

# What You Don't Know...

## About Under and Unemployment...

is what I hope to help you know! I'm Pam Christian, the founder of "What You Don't Know..." a collection of works researching and reporting on various matters that if not properly understood can negatively impact life and lifestyle.

I've started with under and unemployment because it is such a serious problem for so many today, and because I've lived it – for *four years* my husband and children and I lived every agonizing experience of it. I understand the emotional, practical and spiritual aspects of being under or unemployed. I know how serious a toll it takes on marriage, family and other relationships, mental and physical help and more.

I want to help as many as possible avoid the extremes and learn how to process through the experience to a place of gain, ultimately. If you are willing, you can gain from our pain and learn to process through emotionally, mentally and spiritually, with our help. You can take back your control and respond proactively, reducing your losses, preserving your health and your family.

I am available to personally present the Day Long Intensive Workshop with power-packed 75 page Workbook in your area. We'll walk you through all you need to do to hold an event, complete with local sponsors to underwrite the event cost, and truly help the people in your community. Visit my web site at [www.wydk.org](http://www.wydk.org) and contact me right away. People are suffering and together we can help them. Visit the site often, as new features are being added regularly.

The following Career Change Considerations and Transferable Skills Evaluation from my Workbook, is a small fraction of the help offered.

Pam Christian

“Change has a considerable psychological impact on the human mind. To the fearful it is threatening because it means that things may get worse. To the hopeful it is encouraging because things may get better. To the confident it is inspiring because the challenge exists to make things better.”

King, Whitney, Jr.

### **Career Change Considerations**

It may be that a change in careers is a good choice for you. Dawn Rosenberg McKay offers the following set of questions at About.com Career Planning, to help you decide. If you answer true to any of the following, pursuing a new career might be a good choice:

- T/F There are few opportunities for growth within your field.
- T/F You are bored with the work you currently do
- T/F Few jobs exist in your field
- T/F You want to earn more than you can in your current field.
- T/F You need to upgrade your skills to stay in your current field, but you're not satisfied enough with your chosen field to make the effort.
- T/F You want to do something more with your life.
- T/F You want to pursue our life-long passion.

To make a career change you need to decide several matters. Use these questions to help you, realizing that you will likely come up with additional pertinent questions:

What am I passionate about?

What are my personal interests?

What values do I want to associate with in the workplace?

Does my personality fit with my considered career choice?

What skills are needed for the job?

What training or education is required?

What is the average starting income?

What is the maximum income potential?

How long does it usually take to earn the maximum?

What's the minimum amount of money I can live on?

What sacrifices am I willing to make to change careers?

If I must invest money to make a career change, how much can I safely invest?

How long will it take before I can recapture my investment and can I live with that?

If I never regain the investment, can I live with that?

Ask yourself questions to exhaust every consideration you have. Ask your spouse's input and don't squash any fears or concerns they express. They are legitimate to him or her, or they wouldn't be expressed. Take their input seriously and continue, prayerfully, in this process of deciding if a career change is in order, if the timing is now or later, and if you have the reserves and resources in terms of money, ability, training and energy, to make a change. Seek the wisdom and advice of a mentor or Pastor. This is doing "due diligence" about yourself.

If you're considering a career change that will take you out of state, you can calculate how far your money will go by visiting CNN Money:

<http://cgi.money.cnn.com/tools/costofliving/costofliving.html>

This is important to know when it comes to salary negotiations.

## Transferable Skills Discovery

Identifying your Transferable Skills allows you to best market yourself to employers in interviews, cover letters and resumes. Place a check mark next to each skill you think you possess. Consider all settings in which you might have demonstrated each skill—college, clubs or organizations, group activities, volunteer work as well as actual employment situations. Review all you have checked then narrow your list to your ten strongest skills.

### ANALYTICAL

<input type="checkbox"/> analyzed	<input type="checkbox"/> assessed	<input type="checkbox"/> compared	<input type="checkbox"/> conceptualized
<input type="checkbox"/> critiqued	<input type="checkbox"/> devised	<input type="checkbox"/> diagnosed	<input type="checkbox"/> estimated
<input type="checkbox"/> evaluated	<input type="checkbox"/> identified	<input type="checkbox"/> inspected	<input type="checkbox"/> interpreted data
<input type="checkbox"/> investigated	<input type="checkbox"/> made decisions	<input type="checkbox"/> observed	<input type="checkbox"/> predicted
<input type="checkbox"/> projected	<input type="checkbox"/> proved	<input type="checkbox"/> reflected	<input type="checkbox"/> researched
<input type="checkbox"/> reviewed	<input type="checkbox"/> screened	<input type="checkbox"/> solved problems	<input type="checkbox"/> studied
<input type="checkbox"/> surveyed	<input type="checkbox"/> tested	<input type="checkbox"/> thought critically	<input type="checkbox"/> validated

### COMMUNICATION

<input type="checkbox"/> communicated	<input type="checkbox"/> conveyed	<input type="checkbox"/> debated	<input type="checkbox"/> defined
<input type="checkbox"/> described	<input type="checkbox"/> drafted	<input type="checkbox"/> edited	<input type="checkbox"/> explained
<input type="checkbox"/> foreign language (read, wrote, spoke, translated)	<input type="checkbox"/> interacted	<input type="checkbox"/> interviewed	<input type="checkbox"/> listened
<input type="checkbox"/> presented	<input type="checkbox"/> published	<input type="checkbox"/> read	<input type="checkbox"/> reported
<input type="checkbox"/> responded	<input type="checkbox"/> spoke in public	<input type="checkbox"/> summarized	<input type="checkbox"/> wrote

### CREATIVE

<input type="checkbox"/> acted	<input type="checkbox"/> advertised	<input type="checkbox"/> authored	<input type="checkbox"/> created
<input type="checkbox"/> designed	<input type="checkbox"/> developed	<input type="checkbox"/> displayed	<input type="checkbox"/> entertained
<input type="checkbox"/> illustrated	<input type="checkbox"/> improvised	<input type="checkbox"/> innovated	<input type="checkbox"/> performed
<input type="checkbox"/> produced	<input type="checkbox"/> promoted		

### FINANCIAL

<input type="checkbox"/> appraised	<input type="checkbox"/> audited	<input type="checkbox"/> balanced	<input type="checkbox"/> budgeted
<input type="checkbox"/> calculated	<input type="checkbox"/> earned	<input type="checkbox"/> invested	<input type="checkbox"/> merchandised
<input type="checkbox"/> raised funds	<input type="checkbox"/> purchased		

### HELPING

<input type="checkbox"/> advised	<input type="checkbox"/> assisted	<input type="checkbox"/> coached	<input type="checkbox"/> collaborated
<input type="checkbox"/> counseled	<input type="checkbox"/> fostered	<input type="checkbox"/> guided	<input type="checkbox"/> informed
<input type="checkbox"/> mentored	<input type="checkbox"/> served	<input type="checkbox"/> supported	<input type="checkbox"/> taught
<input type="checkbox"/> tutored	<input type="checkbox"/> trained	<input type="checkbox"/> volunteered	

### LEADERSHIP

<input type="checkbox"/> assigned	<input type="checkbox"/> authorized	<input type="checkbox"/> chaired	<input type="checkbox"/> directed
<input type="checkbox"/> delegated	<input type="checkbox"/> enforced	<input type="checkbox"/> facilitated	<input type="checkbox"/> founded
<input type="checkbox"/> initiated	<input type="checkbox"/> hired	<input type="checkbox"/> implemented	<input type="checkbox"/> managed change
<input type="checkbox"/> managed a crisis	<input type="checkbox"/> managed people	<input type="checkbox"/> managed resources	<input type="checkbox"/> presided
<input type="checkbox"/> recommended	<input type="checkbox"/> supervised		

### ORGANIZATIONAL

<input type="checkbox"/> administered	<input type="checkbox"/> categorized	<input type="checkbox"/> collected	<input type="checkbox"/> compiled
<input type="checkbox"/> consolidated	<input type="checkbox"/> coordinated	<input type="checkbox"/> maintained	<input type="checkbox"/> managed time
<input type="checkbox"/> monitored	<input type="checkbox"/> organized	<input type="checkbox"/> planned	<input type="checkbox"/> prioritized
<input type="checkbox"/> processed	<input type="checkbox"/> recorded	<input type="checkbox"/> ran reports	<input type="checkbox"/> scheduled
<input type="checkbox"/> performed data entry			

PERSUASION

\_\_\_\_\_ encouraged      \_\_\_\_\_ influenced      \_\_\_\_\_ mediated      \_\_\_\_\_ motivated  
\_\_\_\_\_ persuaded      \_\_\_\_\_ negotiated      \_\_\_\_\_ recruited      \_\_\_\_\_ sold

TECHNICAL

\_\_\_\_\_ assembled      \_\_\_\_\_ constructed      \_\_\_\_\_ compiled      \_\_\_\_\_ engineered  
\_\_\_\_\_ installed      \_\_\_\_\_ integrated      \_\_\_\_\_ operated      \_\_\_\_\_ measured  
\_\_\_\_\_ programmed      \_\_\_\_\_ repaired      \_\_\_\_\_ upgraded

ADDED VALUE

\_\_\_\_\_ adapted      \_\_\_\_\_ enhanced      \_\_\_\_\_ improved      \_\_\_\_\_ maximized  
\_\_\_\_\_ minimized      \_\_\_\_\_ shaped      \_\_\_\_\_ streamlined      \_\_\_\_\_ strengthened  
\_\_\_\_\_ supplemented      \_\_\_\_\_ updated

*As adapted from <http://www.sc.edu/career>*

Now, using the space below describe the specific situations of how you used your top ten skills in the past. Try to write about those that were most outstanding and produced measurable, quantifiable results. During interviews you will be asked to discuss your skills, so use this exercise to get prepared.

When thinking of how to present this information to an interviewer, consider where have you grown and what have you done that made an impact. Be specific and use numbers whenever possible, job interviewers love numbers and measurable results.

In today's job market, your next job might not be the same you've most recently had, in function, responsibility or compensation. But you can use this to your advantage and create positive change.

Recognize that change is growth. Don't be afraid of growth. Realize you're seeking to do a job that's different in terms of responsibility, environment or possibly pay, but still within your skill set—there's no reason to be fearful of what you already know how to do and are actually good at doing!