

DETERMINING YOUR WORK PREFERENCES

Your work preferences include:

- Where you want to work
- How much you like working with others
- How you respond to different work situations

The following questions will help you identify your work preferences.

Read each question and circle your choice or choices.

1. Interests. Do you prefer to work with:
 - a. Ideas – use information and/or imagination to formulate thoughts, concepts, interpretations or plans. A scientist may have an idea for a hypothesis, a writer puts ideas into words, and a teacher assimilates and organizes ideas to present to students.
 - b. Things – using tools, such as scissors or a screwdriver; or machines, such as computers or a back hoe; or your hands or body, as in dance or pottery. When you prefer working with things, using tools or machines or your body is the crux of your work.
 - c. People – relating to people on all levels, such as taking orders and serving food, meeting together to complete a project, selling a product or device, or guiding others toward a career goal.
 - d. Data – working with numbers, symbols, formulas, words and maps. An attorney investigates to obtain information to defend a client, an accountant records and computes numbers, and a typist organizes and types data.

2. Do you want to work in:
 - a. a very small company (less than 10 employees)
 - b. a small company (10-100 employees)
 - c. a medium size company (100-500 employees)
 - d. a large company (500 or more employees)

3. If you owned your own business would you like to:
 - a. work alone
 - b. work with several others, a small team
 - c. own or manage a small company
 - d. own a major corporation
 - e. be a CEO, President, Majority Shareholder

4. Which area(s) of business most interest you?
 - a. Marketing / Promotion
 - b. Sales
 - c. Administration
 - d. Operations
 - e. Production
 - f. Service
 - g. Coordinating all of the above

5. Do you prefer working:
 - a. inside
 - b. outside
 - c. some inside and outside

6. Do you want to work in:
 - a. a large city
 - b. a medium sized city
 - c. a small town
 - d. a rural area

7. Do you want to live in the:
 - a. west
 - b. east
 - c. south
 - d. north
 - e. out of the United States

8. Do you want a job that involves:
 - a. a lot of travel
 - b. some travel
 - c. no travel

9. Would you prefer a job that requires:
 - a. a lot of contact with people
 - b. some contact with people
 - c. very little contact with people

10. Do you prefer to work:
 - a. in a group
 - b. alone
 - c. some of each

- 11. Do you work best:
 - a. under pressure
 - b. with some pressure
 - c. with no time pressures

- 12. Which situation appeals more to you?
 - a. the structured and scheduled
 - b. the unstructured and unscheduled
 - c. some structure and scheduling

- 13. Do you prefer to have:
 - a. work duties that change a lot or with a great deal of variety
 - b. work duties that are fairly routine
 - c. some change and variety

**WORK PREFERENCES THAT ARE MOST IMPORTANT TO ME
IN MY IDEAL CAREER**

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____