



Career Opportunity Scan

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	I	A		B		C		D	
Characteristics of Your Ideal Job	How Important 5 – Most 1 – Least	Opportunity A Ranking	Score A x I	Opportunity B Ranking	Score B x I	Opportunity C Ranking	Score C x I	Opportunity D Ranking	Score D x I
Total									

Instructions: 1. Identify nine characteristics of your ideal job. 2. Identify how important each characteristic is to you – pick the top 3 and give them a score of 5, the medium 3 and give them a score of 3, and the low 3 and give them a score of 1. 3. For each opportunity, rank how well it will meet the characteristics of your ideal job. 4. Score each opportunity by multiplying the opportunity ranking times the importance ranking. 5. Add the scores for each opportunity – this becomes the total score for each opportunity. The opportunity with the highest score is your best opportunity.