

THE “3Ps” WORKSHEET

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A job is more than just the work you do.

To find the right fit, consider the “3Ps”: People, Place, and Position.

Step one: When things went wrong...

We often learn from our mistakes.

Can you think of a time when you were unhappy at work?

Take 5 minutes to answer these questions:

What about the situation irritated you?

Make a list of the difficulties you have experienced in a professional setting.

Then, classify them under People / Place / Position.

People:

Place:

Position:

What do you notice?

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People: What's the culture of the organization? Is the company large or small? Is it private or public? How big is your future team? To whom would you report, and what kind of manager does this person seem to be?

How does the team interact? What kind of employee resource groups, if any, exist, and how do they operate? How is conflict handled? What about boundaries? What about diversity, equity, and inclusion?

What are meetings like? Do you admire the leadership? How do folks communicate – which platforms are used, are there retreats or all-hands meetings, and what's the expectation about your availability and response time? Is there mentoring for employees, and how is that structured? Is your role external facing, or do you work primarily with your own team/group, or alone? What does collaboration look like in this role? Who are your peers?

Step I: Circle up to 5 questions above that really matter to you. Are there additional questions you'd add to this list?

Step II: How could you find answers to these questions? Write your thoughts below.

Step III: Write your reflections on these questions - what has been your experience to date about what works and what's important to you?

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Place: Where is the organization based, geographically? Will you be in-person, remote, or hybrid? What is the building like? What's your office like? Are you able to move around freely during the day, or are you tied to your workstation/computer? Are amenities close by that matter to you: parks, the gym, child care? What's the commute like? If you have a home office, how is this handled by the company? Will you need to travel in this role, and if so, where, and how often?

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Position: What skills and experience will you use on the job? What skills and experience could you develop on the job? Are your work hours flexible or set? Will you manage people? Do you want to manage people? Is there clear career pathing within the organization? How is success measured? Who gives feedback in your review? What's the salary structure, and how are raises / bonuses calculated?

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Bonus: Consider a 4th “P:” Permanent

Is this a career move or a holding pattern job until you land your dream position? Can you put down roots as a part of this organization? Do you want to put down roots or have freedom in your choices? Do you see yourself there in 10 years? Is the firm or sector positioned well to weather the changes in the market? Do you resonate with their long-term strategy?

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Now that you've made your list of questions / considerations that really matter to you in your professional life, consider the companies that might fit your requirements.

- 1) What companies / roles fit your 'People' requirements?

- 2) What companies / roles fit your 'Place' requirements?

- 3) What companies / roles fit your 'Position' requirements?

- 4) What about 'Permanence'? What do you want when it comes to this aspect of work?