖ Learn from your experience. What could you have done better or differently? If you can get input or feedback on your resume and interviews, all the better. Remember that in baseball, a good batting average is 300, which means 7 of 10 times the batter was out. Analyze your pitch and swing, and get up to bat again.
- ❖ In the future, always try to have two more opportunities developing at the same time. It builds confidence, makes you more secure in negotiations and does provide immediate alternative.
- ❖ Review **STEP 1, ACCEPTING LOSS AND OPPORTUNITY**, to regenerate a positive attitude.
- ❖ Read Chapter **Three – Hearing and Following God’s Calling!**

UNDERSTANDING THE OFFER Exercise

This worksheet is another tool for evaluating offers when they come. Complete it now so that you can be objective about what's important to you. Then make copies to use for evaluating each offer you receive.

Name of Potential Employer	Name of Hiring Manager
Positives about opportunity	Concerns and questions
How much the company seems to want you	How much you want the company

Cash Compensation	Last Year	This Year	Next Year	Want	Need
Base Salary					
Bonus					
Commission/Other \$					
Total Cash Compensation					
Other-Car, Stock Options, Club Membership, Equity					
Total Other Cash Value					
GRAND TOTAL CASH					

Benefits	Priority: A/B/C	Benefits	Priority: A/B/C
Weeks of Vacation		Home Office	
Health Insurance		Family Medical Insurance, Co-Pay?	
Dental Insurance		Paid Holidays	
Vision Insurance		Sick Days	
Life Insurance		Retirement/401K/Matching/Pension	
Long Term/Short Term Disability		Deferred Compensation	
Employee Assistance Program		Tuition Reimbursement	
Training		Overtime	
Severance Agreement		Relocation	
Tech Support		Help with Spouse's Employment	
Day Care for Children		Temporary Living Expenses	
Other Factors		Other Factors	
Title		Flexible Hours	
Hours per Week		Free Time	
Travel % (nights away)		Team vs. Individual Work	
Promotability		Entrepreneurial	
Management Experience/Training		Location	
High vs. Low Risk Opportunity		Cost of Living Index Comparison	

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DECISION-MAKING  **EXERCISE**

Use this worksheet when you get a job offer so you can compare the criteria of what you believe God has prepared for you with the opportunity being offered to you. Fill in what you believe God wants for you. Make several copies of the worksheet for evaluating opportunities as you receive them.

_____ with _____
 (Work Opportunity) (Company)

Criteria Desired	Work Opportunity
Work function	Work function
Industry	Industry
Location	Location
Salary	Salary
Other compensation/benefits	Other compensation/benefits
Abilities	Abilities
Interests	Interests
Personality	Personality
Values	Values
Other Criteria:	Other Criteria:
1.	1.
2.	2.
3.	3.



NEGOTIATING STRATEGIES EXERCISE

1. **Fully understand an offer before you begin negotiating.** In addition to salary, you should understand all the benefits, performance review process, when you would be expected to start work, travel expectations, and so much more. Use the worksheets from earlier in this step as checklists for what you need to know. Write down any questions you need to ask so you can fully understand the offer.
2. **Know what you are willing to give up and what you're not.** List the things you're *not* willing to give up. Be honest!
3. **Try to anticipate what the potential employer is not willing to give up.** List them.
4. **Negotiate the small things first.** Items such as additional vacation, flex time, or working from home a few days a week may be small things to the employer but big things to you. Negotiate them first; then move to the big things, like salary. Determine now what small things you'll use in the beginning of your negotiations.

Remember:
**both parties will have to give up some things that are *not* so important to them,
and both parties need to feel that they are WINNERS!**

READ & WRITE DEVOTIONAL



NEED MORE INSTRUCTION?

READ THE OWNER'S MANUAL

*All Scripture is God-breathed and is useful
for teaching, rebuking, correcting and training in righteousness,
so that the man of God may be thoroughly equipped for every good work.
2 Timothy 3:16-17*

You have questions about what to do next and how to do it. List them here.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

God has answers. Using a Bible with a concordance (key words in the back of the Bible that refer you to related verses in the Bible), find verses related to your concerns. Write down key verses and what they say to you.*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

* If you need help in finding verses that could help you, ask your facilitator or pastor for help.



GO ONLINE

Log in and on the Career Explorer landing page, point to and select Career Tools - Selecting.



SESSION

For the Last Session: CHAPTER 3

Be ready to talk about what you have learned. Make sure you've gone online to read articles and browse sites that are particularly relevant to your interests and issues right now.



PRAYER JOURNAL

Use the space below—or your own journal—to take some notes about your specific prayer requests or insights that you have at this point for yourself or others in your group.

Reaching Forward to What Lies Ahead

GOD IS CALLING YOU IN THE MIDST OF YOUR CAREER CROSSROADS

Most people believe that a God exists who created them for some purpose, and they're right. Who God is has been the source of many debates since the beginning of time. Perhaps you, like millions before you, have been seeking this God and trying to find meaning for your life.

Good news! God, who created the world and everything in it—including you—wants to have a relationship with you. God has made this relationship possible by paying the price Himself for your sin—the only thing that separates you from Him. By accepting this gift, you can have a relationship with the Creator of the universe, starting now and lasting forever.

*This righteousness from God comes through faith in Jesus Christ to all who believe.
There is no difference, for all have sinned and fall short of the glory of God,
and are justified freely by his grace through the redemption that came by Christ Jesus.
God presented him as a sacrifice of atonement, through faith in his blood.*

Romans 3:22-25

If you believe this, then the following pages should be very reassuring. If you do not believe, then consider reading these pages anyway. Consider each point, and check them out for yourself. Explore whether or not the claims are true. Try reading the Bible and praying for God to reveal Himself to you. You might even consider yourself to be like a sheep, not knowing how to come in or go out. Think of Jesus as your Shepherd Who protects and provides for and Who also guides and guards you. Now imagine Jesus saying...

"My sheep hear My voice, and I know them, and they follow Me..."
John 10:27

HOW CAN YOU KNOW GOD AND GOD'S WILL FOR YOU?

Finding God's will is not a game of hide and seek. At the same time, finding God's will does require a deep desire and effort on your part. Here are 11 actions that we have learned that help people get and stay connected to God and His calling. Feel free to try one, two, three, or all of them. Whatever is helpful in your journey to discovering His call for your life.

1. *Worship God*

Drawing near to God puts things in perspective in two ways. First, you begin to see God for who He really is. He is awesome and majestic! You cannot help but put praise and worship Him. Second, when you begin to see Him for who He is, then everything else begins to look much smaller. For example, when David fought Goliath, he did not look at how big Goliath was. Instead, he looked at how big his God was, and Goliath looked much smaller.

*Ascribe to the LORD, O mighty ones,
Ascribe to the LORD glory and strength.
Ascribe to the LORD the glory due his name;
worship the LORD in the splendor of his holiness.*
Psalm 29:1-2

2. Read and Study the Bible

First, foremost, and forever, the Bible is the authority and the manual for living from God. Consider it as daily bread, and feed from it every day. If you have never read the Bible, let me recommend starting with the Gospel of John. Then read the book of Ephesians or read a Psalm every day for a month. If you've never studied the Bible, go to a church that preaches Jesus Christ as the only Son of God and the Bible as the Word of God. Ask the pastor to recommend a Bible and a study. God has already revealed much about His will in the Bible...

*Your word is a lamp to my feet
and a light for my path.
Psalm 119:105*

3. Pray

Be in conversation with God every day, perhaps multiple times during every day. He is always available. Pray for guidance. Read a Psalm as your own personal prayer.

*Let the morning bring me word of your unfailing love,
for I have put my trust in you.
Show me the way I should go,
for to you I lift up my soul.
Psalm 143:8*

4. Listen to God

Prayer is two-way communication. In a journal or notebook, write down thoughts that come to your mind for later reflection and Bible study; remember these thoughts when you are seeking counsel, and be alert to unfolding circumstances. God will strengthen and guide you.

*"Be still, and know that I am God"
Psalm 46:10*

5. Be with Other Christians

Spend time with Christians whom you like and who like you. Study the Bible together, and pray with them. Encourage one another. Follow the ABCs: Accountability, Belonging, and Care.

*And let us consider how we may spur one another on toward love and good deeds. Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another and all the more...
Hebrews 10:24-25*

6. Seek Counsel

Seek wisdom from other people who love and follow Jesus. Some may be your friends. Some you may talk with only once or twice. Each person will have some wisdom to share with you.

*Let the wise listen and add to their learning,
and let the discerning get guidance.
Proverbs 1:5*

7. Consider Unfolding Circumstances

Be a good steward of the opportunities that God gives you. Pay attention to open and closed doors. Consider each situation with God in prayer. Always measure your prayer, counsel, and unfolding circumstances in light of the truth of the Bible. Open doors do not always equal God's will.

*Be very careful, then, how you live - not as unwise but as wise,
making the most of every opportunity, because the days are evil.
Ephesians 5:15-16*

8. Confess and Clear Your Head

A clear head is critical in thinking through options and seeking God's leading. It is easy to become confused, especially if sin is getting in the way of your relationship with the Lord. As soon as you become aware of sin in your life, confess it, and clear it out every day.

*If we confess our sins, He is faithful and righteous
to forgive us our sins and to cleanse us from all unrighteousness.
1 John 1:9*

9. Be Alert for God's Peace

As you consider various options and paths, be alert for the peace that transcends all understanding, even in the midst of the most chaotic of times.

*And the peace of God, which transcends all understanding,
will guard your hearts and your minds in Christ Jesus.
Philippians 4:7*

10. Keep a Journal

It can be helpful to keep track of what you learn from your Bible reading, thoughts you have during prayer, advice you receive from your friends, unfolding circumstances, and things that bring you God's peace. Over the coming days, weeks, or even years, you will see trends and revelations from which you can draw instruction, encouragement, and stimulation.

*"Thus says the LORD, the God of Israel,
'Write all the words which I have spoken to you in a book.
Jeremiah 30:2*

11. Trust and obey

There is no other way! If you think the Lord wants you to do something, and it seems to be in alignment with everything we've been talking about, especially with what you've read in the Bible, then do it! If He calls you, follow Him. If He shows you the next step, walk in it. Obedience operates like a power company: obey God in each step, and He generates the power and light for you to see the next step. Much more about obedience – following God's calling – in Chapter 4. Consider what Jesus said,

*"Whoever has my commands and obeys them, he is the one who loves me.
He who loves me will be loved by my Father, and I too will love him and show myself to him."
John 14:21*

Chapter 3: Hearing and Following God's Calling

As you hear and follow God's calling, you'll discover opportunities. You'll learn more about His gifts and passions in you, as well as His unique purpose for your life.

As you follow God step-by-step, you will find yourself to be the right person in the right place at the right time. That's what maximizing your career potential is about. And you can find abundant life as Jesus promised.

I have come that they may have life, and have it to the full.
John 10:10



GO ONLINE

Log in and on the Career Explorer landing page, point to and select [Career Tools – Reaching Forward](#).



PRAYER JOURNAL

Use the space below—or your own journal—to take some notes about your specific prayer requests or insights that you have at this point for yourself or others in your group.

Congratulations!

Congratulations on completing your study. May we suggest rewarding yourself (and your mentor or group) with a celebration of fellowship—perhaps around a meal next week?

You might even meet another week to share the exercises and devotional on pages 8-6 thru 8-9 on:

- ❖ Meaning of work
- ❖ God inspires work
- ❖ Ten Minutes Alone with God
- ❖ 1-800-DEAR-GOD

You may or may not have changed careers or found a new job yet, but hopefully you have begun maximizing your career potential – being more faithful with where you are, as you prepare for what's next. Perhaps you continue with your group – or perhaps start or join a new one? Here are some choices.

Continue with your group for fellowship and support...

- ❖ Use the C3G (Christ Centered Career Group) meeting plan. See www.c3g.org.
 - Provides practical, personal, spiritual support in the unemployment journey
 - Does not require a study curriculum

Consider one of the three studies already prepared for you on www.crossroadscareer.org.

- ❖ Real Success at Work: Hearing and Following God's Calling
 - Four week small group study on calling
- ❖ New Job Jump Start: 30 Days with over 100 Ways to Get a Great Start in your New Job
 - Four week individual or group study on starting new job or restarting an old one
- ❖ What the Bible Says to You If You Are Between Jobs
 - 10-Chapter, 41-page exploration of principles and truths learned thru job loss

Go through the Explorer Guide again with a new group or partner...

- ❖ Perhaps you join another workshop or class just starting
- ❖ Maybe you help facilitate or lead
- ❖ Be a mentor to someone else

If you enjoyed and grew through this experience, perhaps you would like to guide others to explore crossroads in their careers – helping them to maximize their career potential.

- ❖ Refer others to Crossroads Career Network
- ❖ Volunteer with one of the ministry teams
- ❖ Help support others in their crossings
- ❖ Start a ministry in your church

Finally, please accept our congratulations for your faithfulness – staying the course and exploring crossroads in your career. If there is anything you want to share or ask, please feel free to contact us through www.crossroadscareer.org.

MEANING OF WORK  EXERCISE

Read Genesis 2:15. Did the Lord institute work prior to sin entering the world? Why is this important to recognize?

Read Genesis 3:17. What was the consequence of sin on work?

Read Exodus 20:9 and 2 Thessalonians 3:10-12. What do these passages communicate to you about work?

❖ Exodus 20:9

❖ 2 Thessalonians 3:10-12

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How does your view of your work, job, and career compare with what God says in Scripture?

How will you change your view of work and rest?

GOD INSPIRES WORK  **EXERCISE**

Read the following verses of Scripture. What does each say about God's involvement in your work?

Genesis 39:2-5	
Exodus 35:30-35	
Exodus 36:1-2	
Psalms 75:6-7	

How do these truths differ from the way most people view work?	
How will this perspective impact your work?	

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TEN MINUTES ALONE WITH GOD  EVERYDAY EXERCISE

*... because anyone who comes to him must believe that he exists
and that he rewards those who earnestly seek him.*
Hebrews 11:6

Plan to continue spending at least 10 minutes in private time with God everyday. He will reward you with His presence and His wisdom.

Minutes	Activity and Bible Reference
½	Prayer for Guidance (Psalm 143:8)
3	Worship (Psalm 147:1)
4	Bible Reading (Psalm 119:18)
2 ½	Prayer <ul style="list-style-type: none">❖ Adoration (1 Chronicles 29:11): Who God is❖ Confession (1 John 1:9): Who I am❖ Thanksgiving (Ephesians 5:20): What God has done❖ Supplication (Matthew 7:7): What I want God to do



More-Is-Better Challenge

If you are investing 5 minutes or less everyday with the Lord,
commit to a 10-minute daily investment.

If you are already spending 10 minutes or more everyday,
double your investment up to 1 hour a day.

Consider spending a half-day (4 hours) with God
once a quarter, once a month, or even once a week.

My Commitment _____

*If you miss one or more days, don't give up.
Just begin again. God will honor your faithfulness and the intent of your heart*

1-800-DEAR-GOD

Make a copy, and keep it with your Bible – Use in case of emergency!

**The Heavenly
BLUE PAGES**

When in sorrow	call John 14
When people fail you	call Psalm 27
When you have sinned	call Psalm 51
When you worry.....	call Matthew 6:19-34
When you are in danger	call Psalm 91
When God seems far away.....	call Psalm 139
When your faith needs stirring.....	call Hebrews 11
When you are lonely and fearful.....	call Psalm 23
When you grow bitter and critical.....	call 1 Corinthians 13
When you feel down and out	call Romans 8:31
When you want peace and rest.....	call Matthew 11:25-30
When the world seems bigger than God	call Psalm 90
When you want Christian assurance	call Romans 8:1-30
When you leave home for work or travel.....	call Psalm 121
When your prayers grow narrow or selfish.....	call Psalm 67
When you want courage for a task.....	call Joshua 1
When you think of investments and returns.....	call Mark 10
If you are depressed	call Psalm 27
If your pocketbook is empty	call Psalm 37
If you are losing confidence in people	call 1 Corinthians 13
If people seem unkind	call John 15
If you are discouraged about your work.....	call Psalm 126
If self-pride/greatness takes hold.....	call Psalm 19
If you want to be fruitful	call John 15
For understanding of Christianity	call 2 Corinthians 5:15-19
For a great invention/opportunity.....	call Isaiah 55
For how to get along with others.....	call Romans 12
For Paul's secret to happiness.....	call Colossians 3:12-17
For dealing with fear	call Psalm 34
For security	call Psalm 121:3
For assurance.....	call Mark 8:35
For reassurance	call Psalm 145:18

PLEASE NOTE: Emergency numbers may be dialed direct.
No operator assistance is necessary. All lines to Heaven are open 24 hours a day!