



DESCRIPTORS LIST “Sara Jackson” Example

NON-NEGOTIABLES	IDEALS
1. Steady salary (no consulting work)	1. Exercise competence; ability to thoroughly learn a task/responsibility
2. Defined assignments with clear goals; organized work environment	2. Employer provides ongoing professional development
3. Minimal change once a task/project is in process	3. Team member; accomplish projects together
4. Office within a 45-minute commute	4. Interact with the public
5. Daily application of problem-solving skills	5. Known as the expert and sought out by others; ability to continue to develop expertise
6. Create a concept and implement it (programs and policies)	6. Writing/editing (specifically policies or technical information)
7. Independence to manage own schedule at the office	7. Reasonable work loads that can be accomplished in a 40-hour work week
8. Use organizing and classifying skills	8. Access to and open communication with supervisor
9. Intermittent feedback from supervisor; annual performance reviews	9. Feedback loop (especially employees to the supervisors)
10. Help others (train, mentor, or educate) through providing information	10. Create new systems and have direct influence in upgrading inefficient established systems
11. Proactive work environment; time to focus rather than constantly “put out perpetual fires”	11. Merit-based salary increases
12.	12.
13.	13.
14.	14.
15.	15.