**Job Checklist**

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| Administering programs | Planning agendas/meetings | Updating files |
| Advising people | Planning organizational needs | Setting up demonstrations |
| Analyzing data | Predicting futures | Sketching charts or diagrams |
| Assembling apparatus | Rehabilitating people | Writing reports |
| Auditing financial reports | Organizing tasks | Writing for publication |
| Budgeting expenses | Prioritizing work | Expressing feelings |
| Calculating numerical data | Creating new ideas | Checking for accuracy |
| Finding information | Meeting people | Classifying records |
| Handling complaints | Evaluating programs | Coaching individuals |
| Handling detail work | Editing work | Collecting money |
| Imagining new solutions | Tolerating interruptions | Compiling statistics |
| Interpreting languages | Confronting other people | Inventing new ideas |
| Dispensing information | Constructing buildings | Proposing ideas |
| Adapting new procedures | Coping with deadlines | Investigating problems |
| Negotiating/arbitrating conflicts | Promoting events | Locating missing information |
| Speaking to the public | Raising funds | Dramatizing ideas |
| Writing letters/papers/proposals | Questioning others | Estimating physical space |
| Reading volumes of material | Being thorough | Organizing files |
| Remembering information | Coordinating schedules/times | Managing people |
| Interviewing prospective employees | Running meetings | Selling products |
| Listening to others | Supervising employees | Teaching/instructing/training individuals |
| Relating to the public | Enduring long hours | Inspecting physical objects |
| Entertaining people | Displaying artistic ideas | Distributing products |
| Deciding uses of money | Managing an organization | Delegating responsibility |

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| Measuring boundaries | Serving individuals | Mediating between people |
| Counseling/consulting people | Motivating others | Persuading others |
| Operating equipment | Reporting information | Summarizing information |
| Supporting others | Encouraging others | Delegating responsibilities |
| Determining a problem | Defining a problem | Comparing results |
| Screening telephone calls | Maintaining accurate records | Drafting reports |
| Collaborating ideas | Administering medication | Comprehending ideas |
| Overseeing operations | Motivating others | Generating accounts |
| Teaching/instructing/training individuals | Thinking in a logical manner | Making decisions |
| Becoming actively involved | Defining performance standards | Resolving conflicts |
| Analyzing problems | Recommending courses of action | Selling ideas |
| Preparing written communications | Expressing ideas orally to individuals or groups | Conducting interviews |
| Performing numeric analysis | Conducting meetings | Setting priorities |
| Setting work/committee goals | Developing plans for projects | Gathering information |
| Taking personal responsibility | Thinking of creative ideas | Providing discipline when necessary |
| Maintaining a high level of activity | Enforcing rules and regulations | Meeting new people |
| Developing a climate of enthusiasm, teamwork, and cooperation | Interacting with people at different levels | Picking out important information |
| Creating meaningful and challenging work | Taking independent action | Skillfully applying professional knowledge |
| Maintaining emotional control under stress | Knowledge of concepts and principles | Providing customers with service |
| Knowledge of community/government affairs | | |

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There are various ways to look for a position in the employment market. In the first instance, it is essential to tap into the existing network. From this perspective, everybody tends to know somebody. Within the existing network, there are potential jobs, which would be appropriate for me but the individuals in such networks might not have thought of me and sensitize about the opportunities.

Another approach towards looking for a position is connecting with the alumni. In most cases, people tend to maintain links with an individual with whom they have something in common in the form of values or hobbies as well as sharing of the learning institutions. It is appropriate to consider expansion of these alumni networks while looking for a position in the job or labor market.

Similarly, it is appropriate to consider attending events such as activities by charities and professional organizations. During these events, it is ideal to consider contacting an individual to enhance or expand the network. There is also the approach of using social media platforms such as LinkedIn to the best or maximum effect. Social media is a powerful tool to facilitate connection with the right personalities and individuals. In such instances, it is appropriate to search the target market in regards to the qualifications, industry, interests, and institutions. Besides, checking job boards is appropriate since most companies and recruiting agencies use such approaches to locate the right prospects. These approaches are valuable in generating the platform

for quality job location or search in the highly competitive market in the modern

society.