

Career Relationships

Directions In most careers, people relate to others in different ways. Where is your comfort zone when interacting with people? Knowing this can help you choose a suitable career someday. You may also discover relationship areas that you can strengthen. Explore how you relate by filling in the chart below. Read each example in the chart. Put a check mark (✓) in one column to the right to indicate how comfortable you are with this interaction. Then answer the questions on the next page.

	How You Relate to Others	Not Comfortable	Somewhat Comfortable	Very Comfortable
1	Form friendships with those you work with			
2	Deal with other people’s feelings			
3	Interact with people who disagree with you			
4	Compromise with other people’s ideas			
5	Help people solve their problems			
6	Provide face-to-face service to people			
7	Work with animals			
8	Interact with children			
9	Interact with older adults			
10	Interact with people of different cultures			
11	Interact with people who are upset or angry			
12	Interact with the public (strangers)			
13	Work alone			
14	Work with a team			
15	Follow another person’s leadership			
16	Deal with a supervisor’s authority			
17	Lead a team			
18	Supervise the work of others			
19	Speak before a group			
20	Work to benefit the community			

(Continued on next page)

Career Relationships (Continued)

Activity 11

1. Name a career that interests you.

2. What kinds of relationship skills does the career require? _____

3. Is this career a good choice for you, as shown by your responses in the chart? Explain.

4. What relationship skills would you need to develop or strengthen to succeed in this career?

5. How could you develop or strengthen the relationship skills you need?

6. Has this analysis increased or decreased your interest in the career? Explain.

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Networking for Career Information

Directions People you know can help you evaluate career possibilities. These people are your network. The column on the right lists ways people in your network can help you. In the column on the left, list six people you know who could be in your career network. Beside each name, list letters from the right column to indicate what each person might do.

People in Your Network

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Ways Your Network Can Help

- A. Ask questions of you to clarify your interests and abilities
- B. Give firsthand knowledge about a career
- C. Guide you to print and online resources
- D. Introduce you to someone in a career field
- E. Tell you about job openings
- F. Explain the training needed for a career
- G. Introduce you to a possible employer

Strengthen Your Network

Are there any names listed above that have no letters beside them? Perhaps those people can do something else to help. You may add other ways of helping to your list.

Are there any letters from the right column that have not been connected to any names? Perhaps you can think of other people who could provide this help.

If you can not think of anyone you know to link to a particular benefit, your network has a gap. For example, if you want to become a photographer but you do not know any photographers, you need to find a way to meet someone who has this career. On separate paper, write about the kinds of people you might add to your network and how you could go about meeting them.

References

Directions Read the following information about references. Then fill in the chart.

- **Why Employers Want References** Often a résumé and an interview do not tell enough about someone who applies for a job. That is why employers want references. Job seekers give potential employers the names of a few people who know them well. These *references* then describe the applicant to the employer.
- **Choosing References** What do employers ask references? Employers want to know about character traits and job skills. Is the applicant responsible, mature, honest, reliable, and able to get along with others? Does the applicant have needed work skills? Responsible people who have firsthand knowledge of an applicant make the best references. If possible, one reference should know about specific job-related skills. If a teen applies for work in a pet store, for example, one reference might be a neighbor whose pets the teen cared for. Former bosses are common references. Someone who supervised volunteer service can also be a good choice. Try to choose people who think highly of you. Family members and close friends are not usually references because employers know they are seldom impartial.
- **Communicating with References** Before listing people as references, ask permission. Tell them about the job and let them know when you apply so they will be ready for an inquiry. Keep them up-to-date on your job search. If you get the job, be sure to thank the people who spoke up for you.

My Job References

Names of References	How does the person know you?	What could the person say about your job-related traits and skills?