

Guide to comparing your career ideas using the grid analysis tool

Introduction:

If you are considering a range of job types and would like to assess them against your personal career aims and priorities, this tool can give you a great starting point. Complete the grid by working through the step by step instructions.

Step 1: Open a blank [grid analysis worksheet](#) to work on.

Step 2: List each job type you are considering in the left-most column of the grid (underneath 'Weights'). There is space to add up to 10 job types.

Step 3: Now list the six factors you consider important to your career choice in the first row (to the right of 'Factors').

An example is given below but the factors you choose will be personal to you. They could include:

- practical considerations such as job location, salary and conditions
- opportunities to specialise or progress your career
- opportunities to use your key skills such as team work, communication and problem solving.

Factors:	Working with people	Career development	Good pay	Variety of tasks	Using my creativity	Making a difference	TOTAL
Weights:							
Careers Adviser				Step 3			
Soil Scientist		Step 2					
Solicitor							

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Step 4: In row two, assign a weighting of between 1 and 5 to each factor, with 1 being least important to you and 5 being most important to you. You can assign the same weighting to more than one factor.

In the example, 'working with people' is given a weighting of 5 as it is the most important factor.

Factors:	Working with people	Career development	Good pay	Variety of tasks	Using my creativity	Making a difference	TOTAL
Weights:	5	1	2	4	3	4	} Step 4
Careers Adviser							

Step 5: Assess how well each job role matches your factors and assign a number between 0 (for no match at all) and 5 (high match). You can assign the same number to more than one factor.

In the example, 5 is given to both 'working with people' and 'variety of tasks' as the role of a Careers Adviser involves high levels of both of these factors. 'Career development' is given 2 as there are limited opportunities for promotion.

Factors:	Working with people	Career development	Good pay	Variety of tasks	Using my creativity	Making a difference	TOTAL
Weights:	5	1	2	4	3	4	} Step 5
Careers Adviser	5	2	3	5	3	4	

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Step 6: Multiply the (pink) number in each box with the weighting number in each column as shown. (Results are shown in purple in the example.) Repeat this for each of the job roles you have listed.

Factors:	Working with people	Career development	Good pay	Variety of tasks	Using my creativity	Making a difference	TOTAL
Weights:	5	1	2	4	3	4	
Careers Adviser	$5 \times 5 = 25$	$2 \times 1 = 2$	$3 \times 2 = 6$	$5 \times 4 = 20$	$3 \times 3 = 9$	$4 \times 4 = 16$	

Step 6

Step 7: Add up the (purple) numbers in each row. Add this total to the last column to give you an overall score for each job type. You can now directly compare the job types you are considering.

Factors:	Working with people	Career development	Good pay	Variety of tasks	Using my creativity	Making a difference	TOTAL
Weights:	5	1	2	4	3	4	Step 7
Careers Adviser	$5 \times 5 = 25$	$2 \times 1 = 2$	$3 \times 2 = 6$	$5 \times 4 = 20$	$3 \times 3 = 9$	$4 \times 4 = 16$	78

Further help: If you would like to discuss your results with a Careers Adviser, information on how to book is available on our website.