# 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: