

ENVIROMENTAL PREFERENCE ASSESSMENT

In considering your ideal work environment, which of the selections below most appeal to you?

Sound & Noise Preference

- quiet
- noise, like cars or street noises
- music
- people talking

Physical Environment Preference

- sitting at a desk or table
- standing at a table or machinery
- moving or walking around
- no preference

Interaction with People Preference

- being by myself with the door closed
- being with other people who are quiet
- being with other people who are talking or doing things
- no preference

Type of Work Environment Preference

- office
- factory/warehouse
- store
- hospital (or similar)
- outdoors

Attire & Dress Preference

- casual
- uniform
- professional
- no preference

Work Hours and Shifts Preference

- day shift (typically 7am–5pm)
- swing/evening shift (typically 3pm–midnight)
- graveyard/night shift (midnight–7am)

Schedule Preference

- weekdays: (circle days that you prefer)
Monday Tuesday Wednesday Thursday Friday
- weekends: (circle days that you prefer)
Saturday Sunday
- no preference

NATURAL ABILITIES, SKILLS AND TALENTS ASSESSMENT

Skills Category:

Are you most comfortable with... (Choose one that most fits you)



Gather
Information



Connect
with people



Work with
things

Skills Inventory

From the list below, check all of the things you enjoy or do well:

Analytical

- discovering
- measuring
- working with numbers
- games like chess
- working with money
- doing experiments
- using calculators
- doing puzzles
- organizing
- comparing things/numbers
- playing with numbers in my head

Nurturing

- helping others
- listening
- getting along with others
- making friends
- baby-sitting
- leading teams of people
- understanding people
- group games or projects
- protecting
- teaching others
- nursing

Mechanical

- fixing things
- taking things apart
- inventing
- running machines
- taking care of cars
- handling tools
- building things
- shaping things
- lifting/moving things
- delivering things
- doing craft projects

Systematic

- working on computers
- reading or telling stories
- memorizing names or numbers
- budgeting money
- jigsaw puzzles
- following directions
- putting things in order
- writing neatly
- collecting information
- memory for details
- filing information

Enterprising

- leading or directing
- setting/meeting deadlines
- making decisions
- selling
- planning meetings/parties
- speaking in front of others
- taking risks
- talking easily with strangers
- planning action/activities
- coming up with new projects
- getting others involved

Creative

- thinking of new ideas
- photographing
- dancing to music
- cooking, planning meals
- coordinating colors
- designing
- making layouts/drafting
- using my imagination
- drawing or sketching
- planting a garden
- expressing emotion

Take a careful look at the skills inventory list and circle the top 10 skills that you most enjoy using:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Looking at the skills, you have identified, determine what talents are you using in your current occupation. What skills fit into an industry or job that you would like to be doing? Do you see more skills listed in an industry you would prefer to move into instead of the area you are currently working in? If so, you need to take a closer look at those skills and potential business arenas.

After you have taken a closer look at the results of your self-evaluation and determined an industry or job that interests you and parallels your skills inventory you will want to begin researching the marketplace.

Ask yourself which industries most interest you. List your top three:

1. _____
2. _____
3. _____

INTEREST ASSESSMENT

What do you really care about?

With my family:

In my neighborhood:

In my social circle and with friends:

In my town:

In the world:

How can you help take care of the things you care about?

What things do you want to do some time during your life?

What industries interest you? _____

What sounds like the ideal job to you? (You may want to use a separate sheet of paper for this. The ideal job is usually more than just a job title.)

ASSESSMENT RESULTS:

Look at the results of your self-evaluation then take a few minutes to transfer your assessment results into the spaces below. This will allow you to view all of the material at once. Once you see what you have selected, you will begin to have a better feel for what work environment you prefer, what you are naturally adept at doing, and what industries interest you.

You might enjoy, as an exercise, going on to a good search engine on the Internet, such as google.com, and trying some of the words from your skills assessment as “key words.” Watch what happens! The results might surprise you and can provide some food-for-thought in jobs or businesses you may not have considered. With these “key words” in hand, you can begin to do research that shows you areas, jobs and industries that may prove very rewarding for your career success.

YOUR LIFESTYLE AND ENVIRONMENT PREFERENCES:

YOUR NATURAL ABILITIES, TALENTS AND SKILLS PROFILE:

YOUR INDUSTRY/JOB INTERESTS:

INTERVIEW
SELF-EVALUATION

Dress:

Preparation:

Body Language:

Responses:

Closure:

Well Done

Needs Improvement

Directions: Compare the position you have now with the one you are considering, using the following factors.

Opportunity Comparison

Current Job	New Opportunity	Job factor under consideration
		Position Title
		Your fit with the corporate culture
		Rapport with management
		Rapport with co-workers
		Working environment
		Management responsibilities and advancement opportunities
		Project Management responsibilities and advancement opportunities
		Decision-making autonomy
		Freedom to effect change, or capability to make a difference
		Promotion potential
		Challenging and appealing work
		Base salary
		Benefits (see benefits check list)
		Ability to effectively perform job duties
		Industry stability and growth cycle expectations
		Future salary advancement and earning potential
		Desired location
		Travel requirements
		Miscellaneous considerations or value-added perks
Total:	Total:	

Score: _____ **Current Job**
 _____ **New Opportunity**
 _____ **Opportunity Differential (+/-)**

Directions: Compare the job you have now with the one for which you are applying, to evaluate the following factors.

Opportunity Compensation Comparison

Current Job	New Opportunity	Factor to consider
\$	\$	Base Salary
\$	\$	Management bonuses (perks)
\$	\$	Value of stock
\$	\$	Profit sharing
\$	\$	Pension
\$	\$	Retirement/401K (or similar)
\$	\$	Tax savings accounts
\$	\$	Reimbursement of expenses
\$	\$	Expense account
\$	\$	Relocation expenses
\$	\$	Insurance for self
\$	\$	Insurance for family/dependents
\$	\$	Insurance for Auto/Vehicle
\$	\$	Property taxes
\$	\$	State taxes
\$	\$	Other taxes
\$	\$	Other additional expenses
\$	\$	Totals

Score: _____ **Current Job**
 _____ **New Opportunity**
 _____ **Opportunity Differential (+/-)**

Directions: If you need to compare the community you now live in and the community of the new opportunity where you may relocate, evaluate the following factors.

Benefits to family comparison

Current Community	New Community	Factor to consider
		Size of community
		Climate, average high/average low
		Cost of living differential (from above)
		Schools
		Churches, Synagogues, Temples etc.
		Special attractions
		Special features
		Proximity to extended family
		Entertainment opportunities in community

Score: _____ **Current Community**
 _____ **New Community**
 _____ **Community Comparison Differential (+/-)**

Directions: Compare the job benefits you have now with the benefits of the company for which you are applying.

Benefits Checklist

Current Employer	New opportunity Employer	Benefit to check, evaluate and consider	Yes, benefit offered	No, benefit not offered
		Medical Coverage (PPO, HMO, other)		
		Chiropractic Coverage		
		Holistic/Alternative Healthcare coverage		
		Dental Coverage		
		Vision Coverage		
		Short-term disability		
		Long-term disability		
		Life insurance		
		Executive life insurance		
		Flex spending tax-free account for daycare		
		Flex spending tax-free account for medical		
		Stock purchase		
		Stock options		
		Flextime scheduling		
		Telecommuting		
		Vacation		
		Personal leave		
		Medical (maternity/family) leave to 12 wks		
		Sick leave		
		Professional sabbatical		
		Senior dependent care (nursing home)		
		Miscellaneous, not listed		

Score: _____ **Current Employer Benefits**
 _____ **New Opportunity Employer Benefits**
 _____ **Community Comparison Differential (+/-)**