

The Job Vs.

Jim and Joe are next-door neighbors. Both are 28, married and have two children. Each morning the two men speak as they leave for work. Jim currently makes more money than Joe, but he punches a clock. The satisfaction he gets from his job is a paycheck every two weeks and a three-week vacation each summer.

Joe, however, took a cut in salary because he needed some training before he qualified for a brokerage license. Chances are Jim and Joe won't be neighbors for long. Jim has a job. Joe has a career.

Having a career means you have some control over your work life. A career is different from a job in the potential for growth it offers. It is a chosen pursuit and it requires planning. If you'd like a career, it's not too late to prepare for one. If you're in a career, you can always advance. And, if you haven't entered the work world yet, now's the time to begin mapping a future for yourself.

Here is how to evaluate your current position and prepare for the future:

1. Figure out your career path.

Examine Yourself. Figure out your ideal situation. Determine your strengths and weaknesses. Analyze and record neatly your technical skills, personality traits, likes and dislikes. Review these items frequently, updating when necessary.

Determine Your Financial Needs. Analyze your expenses and spending habits. Figure out the amount of money you must make in order to get by, as opposed to getting over.

Match Your Skills With The Career Requirements. If you aren't qualified for the position you want, find out what skills you need to acquire for that slot. Ask whether on-the-job or another type of company-sponsored training is available. Educational preparation is often the easiest way to change career paths.

Set Goals For Yourself. Look at where you are today and decide where you want to be one year from now and five years from now. Establish a timetable for accomplishing these goals.

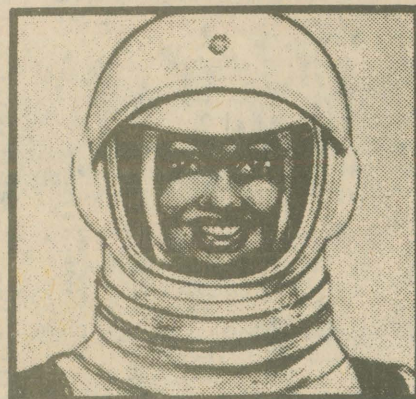
Be Realistic. Find out how others have entered the field you're aiming at and pace yourself by comparing how long it took

them to get where you want to go. (Be sure to allow for the various factors that could make your own journey a little slower or faster.) Don't put yourself in a place you can't stand. If you want to work in a bank, be prepared for a conservative environment. In order to obtain some occupations you may have to alter your physical appearance (shave a beard) or change your mental attitude (stretch a quick temper).

2. Choose your ideal career.

Look At The Growth Potential Of The Occupation. You don't want to train for a field that is becoming obsolete or saturated. The Bureau of Labor Statistics list the following occupations as the fastest growing:

- Dental hygienists
- Other health technologists and technicians
- Practical nurses
- Teachers aides
- Data processing machine repairers
- Clerical workers
- Medical and health workers
- Technicians (other than engineering, health and science)
- Welfare service aides
- Health administrators
- Asbestos and insulation workers
- Computer analysts
- Other computer specialists
- Nurses aids and orderlies



Women are seeking new and more challenging job opportunities.

High-paying fast growing occupations include:

- Physicians (medical and osteopathic)
- Actuaries and mathematicians
- School administrators
- Lawyers



- Veterinarians
- Economists
- Dentists
- Geologists
- Telecommunications workers
- Physicists and astronomers
- Mechanical engineers
- Sales managers (other than in retail trade)
- Chemical engineers
- Life scientists and physical scientists
- Aeronautical engineers
- Computer programmers

Search For Openings In Classified Ads.

Job openings are listed in newspapers, trade journals and magazines. These ads list job openings and describe what qualifications are needed to fill them. They also tell you how to apply.

Prepare An Excellent Résumé. If you don't know how, ask for help from a school guidance counselor or local librarian. The way you sound on paper often determines whether you are given an interview. Write your résumé to highlight the qualifications outlined in the job description.

Visit Personnel Agencies. This is a good source of available jobs. Many personnel firms are retained by companies to find employees. They know what the

Illustration: Billy Graham

The Career

Planning Your Way To The Top

pany's annual report, which can be obtained from its public relations office. Key facts to find are what the company makes, annual sales, profit margin and growth potential. For inside tips, talk with someone who works there.

Practice For The Interview. Be ready to answer questions about your goals, your expectations, personality and why you chose that profession and organization. Be prepared to ask questions that will help you determine whether the organization fits into your career plans.

3. Be prepared for special pressures.

Expect To Be Considered A Threat By Others. If you are the only Black person in the division, your presence may require some adjustments among co-workers who are insecure. It is also difficult for some men to accept women as their equals on the job.

Anticipate Role Confusion. Your self-confidence may be mistaken for arrogance and drive may be seen as 'pushiness'. Be on the alert for others' reactions to you.

Learn To Cope With A Little Ignorance. Many people in management think Black employees don't understand much about what goes on in the business world and can't communicate as well as others. Patience, keeping things in perspective and a healthy sense of humor can help you walk that extra mile with grace and pride. Seek out brothers and sisters elsewhere in your field who may be able to give you further advice.

Don't Be Afraid To Ask Questions. Because you're new to a profession doesn't mean that others aren't also. Some employees are led to believe their colleagues don't have to ask questions. Don't fall for this nonsense.

Know How To Handle Discriminatory Behavior. Try discussing the problem(s) tactfully with your supervisor. If that doesn't work, document each incident and report any truly discriminatory behavior to your personnel manager. If that fails, consider filing a complaint with the Equal Employment Opportunity Commission. This should be a last ditch measure, however, because once you file you probably won't be welcome on the job.

4. Keep the job and receive career advancement.

Understand The Employer's Goal. Find out how your division is evaluated. Learn the rules for winning rewards. Understand how your group is judged.

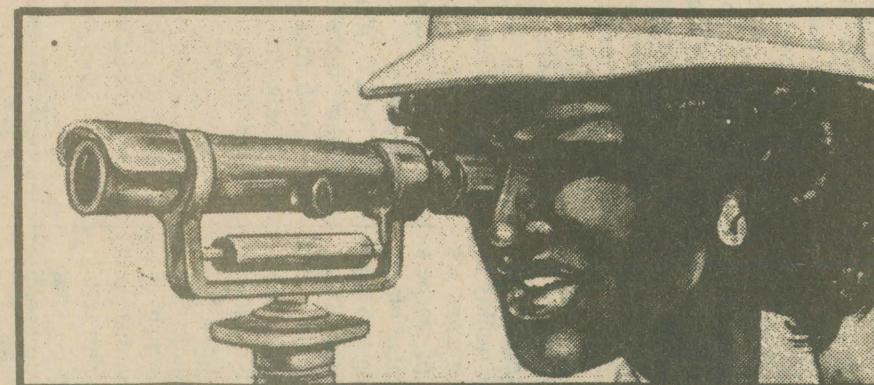
Analyze Your Immediate Supervisor. Understand his or her goals, fears, weaknesses and strengths. Find ways to help out without seeming intimidating or overly competitive.

Become A Team Player. Remember why you're there -- to help the organization achieve higher profits, better results and/or prestige. Help your co-workers whenever you can; remember you may need their support one day. Keep in mind that meeting or exceeding company goals is the key to raises, promotions and self-satisfaction.

Maintain Your Cool. Each position is just a step on your way up. That's why it's important to keep your cool. Patience, politeness and tact will allow you to deal with the day-to-day realities and get what you want in the end.

5. Know when to make your move.

The Key to Maintaining A Career is Understanding Yourself. Knowing when to leave is as important as knowing what to do while you're there. If you are offered another job, be sure to evaluate it in terms of whether it will advance your career, pay you more, give you more freedom or make you feel more at ease. Weigh your alternatives by carefully comparing their pluses and minuses. You may be in an impossible situation and need to move to avoid serious conflict, or your career may be at the point of diminishing returns. Try not to burn any bridges, but don't wait for them to collapse either. Planning your career is all about knowing you.



Train for high-paying, fast growing occupations.

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