

THE FARMER'S JOB HUNTING WORKBOOK

A New Career Beyond The Farm's Fences



WISCONSIN
Farm Center



CHAPTER 3

PERSONAL INVENTORY





VALUES INVENTORY

We all have a core set of values or beliefs and ideas that are most important to us. Values are essential to personal happiness and satisfaction. It's important to take your values into account when you are considering a career or job change to help determine whether you will be happy with your new job.

Below is a list of values. Read each value and decide if it is of high, moderate, or low importance to you. Place an "X" In the appropriate box to mark your response.

1. The core values that are important in my life are:

Achievement: Being able to meet my goals

Balance: Time for family, work and play

Independence: Control of my own destiny

Influence: Able to have an impact on others

Integrity: Standing up for my beliefs

Honesty: Telling the truth and knowing that others are truthful

Power: Control over others

Respect: Care and trust of self and others

Status: Being seen as powerful and important

High	Moderate	Low

2. I value work environments that are:

Fast Paced: Work where many things happen at once

Flexible: Work that is not set to a specific schedule

Intellectually Challenging: Work that uses my brain

Nearby: Work that is within an easy commute

Predictable: Work where I know what will happen each day

High	Moderate	Low



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Quiet: Work where there are few disruptions during the day

Relaxed: Work with little pressure to get things done

Structured: Work that is organized and time specific

Open Scheduled: Work where you set your own schedule

High	Moderate	Low

3. I value work interactions with people who support:

Competition: Work where I compete with others

Friendship: Work where I socialize with my co-workers

Leadership: Work where good leaders run the organization

Management: Work where there is strong management

Communication: Work where information is shared with employees

Recognition: Work where I am appreciated and acknowledged

Support: Work where I am supported and can support others

Teamwork: Work where working together is important

Trust: Work where we can count on each other

High	Moderate	Low

4. I value work activities that are:

Analytical: Work that requires interpretation of data

Challenging: Work that is mentally or physically challenging

Creative: Work that uses imagination and creative talents

Helpful: Work that helps other people

High	Moderate	Low



	High	Moderate	Low
<i>Leading Edge:</i> Work on new and innovative products and projects			
<i>Physical:</i> Work that has a lot of physical activity			
<i>Public Contact:</i> Work that has daily interaction with the public			
<i>Research:</i> Work that searches for new information			
<i>Risk Taking:</i> Work that may be dangerous or involve risk			
<i>Variety:</i> Work where multiple tasks are done each day			

Leading Edge: Work on new and innovative products and projects

Physical: Work that has a lot of physical activity

Public Contact: Work that has daily interaction with the public

Research: Work that searches for new information

Risk Taking: Work that may be dangerous or involve risk

Variety: Work where multiple tasks are done each day

List all of the values that you rated of high importance.

Pick five values from the list above that you consider the most important and prioritize them in order from most important (1) to least important (5).

1. _____
2. _____
3. _____
4. _____
5. _____

When you search for a job, think about how closely it matches the values you listed above. Being aware of your values and reflecting upon which ones are most important will help you find a job that is a good fit for you. Your job satisfaction will depend on how well you manage to incorporate your most important values into your new employment. With that said, it is unlikely that you will find a job that matches all of your values, so be willing to make some compromises when choosing a job.



TRANSFERABLE SKILLS CHECKLIST

Transferable skills are universal skills that can be learned through training, education, work, hobbies or other aspects of life. Many of the skills you have acquired farming are transferable skills that can be used in other types of employment.

Take a few minutes to read through the skills listed below. Place an "X" beside the skills you have used before. After you have gone through the entire list, review those with an "X" beside them and circle the ones you hope to use in your next job.

Livestock

- | | |
|---|---|
| <input type="checkbox"/> Artificial insemination | <input type="checkbox"/> Castrating animals |
| <input type="checkbox"/> Breeding / mating | <input type="checkbox"/> Harvesting furs |
| <input type="checkbox"/> Pregnancy checks | <input type="checkbox"/> Shearing / clipping |
| <input type="checkbox"/> Determining feeding method and rations | <input type="checkbox"/> Administering medication / antibiotics |
| <input type="checkbox"/> Preparing livestock for market | <input type="checkbox"/> Manure / waste management |
| <input type="checkbox"/> Defining method / time to market animals | <input type="checkbox"/> Hoof trimming |
| <input type="checkbox"/> Transporting livestock | <input type="checkbox"/> Milking |
| <input type="checkbox"/> Butchering livestock | |
| <input type="checkbox"/> Other (list): _____ | |

Crops

- | | |
|--|--|
| <input type="checkbox"/> Estimating seed amounts | <input type="checkbox"/> Evaluating soil and water conditions |
| <input type="checkbox"/> Estimating fertilizer amounts | <input type="checkbox"/> Determining the need for pesticides |
| <input type="checkbox"/> Estimating pesticide & herbicide amounts | <input type="checkbox"/> Determining harvesting time and methods |
| <input type="checkbox"/> Mixing chemicals (herbicides, etc.) | <input type="checkbox"/> Grain blending |
| <input type="checkbox"/> Selecting land for specific crops | <input type="checkbox"/> Grain fumigation |
| <input type="checkbox"/> Selecting type and variety of crops | <input type="checkbox"/> Seed conditioning |
| <input type="checkbox"/> Storing crops | <input type="checkbox"/> Bin preparation |
| <input type="checkbox"/> Establishing time and rate of seeding | <input type="checkbox"/> Analyzing production results |
| <input type="checkbox"/> Preparing fields, plants and harvest crops | <input type="checkbox"/> Establishing crop rotation program |
| <input type="checkbox"/> Spraying crops using machinery / airplane | |
| <input type="checkbox"/> Assembling / operating irrigation equipment | |
| <input type="checkbox"/> Other (list): _____ | |



Natural Resources

- Installing drainage tiles
- Constructing waterways
- Planting windbreaks
- Maintaining water quality
- Implementing erosion control methods
- Other (list): _____
- Evaluating soil to minimize compaction
- Maintaining soil fertility / balance
- Harvesting timber
- Woodlot conservation
- Wildlife conservation
- Avoiding chemical contamination

Machine Maintenance (M) and Repair (R)

- | M | R | | M | R | |
|--------------------------|--------------------------|----------------------|--------------------------|--------------------------|---------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Oil, lube and filter | <input type="checkbox"/> | <input type="checkbox"/> | Brake System |
| <input type="checkbox"/> | <input type="checkbox"/> | Gas Engines | <input type="checkbox"/> | <input type="checkbox"/> | Exhaust System |
| <input type="checkbox"/> | <input type="checkbox"/> | Diesel Engines | <input type="checkbox"/> | <input type="checkbox"/> | Carburetor |
| <input type="checkbox"/> | <input type="checkbox"/> | Transmissions | <input type="checkbox"/> | <input type="checkbox"/> | Drive Chain |
| <input type="checkbox"/> | <input type="checkbox"/> | Clutch | <input type="checkbox"/> | <input type="checkbox"/> | Tires, wheels, bearings, brakes |

General Farm Maintenance and Repair

- Repairing buildings
- Welding
- Erecting and repair fences
- Concrete finishing or repairs
- Painting (specify brush or spray): _____
- Electrical repairs (specify): _____
- Plumbing repairs (specify): _____
- Power tools used (specify): _____
- Hand tools used (specify): _____
- Other (list): _____

Construction

- Designing and building equipment
- Selecting building site and planning layout
- Compiling a bill and computing building costs
- Complying with zoning and building codes
- Preparing building site and drainage
- Installing electrical systems
- Constructing waste storage
- Other (list): _____
- Customizing building interiors
- Building foundations, footers and floors
- Framing buildings
- Insulating structures
- Applying siding and roofing
- Installing plumbing



Equipment Operation

- | | |
|--|--|
| <input type="checkbox"/> Tractor | <input type="checkbox"/> Trencher |
| <input type="checkbox"/> Combine | <input type="checkbox"/> Front-end loader |
| <input type="checkbox"/> Bulldozer | <input type="checkbox"/> Semi-truck |
| <input type="checkbox"/> Skid loader | <input type="checkbox"/> Self-propelled forage harvester |
| <input type="checkbox"/> Backhoe | <input type="checkbox"/> Swather |
| <input type="checkbox"/> Other (list): _____ | |

Record Keeping and Finances

- | | |
|---|---|
| <input type="checkbox"/> Farm markets (tracking, hedging) | <input type="checkbox"/> Identifying minimal acceptable profit margin |
| <input type="checkbox"/> Expense and income records | <input type="checkbox"/> Maintaining mileage records |
| <input type="checkbox"/> Payroll | <input type="checkbox"/> Managing production records |
| <input type="checkbox"/> Tax preparation | <input type="checkbox"/> Managing breeding records (dairy, livestock) |
| <input type="checkbox"/> Maintaining inventory records | <input type="checkbox"/> Managing feeding records (dairy, livestock) |
| <input type="checkbox"/> Maintaining depreciation schedules | <input type="checkbox"/> Applying for government loans |
| <input type="checkbox"/> Budget preparation | <input type="checkbox"/> Herd registrations |
| <input type="checkbox"/> Completing balance sheets | <input type="checkbox"/> Preparing cash flow and income statements |
| <input type="checkbox"/> Determining cost of production | |
| <input type="checkbox"/> Other (list): _____ | |

Sales and Marketing

- | | |
|--|--|
| <input type="checkbox"/> Seed and/or feed sales | <input type="checkbox"/> Participating in product promotion groups |
| <input type="checkbox"/> Fertilizer sales | <input type="checkbox"/> Consulting with brokers |
| <input type="checkbox"/> Implement or equipment sales | <input type="checkbox"/> Graphic design |
| <input type="checkbox"/> Insurance sales | <input type="checkbox"/> Video production/drone operation |
| <input type="checkbox"/> Real estate and/or land sales | <input type="checkbox"/> Social media marketing |
| <input type="checkbox"/> Livestock sales | <input type="checkbox"/> Direct product marketing |
| <input type="checkbox"/> Developing product marketing strategies | |
| <input type="checkbox"/> Other (list): _____ | |

Computer Skills

- | | |
|---|--|
| <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Social media |
| <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Adobe Reader (PDFs) |
| <input type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> Adobe CC Suite (InDesign, etc.) |
| <input type="checkbox"/> Microsoft Publisher | <input type="checkbox"/> Internet research |
| <input type="checkbox"/> Microsoft Access | <input type="checkbox"/> Herd management software |
| <input type="checkbox"/> Quickbooks | |
| <input type="checkbox"/> Other (list): _____ | |



Management / Supervisory Skills

- Analyzing enterprises for profitability
 - Analyzing enterprises for risks and rewards
 - Establishing long- and short-term goals
 - Determining labor needs
 - Analyzing past records and credit needs
 - Developing a tax strategy
 - Developing an estate plan
 - Developing enterprise budgets
 - Planning for debt reduction
 - Other (list): _____
- Planning for equipment replacement
 - Planning for facilities replacement
 - Planning work schedules and daily tasks
 - Leading others
 - Teaching workers new skills
 - Supervising workers
 - Organizing farm activities
 - Supply chain management

Other Farm Skills

From the circled skills above, choose 10 skills you would most enjoy using in your new job, and rank them from most enjoyable (1) to least enjoyable (10).

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____



YOUR PERSONALITY AND CAREER PATH

Your personality also plays a significant role in the type of work and work setting that you will most enjoy. The following assessment will help you understand the factors of your personality and how they relate to the work that they do.

Place an "X" next to the items that you would enjoy doing.

- 1. Work with your hands
- 2. Fix machinery
- 3. Work outdoors
- 4. Use your physical coordination
- 5. See tangible results from your work
- 6. Solve math problems
- 7. Develop a computer program
- 8. Study animals
- 9. Read science magazines
- 10. Play games that require strategy
- 11. Draw and paint
- 12. Go to the theater
- 13. Listen to different kinds of music
- 14. Take a dance class
- 15. Redecorate your house
- 16. Take a group on an outing
- 17. Meet with people
- 18. Belong to a social club
- 19. Help sick people
- 20. Help people solve their problems
- 21. Start your own business
- 22. Study marketing in school
- 23. Be a committee chairperson
- 24. Run for public office
- 25. Play the stock market
- 26. Have regular work hours
- 27. Do basic bookkeeping
- 28. Improve the efficiency of an office
- 29. Find ways a business can save money
- 30. Use office equipment

To calculate your score, count the number of items you checked in each of the following groups:

Group	Item	Your Score	Holland Code	Type of Related Work
1	1-5		Realistic	Technical
2	6-10		Investigative	Science / Technology
3	11-15		Artistic	Arts
4	16-20		Social	Social Services
5	21-25		Enterprising	Administrative / Sales
6	26-30		Conventional	Business Operations



Rank these groups from the highest score (1) to the lowest score (6).

1. _____ Holland Code: _____
2. _____ Holland Code: _____
3. _____ Holland Code: _____
4. _____ Holland Code: _____
5. _____ Holland Code: _____
6. _____ Holland Code: _____

Occupational Themes

The Holland Codes in the personality exercise above are based upon years of research showing that people can be described or contrasted by relating them to six general occupational-interest themes. The following is a basic description of the six themes and the skills most often used in each. These might give you ideas for occupations that fit well with your personality.

REALISTIC: Using your hands and body

- Tend to be rugged, robust, practical and physically strong
- Frequently aggressive in outlook
- Exceptional physical skills
- Sometimes have trouble expressing themselves in words or communicating feelings to others
- Enjoy working outdoors and with tools or machinery
- Prefer to deal with things rather than ideas or people
- Generally have conventional political and economic options
- Usually okay with radical new ideas

Skills:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Designing, shaping, molding • Finger dexterity, handcrafting, making models • Cooking, culinary skills • Controlling operating tools, machinery and/or equipment • Fixing, repair, troubleshooting | <ul style="list-style-type: none"> • Physical coordination and agility • Eye-hand-foot coordination • Outdoor activities • Growing things, landscaping, grounds keeping • Working with animals, farming, ranching |
|--|--|

Potential Occupations:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Mechanic • Construction worker • Printer • Truck driver • Assembler | <ul style="list-style-type: none"> • Electrician • Machinist • Groundskeeper • Fish and wildlife management • Laboratory technician |
|---|--|



INVESTIGATIVE: *Using your senses, analytical thinking or logic*

- Task-oriented
- Not interested in working around other people
- Enjoy solving abstract problems
- Have a need to understand the physical world
- Prefer to solve problems through thinking
- Do not enjoy highly structured situations with many rules
- Frequently have unconventional values and attitudes
- Tend to be original and creative

Skills:

- Observing, awareness of surroundings
- Surveying, interviewing, gathering information, researching
- Listening, perceiving, discovering
- Learning from others, learning quickly
- Appraising, assessing, sizing up situations
- Clarifying problems or situations, anticipating problems
- Analyzing, breaking down into parts
- Diagnosing, determining, problem-solving
- Comparing, perceiving common denominators
- Organizing information in systematic ways
- Testing
- Reviewing, evaluating, critiquing

Occupations:

- Design engineer
- Biologist / Physicist
- Research
- Laboratory technician
- Technical writer
- Meteorologist
- Detective
- Electronics technician
- Marketing researcher

ARTISTIC: *Using originality, creativity and artistic abilities*

- Describe themselves as independent, original, unconventional, expressive and tense
- Like to work where there are many opportunities for self-expression
- Show little interest in problems that are highly structured or require physical strength
- Prefer to work alone
- Have a great need for emotions
- Usually less assertive about their own opinions and capabilities
- Score higher than any other type on originality

Skills:

- Generating, developing ideas
- Experimenting with new approaches, procedures or programs
- Good judgement, foresight, forecasting
- Seeing relationship between unrelated factors, integrating diversity



- Adapting, improving on ideas
- Visualizing shapes, spatial memory
- Fashioning, shaping things or materials
- Writing plays, poetry or novels
- Drawing, illustrating, drafting
- Expressing feeling through body, face and/or voice

- Playing a musical instrument, singing, composing music, recognizing melodies
- Visualizing concepts
- Good sense of humor, playfulness
- Fashioning things, designing, decorating

Occupations:

- Composer / Singer
- Author / Cartoonist / Poet / Drafter
- Actor
- Drama coach
- Floral designer
- Picture framer
- Graphic design artist
- TV camera person
- Disc jockey

SOCIAL: Communication / Human Relations Skills

- Describe themselves as cheerful, popular, achieving and good leaders
- Have a need to be sociable, responsible and humanistic
- Concerned with the welfare of others
- Usually express themselves well and get along with others
- Like attention
- Seek situations that allow them to be at or near the center of the group
- Prefer to solve problems by discussions with others
- Have little interest in situations requiring physical exertion or working with machinery

Skills:

- Making a point, expressing a position
- Talking, speaking, encouraging communication
- Explaining concepts, translating
- Writing reports, letters, promotional materials and/or speeches
- Knowledgeable
- Teaching, fostering a stimulating learning environment
- Coaching, training
- Helping people develop their own insights, make their own discoveries
- Facilitating group discussions
- Designing educational events
- Being of service, helping, serving
- Empathizing with others, understanding
- Anticipating people's needs, hosting
- Talking easily with people
- Working well on a team
- Expressing appreciation, sharing credit
- Counseling, guiding, advising
- Handling difficult people
- Nursing



Occupations:

- School superintendent
- Clinical psychologist
- Teacher / Teacher's aide
- Marriage / Career Counselor
- Playground / Park director
- Speech therapist
- Child care provider
- Tour guide
- Receptionist
- Nurse / Nurse's aide / Home health attendant
- Occupational therapy assistance
- Security guard
- Beautician

ENTERPRISING: *Leading / Influencing / Persuading / Performing*

- See themselves as energetic, enthusiastic, adventurous, self-confident and dominant
- Tend to use words well
- Effective in selling, dominating and leading
- Prefer social tasks where they can assume leadership
- Enjoy persuading others to their viewpoint
- Might be impatient with precise work or work involving long periods of intellectual effort
- Like power, status and material wealth
- Enjoy working in expensive settings

Skills:

- Developing rapport/trust, encouraging people
- Recruiting talent
- Selling, promoting, persuading, influencing others
- Fund-raising
- Managing conflict, getting diverse groups to work together
- Negotiating, mediating, bargaining
- Addressing groups, public speaking
- Demonstrating, modeling
- Beginning new tasks, ideas and/or projects
- Taking first move in relationships
- Organizing, planning, executing
- Making decisions

Occupations:

- Business executive / owner
- Buyer
- Hotel / Apartment manager
- Industrial promoter
- TV producer
- Canvasser
- Telemarketer
- Customer service representative
- Freelance artist / writer
- Appraiser
- Automobile service advisor
- Real estate agent
- Salesperson



CONVENTIONAL: *Detailed / Number Oriented / Follow-Through*

- Describe themselves as conventional, stable, well-controlled and dependable
- Prefer highly ordered activities, both verbal and numerical, that characterize office work
- Fit well into large organizations
- Do not normally seek leadership
- Respond to power and are comfortable working a well-established chain of command
- Dislike ambiguous situations
- Prefer to know exactly what is expected of them
- Have little interest in problems requiring physical skills or intense relationships with others
- Value material possessions and status

Skills:

- Following detailed instructions, implementing decisions
- Applying what others have developed
- Making arrangements
- Meeting deadlines and budget limits
- Multi-tasking
- Making and using contacts effectively
- Detail-oriented
- Tolerating repetition and/or monotony
- Keeping records
- Organizing data, classifying material
- Counting, taking inventory
- Managing money
- Developing a budget
- Calculating, computing
- Filing, retrieving data
- Typing, operating a computer
- Bookkeeping, accounting, preparing financial reports

Occupations:

- Bank examiner / teller
- Bookkeeper
- Accounting
- Financial analyst
- Computer operator
- Inventory controller
- Tax expert
- Statistician
- Traffic manager
- Receptionist
- Travel agent
- Typesetter
- Court reporter
- Dispatcher
- Telephone operator
- Clerk (mail, credit, file, hotel desk, mortgage)
- Driver's license examiner



After reviewing the occupational themes, do you feel that the Holland Code assessment was correct? Why or why not?

With your assessment and the descriptions in mind, which occupational themes do you feel describe you the best?

1. _____
2. _____
3. _____



Notes
