

## Introduction

Use this Job Matching Survey to identify your ideal new job or career and employer.

## How it works

Simply start by filling out the 15 questions attached.

These questions will examine a selection of key job search criteria to confirm the career and job you most desire. Find a new career and job that aligns to your needs, values, lifestyle and future goals.

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### Not sure what you are looking for?

A **mums@work** career guidance consultant will guide you through the job matching questionnaire so you identify the right job for you.

Contact us today on  
**(02) 9967 8377**

We should say that **mums@work** won't apply for the jobs for you nor can we guarantee you'll find a job, however our service provides you with a helping hand in the job hunting process.



NEXT>

## Job Matching Questionnaire - Criteria

### 1. What job/occupation/profession are you seeking?

List the type of job you would like to apply for; be as specific as possible eg: Training Officer, Secretarial, Office Manager

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### 2. What type of duties and responsibilities would you like your new job to include?

eg: using my accounting experience, managing people, interacting with customers, using my teaching qualifications, supporting a small team with general administration...

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### 3. What qualifications/education do you have that you want to use in your new job?

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#### 4. What type of industry would you prefer to work in?

INDUSTRY	YES	NO	MAYBE
Accounting			
Administrative Services			
Advertising, Media, Entertainment			
Banking & Finance			
Call Centre			
Child Services			
Coaching			
Community Services, Not for Profit			
Education, Training			
Engineering			
Environmental			
Family Services			
Government			
Healthcare, Medical			
Hospitality, Tourism			
Human Resources, Recruitment			
Information Technology			
Insurance			
Inventive, Entrepreneurial			
Legal			
Professional Consulting			
Realestate, Property			
Retail, Customer Service			
Sales, Marketing			
Sport & Lifestyle			
Telecommunications			
Trade Services			

#### 5. What industry do you prefer most? (narrow down to top 3)

1.

2.

3.

<BACK HOME NEXT>