

## JOB OBJECTIVE INVENTORY

Setting a clear [career objective](#) is a key first step in any successful job search.

When seeking a new job you must consider three distinct dimensions that intersect to represent the opportunity: Geography, Industry and role.

This Inventory worksheet is designed to help you catalog and prioritize specific attributes you seek in your next job.



GEOGRAPHY		
	Needs / Wants	Avoid
Current Location, + Personal & Family Considerations		
Relocation Preference (will or will not move for job)		
Desired Location(s)		
Commute/Travel Component (reasonable % time)		
Remote component (In Office vs. Hybrid vs. Fully Remote)		

INDUSTRY/ORGANIZATION		
	Needs / Wants	Avoid
<b>Broad Industry</b> Sub-Sector(s)		
<b>Org Focus</b> <ul style="list-style-type: none"> <li>• Products vs Services</li> <li>• Consumer vs B-to-B</li> </ul>		
<b>Org Structure / Reach</b> <ul style="list-style-type: none"> <li>• Profit vs Non-profit Public vs Private</li> <li>• Funding Source(s)</li> <li>• local, regional, national, multi- national</li> <li>• Early/Growth vs. Mature/stable</li> <li>• Gross Revenues</li> <li>• Growth Rate</li> <li>• Number of employees</li> </ul>		
<b>Org Culture</b> <ul style="list-style-type: none"> <li>• Values</li> <li>• Communication Style</li> <li>• Hours/Flexibility</li> <li>• Team Dynamics</li> <li>• Boss</li> <li>• Public Persona</li> </ul>		
<b>Possible Target Organizations</b>		

ROLE		
	Needs / Wants	Avoid
Functional Focus (eg Operations, Development, Finance, etc.)		
Top 5 Hard Skills (functional expertise, domain/industry knowledge, technical acumen, etc.)	1. 2. 3. 4. 5.	
Top 5 Soft Skills/Soft (creativity, communications, teamwork, etc.)	1. 2. 3. 4. 5.	
Personal Growth Potential / Career Path Goals		
Scope of Job/ Span of Control (managerial vs. individual contributor)		
Possible Titles		

**Other Factors to Consider:**

Timeframe for Search:	
Primary Limiting Factor (eg. job must be in current city or job must be in new industry)	
Compensation Target (Base + Bonus Target, Equity)	