Worksheet

- \*\*Self-assessment\*\* 🧐

- What stage of your career are you at? Are you a new grad looking for their first job or an experienced professional looking for a career change?

- If the latter, what made you want to consider a career change?

**Already tried to switch to non - IT field. However , less job satisfaction**

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- What are your career, financial, and work-life balance goals?

**Finance : fixed income**

**Work life balance is needed**

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- How did you hear about tech writing?

**Internet and talking to other people**

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- What made you consider tech writing as a viable career?

**Already some experience in technical field. Overall good communication skills.**

**Some experience with teaching, which is basically explaining a difficult concept to kids at different level**

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- Based on what you know about tech writing careers, how do you think tech writing will help you meet your goals?

**It will help me with financially and also work life balance**

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- What's your educational and professional background?

**B.E - electronics**

- In what industries do you feel you have the most knowledge?

**IT**

- Depending on your educational/professional background, you might want to consider tech writing opportunities in an industry you are familiar with.

**YES**

* **FINANCIAL GOALS**
* Have you looked at the [salary range for tech writers](https://www.glassdoor.com/Salaries) in your location?

**YES**

* Does the salary range meet your expectations/requirements?

**YES**

Activity: Go through the tech writing job posts on [LinkedIn](https://www.linkedin.com/jobs/search/?keywords=technical%20writer) or [Glassdoor](https://www.glassdoor.com/Job/jobs.htm?suggestCount=0&suggestChosen=false&clickSource=searchBtn&typedKeyword=technical+writer&sc.keyword=technical+writer&locT=&locId=&jobType=). Make a list of the posts that seem interesting to you. For each post you like, make a note of things that seem interesting to you and things that you aren't sure about.

* What excites you the most about a career as a tech writer?

**Writing help documents that will be helpful specially to people from non IT background**

* What parts of tech writing do you think you will be good at?

**Collaborating with other people ,**

* What parts of tech writing do you think you will enjoy?

**Learning new things**

* What parts of tech writing do you think you might not like?

**re reading of documents or taking the feedback sometimes**

* Are you aware of the [types of documentation](https://youtu.be/biocrCx5T_k) (UI, user, developer)? Do you know your preference?

**User manuals, help manuals**

* What type of position are you looking for? (colocated, location independent, remote etc.)

**Remote**

[Note: The following questions are specific to the software industry because that's what I know best. Adapt the questions as per your preferred industry]

* What's your comfort level with technology?

**Ok at most times. Sometimes I get nervous**

* Do you like learning new tech? How do you keep up with the current tech trends?

**Yes, I like to learn new tech**

* Do you like figuring out how things work?

**Yes**

* Do you like explaining how things work?

**Mostly yes, if the person is a quick leaner**

* Do you know any programming languages?

**Academically learnt C,C++**

* What tools are you familiar with?

**Bugzilla. JIRA**

* How quickly can you learn to use a new tool?

Activity: Create a GitHub account and create your first issue titled "This is my first issue".

How did that feel? Did the thought of creating a GitHub account make you feel nervous or excited? How long did it take for you to figure out how to do that?

**FELT GOOD**

* **Language proficiency** 🤓

Activity: Take these free online tests to check your language proficiency: <https://www.efset.org/quick-check> and <https://www.kaplaninternational.com/free-english-test-online>

**Done**

* + Think of any document you have written previously (resume, school report, thesis — could be anything). What's your overall feeling about that writing experience? Do you remember specific things about the process that you liked or disliked?
* **RESUME – fitting the required info**
* **LESSON PLANS :**

**Enjoyed it , as it helped me to put my ideas on paper .**

* + Do you enjoy fiddling with words, grammar, sentence structures, and document layouts to get them *just* right?
* **Not much**
  + Are you a detail-oriented person?

**YES**

* Do you like to collaborate with others or work by yourself?

**Mostly self as sometimes people are not sincere with their work**

* + What experience do you have working in a collaborative environment?

**Overall its been a good experience, When I was working the developers as well**

* + Do you like working in cross-functional teams?
* **YES**
* How do you handle constructive criticism?
* How do you manage your time?
* What's your preferred project management system?