

# Using your Strengths: In the Job Search, Interview, and New Position

## University of Missouri, MU Career Center

### ACHIEVER

#### In the job search

- **Your Achiever helps you** stay diligent and enables you to have productive job searches. You may take initiative to go to a potential workplace, talk with them, and ask how to apply.
- **Search for careers that** give constant opportunities to excel, that challenge you, and allow control over workflow and productivity.
- **Tips:** Break down the job search into small steps and make a list of tasks. Arrange certain hours per day to focus on the job search and stop working on them when the time is up. Since the constant drive to achieve can result in burn-out, make sure to give yourself breaks. Try new techniques in your job search, like informational interviews or social media.

#### In the interview

- **You can highlight** your high work ethic, productivity, energy and desire to accomplish things.
- **In job interviews** you are good at bringing Strengths into the conversation in order to sell yourself. You bring thoughtful questions to the interview to showcase your interest and further judge whether the job would be a suitable match.
- **Tips:** Getting ideas from everyone possible before an interview can help greatly; confidence is developed through preparation. When preparing for an interview, create a list of talking points to help you prepare.

#### In the new position

- **Your Achiever** starts strong, setting the performance bar high; remember to pace yourself to prevent burnout in your new position.
- **Remember to** keep your checklist in check. Maintain control of your time spent on tasks, allowing time to build relationships with your new colleagues.

### ACTIVATOR

#### In the job search

- **Your Activator helps you** find motivation to start early, and make quick progress on the job search. You are good at moving thoughts into persuasive action. You are excellent at employer follow-up (sending thank you cards, contacting interview leads, etc.).
- **Search for careers that** have either immediate leadership roles or opportunities to move up, as well as careers that involve short-term projects to initiate.
- **Tips:** Consult with other people to make plans before taking actions. Learn to temper inaction of employers and length of response time. Ask for accountability to ensure you follow through on actions.

#### In the interview

- **You can highlight** your initiative and motivation when starting new projects or meeting new people.
- **In job interviews** you give quick and decisive answers, due to your previous preparation, which come across as confident and capable to the interviewer.
- **Tips:** For behavioral questions you should also pay attention to the outcome and result. If offered a position, train yourself not to leap at the offer. Evaluate the offer carefully before taking action.

#### In the new position

- **Your Activator** tends to stand out quickly to new employers as you complete complex tasks efficiently.
- **Remember to** share the work and compromise with your new team to accomplish tasks.

## ADAPTABILITY

### In the job search

- **Your Adaptability helps you** benefit from happenstance since you are open to any potential opportunity and are comfortable with the unknown. Your flexibility helps you cope with the stress that comes from the job search.
- **Search for careers that** do not have rigid guidelines and procedures. Instead focus on careers that emphasize flexibility and have a variety of work, tasks, or responsibilities.
- **Tips:** Making schedules and keeping track of contacts may be boring for you, but find a way to make it more interesting because it is a vital part of the job search.

### In the interview

- **You can highlight** your ability to react and respond to various incidences and people. You are considered the “co-traveler of life” meaning you have an ability to go with the flow and can work through a number of work-related situations.
- **In job interviews** you respond fluidly to any question the interviewer throws at you. You especially excel at ‘pressure’ questions that depend solely on quick, adaptable thinking. You often have a variety of experiences to draw upon when answering questions.
- **Tips:** Despite how you are skilled at living in the present, try to also discuss long-term goals and future plans, especially those involving the company that is interviewing you.

### In the new position

- **Your Adaptability** may unintentionally reflect a passive nature. Make an effort to show others you can accomplish tasks. Offer to help where you can and show off your “jack of all trades” abilities.
- **Remember to speak up** when the opportunity presents itself and your opinions are requested.

## ANALYTICAL

### In the job search

- **Your Analytical helps you** carefully review job descriptions and investigate more information about the position before applying to make sure it is a rational choice worth pursuing. You are good thinking realistically about the job by asking strategic questions.
- **Search for careers that** require research, analysis, and data collection. You will excel in a career that emphasizes investigation and facts in decision-making.
- **Tips:** It is important to listen to your ‘gut’ reaction and emotions to potential jobs; often those can be just as informative as facts and data.

### In the interview

- **You can highlight** your ability to see the big picture and how all other factors may affect it.
- **In job interviews** you are good at providing evidence of success, concrete examples, and results. You think through all interview questions and present a clear solution; you’re less emotional and stick with facts.
- **Tips:** Don’t get too lost in the facts and information that you forget to demonstrate your personable and engaging qualities.

### In the new position

- **Your Analytical** may tend to be perceived as somewhat aggressive. Instead, offer to use your talents to help others with a final edit before a big project is submitted, or to be a sounding board before decisions are put into action.
- **Remember to think through** the best delivery of a message for your new team. You want to be engaging as well as detailed. Point out the positive as well as the details of concern.

## ARRANGER

### In the job search

- **Your Arranger helps you** have an organized search process (contact lists, resume status, etc.). At the same time, you adapt to happenstance. You anticipate tasks and the things that will streamline your job search.

- **Search for careers that** involve putting pieces of information together (i.e. into a plan, document, etc.) or putting people in positions to increase productivity. A compatible work environment may have constant adjustment and change.
- **Tips:** Make sure you don't spend all your time arranging the best way to conduct a job search. Eventually, you have to act.

#### **In the interview**

- You can **highlight** organizational skills and insight into how to best improve a project or task through different combinations of people, resources, or creative ideas.
- **In job interviews** you have "tools" at the ready (resume versions, cover letters, references). You are good at answering behavioral questions where you can talk about being less rigid, making work flow, and creating efficiencies.
- **Tips:** Consider doing a mock interview to give opportunity to brainstorm answers to interview questions. The more consideration that goes into potential employer questions, the more you can put all the pieces together into a thoughtful answer.

#### **In the new position**

- Your **Arranger** will allow you to plan your day to use every opportunity to meet your new colleagues while doing your job well.
- **Remember to** use this to your advantage to have small informational exchanges to discover your best partners or allies within the organization.

### **BELIEF**

#### **In the job search**

- Your **Belief helps you** filter jobs according to how you fit with the employer's sense of purpose. You already know the company's mission and values, so you are committed to the company when you apply. Thematic things will likely appear on your resume (community service, politics, etc.) in large quantities.
- **Search for careers that** match your values since these are very important for your career happiness and success. Careers in the helping professions may be ones to which you are naturally drawn.
- **Tips:** Identify your core values and search for institutions which share the same with you. It could be helpful to interview people who share your values and/or are in occupations of interest to see whether they would actually be a good match.

#### **In the interview**

- You can **highlight** how your values define purpose driven attitude and your approach to work. It is that sense of purpose which provides motivation and the desire to succeed.
- **In job interviews** you often inspire and speak in inspirational, passionate terms. By conveying how your values match those of the company, you demonstrate how you can contribute to the company's success and be motivated each day.
- **Tips:** Sometimes your passionate way of thinking can come across harsh or judgmental. Keep yourself in check because you never know the personal values the interviewer may hold.

#### **In the new position**

- Your **Belief** or commitment to an organization's mission should not overshadow the actual work you have been hired to do.
- **Remember to** maintain balance when sharing opinions or reactions to a particular topic of conversation.

### **COMMAND**

#### **In the job search**

- Your **Command helps you** take charge of the job search and assume accountability for your actions.
- **Search for careers that** provide leadership positions and a chance to use your diplomatic skills. Avoid careers where you are expected to only be a follower.
- **Tips:** Form a team of people who appreciate your leadership as you all search for jobs. Be open to other people's suggestions and advice for your job search; their ideas may help along the way.