# Activity: Work Setting Preferences

Directions:

What is your ideal work situation? Review the list below. Check the workplace factors that are most important to you. Then, based on your preferences, write a paragraph that describes what a day would be like in your ideal job situation.

For example, if you don’t have a car, you might select *#2 Access to public transportation* or *#5: Commute time* (because you will walk or ride a bike) but not *#1 Access to parking*.

Access to parking (If you prefer to drive, is parking reasonable and available?)

Access to public transportation (Is public transportation an option and readily available?)

Attire (Do you prefer business casual, casual, or business formal work clothes? Or do you prefer to wear a uniform?)

Benefits (For your current life situation, are benefits important to you? What about health insurance, paid vacation days, paid sick days, or other typical benefits?)

Commute time (How much time are you willing to spend on your commute to and from work?)

Company size (Do you prefer to work at a large or small company or organization?)

Compensation (Do you prefer a set salary, a lower salary plus tips, or a commission?)

Customer contact (Would you prefer a higher level of contact with your customers/clients or to work more behind the scenes?)

Deadlines (Do you prefer to have deadlines set for you or set your own deadlines for work tasks?)

Diversity (Do you prefer to work with a diverse group of coworkers or would you rather work with people who are most like you?)

Education assistance (Would you be interested in working for a company that will fund or reimburse classes you take to further your education or job-related knowledge?)

Health needs (Do you have health concerns that require accommodations, such as allergies or physical labor limitations?)

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Independence level (Would you prefer to work in a team or on your own?)

Onsite amenities (Do you prefer onsite daycare, gym, cafeteria or other amenities?)

Overtime (Do you prefer to work overtime in exchange for extra pay or time off later?)

Promotion (Do you want to work for a company where you have the opportunity for promotions?)

Raises (What is your preference on pay increases—automatic? Based on performance?)

Relocate (Are you willing to relocate if asked? Or is it important for you to stay where you are?)

Self-Employment (Do you want to work for yourself or someone else?)

Supervision (Do you prefer little or no supervision or lots of guidance and support?)

Training (Do you prefer a company that expects and provides training or one that does not?)

Travel (Do you prefer a job that requires you to travel, or do you want assurance that you will not have to travel?)

Type of office (Do you prefer a private office or cubical or a desk in a shared space?)

Unions (Do you want to belong to an employee union, or would you prefer to not work in a union environment?)

Urban proximity (Do you prefer a central location around other commercial development or a remote location away from the city?)

Values (Is it important for you to work for a company that reflects your personal values?)

Volunteerism (Do you want to work for a company that places a priority on volunteerism?)

Work from home (Do you want to be able to work at home either every day or on certain days?)

Work location (Do you prefer to work indoors or outdoors?)

Work schedule (Do you prefer a set work schedule or one that is flexible and varies? Do you need to limit work to specific days or hours each week?)

Description of my ideal day at work: