

CAREER CHOICES ACTIVITY SHEET

Likes And Dislikes: Hidden Keys To Your Happiness

Think back over your work and life experiences, and think about the things you liked and disliked about each one. Be as specific and detailed as possible. It's not too helpful to say, for example, "I disliked the people." It's more useful to say, "I disliked people who were pushy and rude."

The following categories can help you get started. Since every job involves most of these items, try to include notes and comments about each:

- | | | |
|--------------------------|---------------------|-------------------------------|
| Boss/Top Management | Peers | Culture |
| The Company | Employees | Compensation/Benefits/Rewards |
| Products/Services | Customers | Duties and Responsibilities |
| Organizational Structure | Vendors/Consultants | People |
| Political Climate | Physical Space | Tasks/Projects/Activities |
| Stress Level | Facilities | Opportunities for growth |
| Commute | Tools and Equipment | "Family friendliness" |

EXPERIENCE	ASPECTS I LIKED	ASPECTS I DISLIKED

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Aspects Of My Next Job ...

	WANT	DON'T WANT	MUST HAVE
<i>The Company/ Organization</i>	Ex: family-friendly		
<i>The Industry/Field</i>	Ex: Health Care		
<i>Co workers</i>	Ex: Diverse		
<i>Work Tasks and Functions, (including clients/ customers)</i>	Ex: Varied, mix of administrative and people oriented		

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Things I Like To Do And Things I Do Well

Things I Like to Do	Things I Do Well	Personality Characteristics/ Traits
Things I Like to Do AND I Do Well (Matches)	Job, Career, Business Opportunity	Income Potential

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Job Training Resources

Child Care Teacher & Assistant Teacher

Action for Boston Community Development
Patricia Finigan at Learning Works
19 Temple Place
Boston, MA 02111
Finigan@bostonabcd.org
Phone: 617-357-6000 x7574

Certified Health Care Assistant

American Red Cross
Elizabeth Reichman
285 Columbus Ave.
Boston, MA 02116
Reichmane@usa.redcross.org
Phone: 617-375-0700 x274

Medical Assistant, Patient Care

Bunker Hill Community College
Maryann Ryan
250 Rutherford Ave.
Charlestown, MA 02129
Mryan@bhcc.ma.us
Phone: 617-228-2475

Medical Billing, Office Skills Plus

Dimock Community Health Center
Linda Palmer
55 Dimock St.
Roxbury, MA 02119
Lpalmer@dimock.org
Phone: 617-442-8800 x1408
Fax: 617-442-6503

Computerized Office Skills

Jewish Vocational Services
Pam Moriarity
29 Winter St., 3rd Floor
Boston, MA 02111
pmoriarityjvs@hotmail.com
Phone: 617-542-1993 x204

Computer Office Skills

Morgan Memorial Goodwill Industries
Marisella Gomez
1010 Harrison Ave.
Roxbury, MA 02119
mmgomez@goodwill.mass.org
Phone: 617-541-1244

Computer Medical Office

One With One
Anita Webb
77 Warren St.
Brighton, MA 02135
awebbwo@aol.com
Phone: 617-254-1691

Computer Office, Accounting Support

YMCA Training Inc.
Leigh Payne
294 Washington St.
Boston, MA 02108
lpayne@traininginc.org
Phone: 617-542-1800

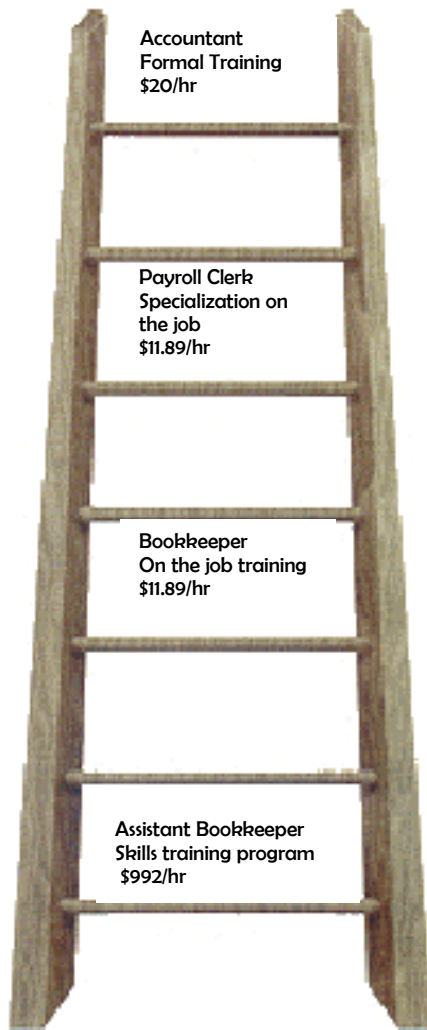
Hotel/Hospitality Industry Training

International Institute of Boston
Quang Nguyen
1 Milk St.
Boston, MA 02109
Qnguyen@iiboston.org
Phone: 617-695-9990



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Sample Career Ladders



CAREER CHOICES ACTIVITY SHEET My Career Ladder



Label each rung with:

the job title,

the education/training needed,

and the salary.

CAREER CHOICES HANDOUT Career Counseling Resources

Boston CareerLink
281 Huntington Avenue
Boston MA 02115
617-536-1888
<http://www.bostoncareerlink.com>

The Workplace
99 Chauncy Street 2FL
Boston, MA
800-545-9343
<http://theworkplace.tripod.com/>
<http://www.wpseap.org>

JobNet
210 South Street
Boston, MA 02111
617-338-0809
<http://www.bostonabcd.org>

Strive
651 Washington Street
Dorchester, MA 02124
617-825-1800
<http://www.strivecentral.com>

Higher Education Information Center
Boston Public Library - Copley Square
877-332-4348
<http://www.heic.org>



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Fact Sheet On CORI: Criminal Offender Record Information

What is a CORI?

CORI stands for Criminal Offender Record Information. Agencies and individuals certified and authorized by the Criminal History Systems Board have access to CORI, in order to keep the public safe and to protect vulnerable population groups. For example, criminal record data may be provided on applicants for taxi and liquor licenses and on applicants for positions such as firefighters, schoolteachers, or nurses.

Why do we need to talk about CORI?

CORIs come up in both our personal lives and in our professional lives. We need to be aware of our what our CORIs contain and how to deal with their contents.

Who will “run” our CORIs and why?

- **Employers:**

More and more employers are choosing to run CORIs so that they can determine if job applicants are creditable. In most cases, they cannot run the CORI without your permission, which is usually given by signing the application. You may be asked to sign and have a form notarized for a CORI to be run, this then is your choice whether to comply. If you choose *not* to give permission to run a CORI, the employer has the right not to consider you for the job.

Employers are mandated by law to run CORIs on applicants for jobs working directly with or interacting with: the elderly, children, or the disabled. This includes any childcare facilities, nursing homes, and most human service jobs. Depending on the charge, the employer makes the decision of whether to hire. Requirements for government jobs are even stricter.

- **Housing-related authorities**

BHA runs annual CORIs on all applicants/holders of Section 8 certificates and their families. If a drug/violence charge is uncovered for any member of the household, the applicant can be denied/lose the certificate.

Landlords need signed permission from tenants before they run a CORI.

Is the CORI the same as a background check?

If a person does not get the information that they want from a CORI, or they do not get your permission to get your CORI, they can and do run background checks. They do this by paying an agency to go from court to court and obtain all of your court records, which is public information. CORIs and background checks are statewide.

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Fact Sheet on CORI (Continued)

How does my CORI affect me?

A bad CORI makes it hard to find a job because it undercuts the first thing an employer looks for--credibility and the ability to trust you. Unfortunately, many employers see a criminal history as a warning *not* to trust you. Based on their policy, or just personal prejudice, they may automatically reject you or review your background more closely.

What is on my CORI?

CORIs contain permanent records of convictions, pending cases, probation status, and fines owed since your 17th birthday.

A few examples:

- Shoplifting an item over one dollar is a misdemeanor. On the 3rd offense, it is a misdemeanor punishable by more than 100 days incarceration.
- Changing the price on an item (tag tampering) is a misdemeanor.
- Credit Card fraud and using it for over \$250.00 is a felony.
- Forgery of a check or bank note is a felony.

How do I get cases sealed on my CORI?

It is not often that an offense is completely removed from a person's criminal record. Your attorney or the Board of Probation can provide more information. You can also contact the Sealed Records Division of the Office of the Commissioner of Probation to find out about the sealing of records. If your record is sealed it will say on the CORI: "there is at least one sealed record."

Should I give permission to have my CORI run even if it's not good?

Only you can decide whether you want to risk telling about your past. If you know your CORI will raise questions, it might make sense to address the issue yourself, and explain honestly what you've been through and how things have changed. In some cases, your honesty and strength may offset the negative information in the record. Talk to a career counselor for help on how to handle this. In many cases, there's no choice at all. People on probation or parole are often required on their application to disclose their past.

To obtain your own CORI, and/or more information:

Visit: www.state.ma.us/chsb/CORI.html

Or call the Criminal History Systems Board: 617-660-4600



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Things that Make You Go HmMMM ... Salary Negotiations

*Adapted from Jack Chapman,
author of [Negotiating Your Salary: How to Make \\$1000 a Minute](#), third edition, 1996. Ten Speed Press.*

"O.K." Bam! Those two letters just cost you plenty! Can you tell how much they cost you? Choose one.

- A. Flushed your new \$1000 stereo system down the toilet;
- B. Ripped off your \$3000 Pentium 132MHz/2-gig computer system;
- C. Cancelled your reservations for a \$5000 two-week dream trip to an exotic location.

How could those two letters be so powerful? Easy--"O.K." is what most people say in response to a salary offer. They mean "I'll accept what you've just offered, thank you."

Depending on where your salary is to begin with, you could lose A, B, C. But you could also keep it, and more besides, if you learn even one small negotiating technique: change the "OK" to a "HmMMM," and watch what happens. If you're at minimum wage, and the employer says, "\$4.65 an hour," an "OK" will freeze it right there. But a "HmMMM" response could increase it, and just 50 cents an hour more will earn you \$1000 extra in a year of 40-hour weeks. That's easily a fine new stereo system--or a year's car insurance--or a month's rent on a great apartment. The same goes for all other levels, too.

Anybody can manage that swallow, so anybody can negotiate a better salary. Sometimes hourly-wage earners think, "Salary negotiation is for the big shots." Not true. In fact, it's easier to negotiate more at the hourly-wage level than practically anywhere else. Why? Perspective! An extra \$.50, \$1, or even a \$3-5 an hour increase seldom exceeds a company's phone bill! From your perspective it's a ten- to fifty-percent raise. From their perspective, an extra fifty cents an hour costs them only as much as an extra hour of long-distance calls a week--something most businesses do without a second thought.

Don't worry that the employer will change his or her mind about hiring you just because you ask for more. If you've interviewed well (and you must have done that or you wouldn't be getting an offer!), you're the front-runner already. Choosing the second best or going through the whole recruiting-interviewing-hiring process again will cost a company much more than \$1,000 - \$5,000 anyway in the long run. Odds are, you'll get that little extra, and the employer will still consider it a good bargain to avoid that hassle.

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Things that Make You Go Hmm ... Continued

And what's the worst that happens if you don't? Your new boss will know that you believe you're worth more and treat you better. Besides, you probably aren't even pushing employers higher than they expected to go anyway. Good managers always start low to give themselves negotiating room. They might even really want to give you more, but if you say, "OK," you tie their hands! There is no gracious way for them to raise the offer. This "contemplative" first response to an offer can be called a "flinch." Even if you're so excited about the offer that you're ready to dance a jig, make your first response a flinch!

How do you carry off an effective flinch? First, make sure you repeat the figure they give you before going into the "contemplative" routine. (That way the interviewer knows you haven't fallen asleep or tuned him out!) Then, you say something like, "Hmmm," or, "\$X/hour? Hmmm. Isn't that a little low?" Or, "\$X/hour. Hmm, is that the best you can do?" Paradoxically, when you do this, you don't just get more money from your potential employer; you make him or her feel better about it, too! How's that possible?

Well, say you're selling a car. Mr. Buyer asks, "How much do you want for the car?" You say, "\$8,500." If he says "Sold!" right away, how do you feel? What's your first thought? Right! You think, "Phooey! He agreed too quickly. I was too low. I could have gotten more!"

Now notice what happens if he flinches and says, "Hmmm, is that the best you can do?" You say, "Yes. I have done my research; that's a good deal on this car; it's the best I can do." By the time you close the deal, you still get \$8,500, but you also get the inner satisfaction of winning in the negotiations by sticking to your price.

But the chances are, your future employer won't come back with a "Yes, I've done my research," etc. Instead, he'll offer a bit extra to sweeten the pot--he's got room to give a little, remember?--and you'll both come out ahead. You, with more cash in hand; the employer, with a heightened respect for you.

While it's true, then, that "Anybody can negotiate salary," it's more true to say, "Everyone should negotiate salary." No matter what your level, there's easy money to be made by changing "OK" to "Hmmm." Whether you're a hamburger flipper, or a shift supervisor of burger flippers, or an executive negotiating a regional marketing position for a burger-flipping chain, don't say "OK"; say, "Hmmm."