

# Step 1: Your Top Priorities

There are more than 7 million employers and nearly 150 million jobs in the US alone. By identifying your top priorities up front you will be able to target the right companies quickly, create effective pro-con lists to help in your decision making, and communicate confidently with hiring managers. This step will ultimately help you to secure a job that will bring you a high level of satisfaction.



*"I was very impressed with the seriousness in which they viewed my job search as well as the wide variety of tools that they made available to me in order to improve my professional prospects and growth."*

*—Christi S., Billing Clerk, Glenview, IL*



### 1. List career priorities

The first step in your career search process is determining your priorities. List all priorities as they come to mind in the box below. Examples of priorities may include: maximum commute range, percent of required travel, job level (i.e. worker, manager, director, VP, etc.), defined career ladders, hours/days, autonomy, company reputation, company culture, dress code, team vs. individual work focus, salary, etc.

**Activity Alert!**

**Create a priority list**



### 2. Rank your priority list

*What are the top 5 priorities or characteristics you want in your next job?*

*Rate it based on your most recent position*

*What will you seek in order for that priority to earn 5 stars?*

1.



2.



3.



4.



5.



### 3. If two companies offered you the same salary, which priority would be the tiebreaker?