



# Passion to **Profession**

(A step by step guide from **networking** to  
landing your **dream job**)


# Welcome to Passion to Profession, a reflective journal designed to support you through the job finding process!

*Career planning and job searching can be full of highs and lows. Use this journal to help you manage the challenges, celebrate the successes, and feel more prepared and confident to find a job that aligns with your passion for mental health, your values, and your skills!*

**GET STARTED??** ☐ ☐ ☒

name:

date started:

ok 

*Developed by Active Minds in partnership with The Hartford. Check out other workplace mental health resources for young people created by this collaboration at [causeandcareer.org](http://causeandcareer.org).*



The Hartford is a leader in property and casualty insurance, group benefits and mutual funds. We're educating, advocating, and creating programs that help dispel stigma associated with mental health, while encouraging support and recovery.



Active Minds is a leading non-profit organization dedicated to promoting mental health awareness and providing resources for mental health support, with an emphasis on mobilizing youth and young adults. With a mission to reduce stigma and encourage open conversations, Active Minds is a pivotal force in fostering a supportive mental health community.

# Self-Reflection: Who are you?

**Way to go! You are about to embark on your job search journey.** Prior to beginning your search process, doing self-reflection is encouraged. Reflection can help you identify your needs, wants, and vision for your next step. Learning more about yourself will help you be better prepared for the job search. In turn, you can be more confident in your responses and decision making throughout the process.

## Values

Our values shape our beliefs and character. Determining your values lets you know what's important to you. The same is true for companies. Working for a company with values that align with your personal values creates a space for synergy.

Here are a few examples of values commonly found in organizations. **Choose the ones that resonate with you (or add your own) and fill in the spaces below.**

<input type="checkbox"/> Integrity	<input type="checkbox"/> Honesty	<input type="checkbox"/> Innovation	<input type="checkbox"/> Creativity	<input type="checkbox"/> Respect
<input type="checkbox"/> Collaboration	<input type="checkbox"/> Curiosity	<input type="checkbox"/> Authenticity	<input type="checkbox"/> Equity	<input type="checkbox"/> Belonging

### YOUR VALUES

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

ok

### DREAM JOB VALUES

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

ok

Do any values overlap or have similarities? Which are most important to you and why?

---

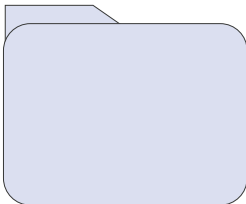
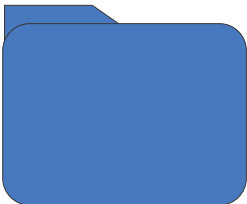
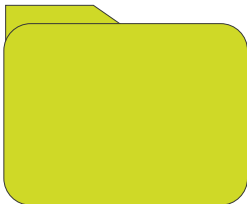
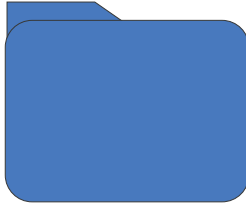
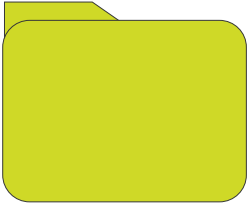
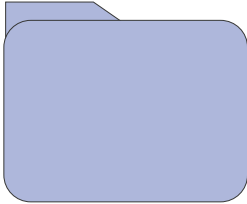
---

## Identity

During the job search process you may hear the questions: who are you? It's a rather simple question, but can be challenging to answer. Take the time to reflect on your identities to understand how your identities may influence the workplace.

What identities do you hold that are important to you? Examples (Age, race, gender, sexuality, familial status, religion, mental health diagnosis, etc.)

### LABEL YOUR IDENTITIES

 <input type="text"/>	 <input type="text"/>	 <input type="text"/>
 <input type="text"/>	 <input type="text"/>	 <input type="text"/>

How do you see these identities having an impact in your daily life?

---

---

---

---

---

---

---

# Pathfinder

Are you considering a career in mental health but not sure what path is right for you? Do some exploration about your interests and skills to discover how you show up in the workplace best.

**ACTIVITIES** What activities make you lose track of time because of your enjoyment?

---

---

---

**SKILLS** What skills do you use when working with people?

---

---

---

**MOTIVATION** What motivates you to start your day?

---

---

---

**WORK** In a team, what role do you often take on?

creative      planner      coordinator

implementer      shaper      specialist

*Google the Belbin team roles to do a deeper dive into these roles and how they function*

**ENVIRONMENT** What environments do you find motivating?

quiet      busy      high pressure

casual      professional      organized

**ACTIVITIES** What types of activities do you find draining?

---

---

---

**WORK** Do you prefer to work with others or work alone?

with others      alone

**INTERESTS** What subjects are you naturally drawn to?

---

---

---

**SKILLS** What skills would you like to use in the workplace?

---

---

---

Take a moment to reflect on you answers. Are there any themes that stand out to you? Did any of your answers reveal any new insights about your interests and skills?





# Interview Prep

**Your résumé impressed the hiring team so much that they want to hear from you in-person (or virtually).** Regardless of what happens, the interview process is such a milestone and achievement in itself. It can be more intimidating than it needs to be. Most interviewers remind you that it is simply a conversation. Here are some ways to navigate that conversation and also to be able to ask questions about the company and culture. We'll section this guide into three parts: before, during, and after interviews.

## before the interview

### Know your strengths!

*Most interviewers may ask about your strengths and areas of growth.*

Instead of searching for an answer on the spot, it's helpful to have a few examples prepared. When communicating your strengths, speak about how you demonstrated the skill to enhance a project or situation. Conveying to an interviewer how your skills may align with their team is important to help you stand out from other candidates who may possess the same skills.

### Research, research, research!

*Research the company or organization to learn more about the organizational structure and culture.*

Keep in mind, during the research phase, you are also determining if the company/organization aligns with your values and needs. Some companies have an Environmental, Social, and Governance (ESG) report which details their impact on the planet, how they treat and value people in and outside of the organization, and information about leadership structures. All of this information can be found on their website or social media.

### Prepare questions for the interviewers

*It is essential for candidates to ask questions during the interview to gain more insight on information about the company or organization.*

When candidates come prepared with questions during the interview, this can communicate to the interview how interested/committed the candidate is about the position. afterwards. The more confident you are in your answers, the more comfortable you will be with interviews.

## Smile! You're ready to interview

CONFIDENCE.EXE

Loading self confidence...



## during the interview

### You are a STAR!

*The STAR method should be used at all times when answering questions during an interview.*

STAR represents Situation, Task, Action, Result. Situation is providing context for the challenge or circumstance. Task refers to what needed to be done and why. Action is what you did. Finally, remember to include the result or the outcome.

### Tell me about yourself.

*Most, if not all interviewers always have a "tell me about yourself" question.*

They want to get to know you, but not hear your entire biography. Your response should be short, concise, and state what you're looking for. You should state your full name, educational background, interest in the field, and what drew you to the position.

### Be present

*Interviewing can be tough for a number of reasons, especially nervousness.*

To work through being nervous, develop small tactics to help bring you to center. It's okay to take a deep breath to slow your thoughts down. You may want to have a small item to keep in your hand for comfort or fidget. Find ways to help you become comfortable in the space to ensure your focus is on the present moment.

### Present your best self!

*Remember you have ownership over the interview too.*

Feel free to ask for a question to be repeated or for clarification if you are unclear on how to answer. Rushing to answer too quickly may not allow you the opportunity to answer the question accurately.

## Show up as yourself!

## after the interview

### Send a thank-you

If it is in person, ask for a business card so you can follow up individually.

If you are interviewed on the day, send your thank you the same day. If it was in the afternoon, the next morning is fine. Use conversation points and notes you made during the conversation and tailor it to the person.

### Ask about next steps

Best practice is to ask about next steps at the conclusion of the interview.

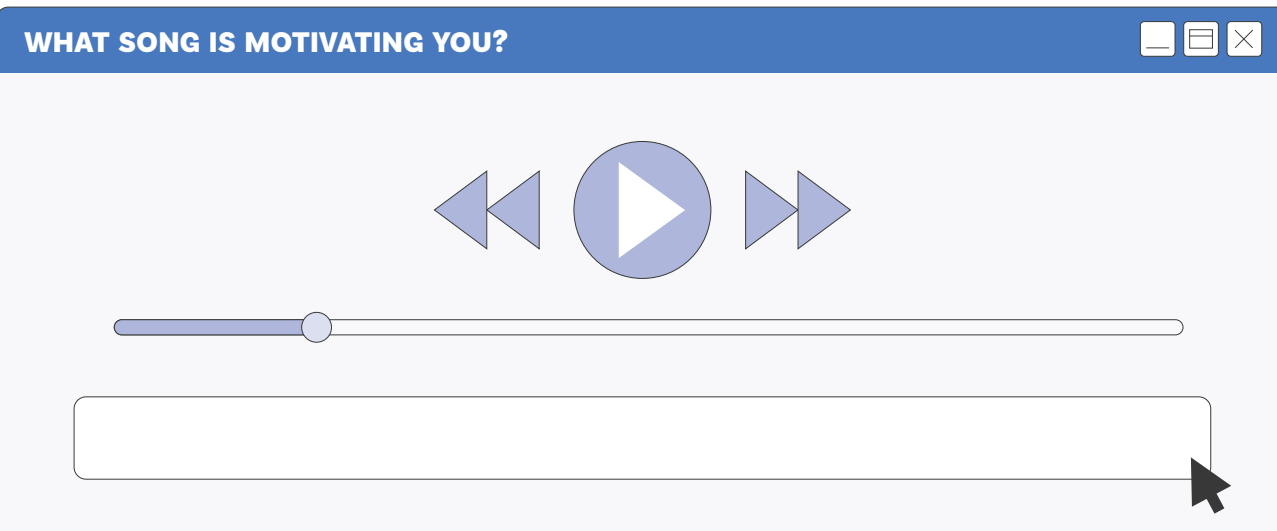
If it was not addressed, it is appropriate to ask either the interviewer, hiring manager, or recruiter about what to expect next or a timeline if it was not sent to you already. There will most likely be a follow-up email with results or any follow-up items required.

### Take a moment to reflect

You did it! Now that the interview is over, reflect on the interview.

Here are a few questions to guide your thinking. How do you feel? What questions were easy? Were there any surprising questions they asked? Which question do you need more time to fine tune your response? Are there still curiosities about the position? Taking a moment to reflect about the interview can bring you clarity on how you feel about the position and company, and your overall performance during the interview.

## Breathe! You made it through



## Create Your Own Interview Cheat Sheet - Use this template to develop yours

### Practice creating your narrative to tell about yourself.

Remember: Your introduction should be short, concise, and state what you're looking for.

---

---

---

When interviewing, you and another candidate may have similar skills and strengths. You want to stand out during the interview. It's important to talk about your strengths and how you used them to improve a situation.

Top 3 Strengths	Scenario of Strength in Action

It's very easy to list the areas for growth. However, it will be more impressive to communicate examples on how you have been working toward growth or not allowing your area of growth to be a hindrance in your career.

Areas of Growth	Examples of Working on Growth

Remember asking questions during the interview is important. You may want to ask questions about the company, leadership styles, or more about the position. **Here is the space to draft sample questions to ask during the interview.**

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

# THE Offer

**Congratulations! You have received the offer for a position.** Take a moment to celebrate! You have done self-reflection, researching companies and employees, interviewing, and maybe even networking all to get you to this point. Before eagerly accepting the offer be sure to take the following steps.

### WHAT TO DO NOW - CHAT

- Get the offer in writing**

Before accepting any job offer always be sure to have the offer in writing. It is essential to read through all of the information detailing your salary, start date, work schedule, company benefits, and terms of employment. Make sure you understand what's in the offer letter because it serves as an agreement between you and the company.
- Negotiate pay**

Examine if the offer is acceptable. Review salaries comparable to the offer you've received to what other companies are offering to employees with a similar background to yours. This is especially important for Women of color and LGBTQ+ community due to the pay gap. Being confident in the salary and compensation package significantly impacts the state of your mental health.
- Review the company's benefits**

Your benefits are more than just health insurance. Benefits are a source of income which contributes to your overall total compensation and wellness. Therefore, it's crucial to understand all the benefits offered in the benefits package. It's encouraged to review your benefits with Human Resources to gain insight and ask questions for clarification if you are confused.

## Benefits Checklist - Make sure your job has benefits that are important to you!

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Physical Wellness Programs
- Retirement Options
- Tuition Reimbursement
- Student Loan Paydown program *with a company contribution*
- Financial Wellness Programs
- Paid Time Off (PTO)
- Flexible work schedule *(Remote/hybrid models)*
- Employee Assistance Programs (EAP)
- Mental Health Programs & Apps
- Volunteer Opportunities
- Employee Resources Groups (ERG)
- Short - term Disability
- Social Impact Initiatives

### Negotiation Options

Determine which are important to you and which are negotiable for this job.

#### Salary

Be able to articulate your skills and values to communicate your worth.

#### Relocation

Relocation funding can include storage cost, transportation, housing, etc.

#### Working Arrangements

Consider what environment (office, hybrid, remote) and schedule will help you be most productive.

#### Professional development funding

Leverage additional professional development funding to enhance your skills.

### Space to write pros and cons of the offer

Use the areas from the perfect pitch above to help fill out your talking points

---

---

---

---

---

---

---

### TAKE THE JOB??



# Creating a Career Plan

You've done the work of self-exploration, preparing for an interview, now it's time to shift the focus to **career planning**. It's important to develop short and long term goals to be intentional with the direction of your career. The plan should not be rigid to where it interferes with your well-being. Your plan is a roadmap to use as your progress through your career.

**GOALS** *Be intentional with your growth*

---

---

---

---

---

---

---

---

---

---

**PRO TIP**

*When goal-setting, be sure to make SMART goals - Specific, Measurable, Attainable, Relevant, and Timely.*

**SKILLS NEEDED** *Take inventory of your expertise*

---

---

---

---

---

---

---

---

---

---

**ACTIONS TAKEN** *What are the steps you will take to achieve your goal?*

---

---

---

---

---

---

---

---

---

---

**CONNECTIONS** *Who are the people who can help you reach your goals?*

---

---

---

---

---

---

---

---

---

---

**PROFESSIONAL DEVELOPMENT** *Consider what classes or qualifications*

---

---

---

---

---

---

---

---

---

---

**REMEMBER!!**

*It's encouraged to revisit this plan periodically and update it as you continue to learn and experience more.*

**ACHIEVEMENTS** *What accomplishments have you made thus far?*

---

---

---

---

---

---

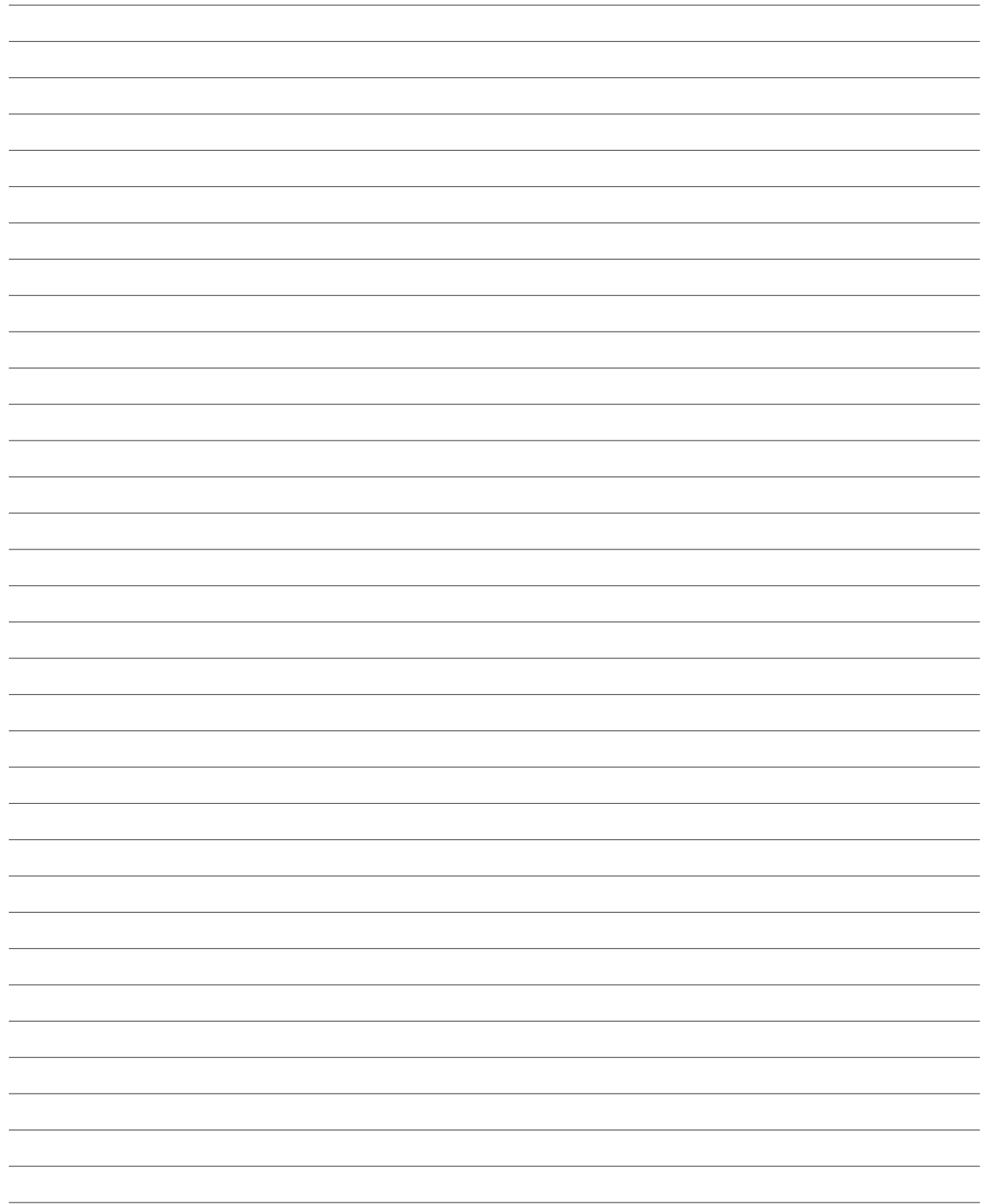
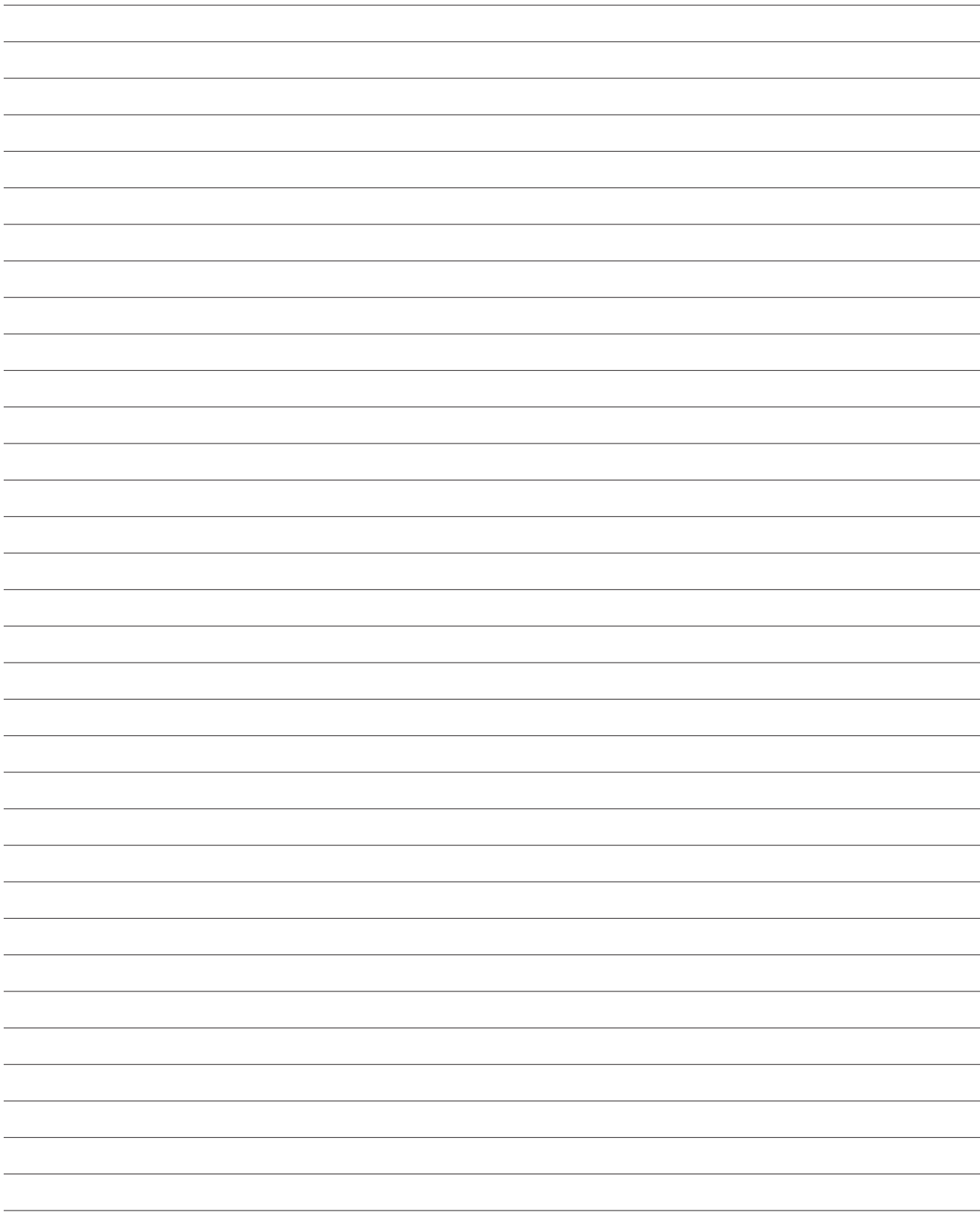
---

---

---

---





# Draw it out



