

Individual Work Preferences Assessment (IWPA)

Name:	
Date completed:	

**If there is any stress, discomfort or anxiety relating to the completion of the IWPA form
it does not need to be completed.**

The IWPA provides an overview of your work preferences, strengths and learning styles. The results of this assessment will help you to understand your needs within a work environment. Your completed questionnaire aims to educate others on the best role and working environment for you.

All questions are scored using a 5-point scale from 'Not at all like me' to 'Entirely like me'. There is no right or wrong answer. If unsure, go with your initial reaction or leave it blank. If you have not worked previously please consider other environments such as school, university and volunteer work. A space has been provided after each question for comments (for example strategies that can help).

Communication Preferences		Not at all like me	A little like me	Somewhat like me	Really like me	Entirely like me
The following statements relate to how you prefer to communicate in the workplace.						
1.	I prefer to work in a job that does not require a lot of face-to-face communication, for example greeting customers and answering customer questions.	<input type="checkbox"/>				
2.	I prefer clear and concise written communication (rather than verbal).	<input type="checkbox"/>				
3.	I need guidance to know when to ask questions, or who to direct the questions to.	<input type="checkbox"/>				
4.	I sometimes need time (and your patience) while I formulate my verbal or written responses.	<input type="checkbox"/>				
5.	Looking people in the eyes is sometimes difficult for me. (I am still listening and its easier for me to concentrate if I don't look at you)	<input type="checkbox"/>				
6.	I would like assistance in sharing my ideas and communicating in meetings or groups.	<input type="checkbox"/>				

7.	I may sometimes need assistance to understand other people's humour in the workplace. Tell me if you are using sarcasm or joking.	<input type="checkbox"/>				
8.	I may not be able to follow a conversation when multiple people are speaking at once.	<input type="checkbox"/>				
9.	I prefer to receive regular and respectful feedback on my performance so that I know if I need to focus on areas to improve	<input type="checkbox"/>				
Team and Work Preferences						
<i>The following statements relate to on-the-job team and work preferences.</i>		Not at all like me	A little like me	Somewhat like me	Really like me	Entirely like me
10.	I am usually happy working on my own, but I still like being included in team activities.	<input type="checkbox"/>				
11.	I like to receive a demonstration of my tasks and then prefer to do the work independently.	<input type="checkbox"/>				
12.	To fully understand a new task, I find it helpful to talk about the task and ask questions.	<input type="checkbox"/>				
13.	To make sure I understand a new task I prefer to spend time thinking through and planning the task.	<input type="checkbox"/>				
14.	I tend to understand what the end goal of a task is, but I like guidance on the steps I need to do to get to the end goal.	<input type="checkbox"/>				
15.	I focus on small details that others may not find important.	<input type="checkbox"/>				
16.	I prefer tasks to be broken down step by step.	<input type="checkbox"/>				
17.	I would consider myself a perfectionist.	<input type="checkbox"/>				

18.	I am creative in how I do my work.	<input type="checkbox"/>				
19.	I like to have all the details before I start tasks.	<input type="checkbox"/>				
20.	I tend to look for new and different ways to do tasks. I like knowing when it HAS to be done a certain way.	<input type="checkbox"/>				
21.	I prefer repetition and structure in my tasks.	<input type="checkbox"/>				
22.	I feel more confident when I receive regular guidance and supervision at work.	<input type="checkbox"/>				
23.	I prefer it when my supervisor plans and prioritises my daily tasks	<input type="checkbox"/>				
24.	I always seek new work when tasks are complete.	<input type="checkbox"/>				
Tolerance of change <i>The following statements relate to how you manage unplanned or unexpected changes in the workplace.</i>						
		Not at all like me	A little like me	Somewhat like me	Really like me	Entirely like me
25.	I prefer to not have unexpected changes at work (for example changes in supervisors or work tasks)	<input type="checkbox"/>				
26.	I prefer to start a task having all the information I need, as I don't want to have to stop what I am doing to look for information.	<input type="checkbox"/>				
27.	Sometimes the smallest doubt can mean I cannot initiate or continue a task. I am not being lazy. It can be hard for me to ask for help.	<input type="checkbox"/>				
28.	When I experience uncertainty and anxiety at work it reduces my ability to work effectively.	<input type="checkbox"/>				

29.	I work more effectively when I know what my daily work tasks are and what my expected output should be.	<input type="checkbox"/>				
Organisational Skills <i>The following statements relate to your abilities in the areas of organisation and planning.</i>		Not at all like me	A little like me	Somewhat like me	Really like me	Entirely like me
30.	I like to keep my space tidy and organised.	<input type="checkbox"/>				
31.	I usually get to appointments on time.	<input type="checkbox"/>				
32.	I plan my schedule so that I focus on the urgent and important tasks first.	<input type="checkbox"/>				
33.	I can be flexible and adapt when things do not go according to plan.	<input type="checkbox"/>				
34.	I reflect on situations and assess if I've done well and think of ways to improve.	<input type="checkbox"/>				
35.	I prefer to start work on tasks as soon as I am informed of them.	<input type="checkbox"/>				
36.	I am able to retain my focus on a task despite distractions and interruptions.	<input type="checkbox"/>				
37.	I can work well under pressure	<input type="checkbox"/>				
38.	I have a good memory for details, tasks, dates and processes.	<input type="checkbox"/>				

Focus and Regulation

The following statements relate to how you maintain focus and emotional regulation in the workplace.

		Not at all like me	A little like me	Somewhat like me	Really like me	Entirely like me
39.	I can perform my work and complete tasks even in the presence of tight timelines.	<input type="checkbox"/>				
40.	I know how to regulate myself if I get frustrated with tasks.	<input type="checkbox"/>				
41.	I can usually stay focused on my work.	<input type="checkbox"/>				
42.	I prefer to focus on one task at a time.	<input type="checkbox"/>				
43.	I work more effectively when I able to finish a task before getting another task.	<input type="checkbox"/>				

Interpersonal Skills

The following statements relate to how you interact with others in the workplace.

Supervisors

		Not at all like me	A little like me	Somewhat like me	Really like me	Entirely like me
44.	I prefer it when my supervisor is very clear with instructions so that I know exactly what I have to do.	<input type="checkbox"/>				
45.	I prefer it when my supervisor explains why a task needs to be done in a particular way.	<input type="checkbox"/>				
46.	It would help me if the supervisor clearly explained all the workplace rules and roles of different staff.	<input type="checkbox"/>				

Colleagues

		Not at all like me	A little like me	Somewhat like me	Really like me	Entirely like me
47.	I like to give detailed explanations of the things that I am interested in.	<input type="checkbox"/>				
48.	I have been told that I am a talkative person.	<input type="checkbox"/>				

49.	I find it difficult to read body language. I would prefer my colleagues to explain what they mean rather than use gestures, sarcasm or innuendo.	<input type="checkbox"/>				
50.	I may choose not to attend work social events as they can be overwhelming, however I still like to be invited.	<input type="checkbox"/>				
Sensory Preferences <i>The following statements relate to your sensory sensitivities in the workplace.</i>		Not at all like me	A little like me	Somewhat like me	Really like me	Entirely like me
Touch						
51.	Certain textures of clothes are uncomfortable for me.	<input type="checkbox"/>				
52.	I prefer to not have unpredicted sudden human touch (for example being tapped on my shoulder, being touched on my arm).	<input type="checkbox"/>				
53.	I can experience discomfort in crowded spaces or if people are in my personal space.	<input type="checkbox"/>				
Sight						
54.	I can work more effectively when I am not in a brightly lit space (for example away from fluorescent lights)	<input type="checkbox"/>				
55.	I would prefer to not work in an environment that has busy patterns.	<input type="checkbox"/>				
56.	A flickering light would mean that I am unable to do my work effectively.	<input type="checkbox"/>				

Hearing

57.	I concentrate better in a quiet workspace (for example where people are not talking a lot or playing music).	<input type="checkbox"/>				
58.	I prefer it if I am given warning of loud noises (for example fire alarms)	<input type="checkbox"/>				
59.	I hear 'white noise' that other people may not be able to hear (for example air conditioners and fridges).	<input type="checkbox"/>				
60.	I can concentrate better if I wear noise cancelling headphones.	<input type="checkbox"/>				

Smell

61.	I prefer not being around strong smells, even those regarded as pleasant by others (for example perfumes)	<input type="checkbox"/>				
62.	I prefer it when colleagues do not eat strong smelling foods near me.	<input type="checkbox"/>				

Movement

63.	I tend to bump into objects (for example doorways, tables, desks).	<input type="checkbox"/>				
64.	I prefer to have regular movement to help me to maintain focus.	<input type="checkbox"/>				
65.	I prefer if my desk faces outwards so that I am not startled by people coming up behind me.	<input type="checkbox"/>				
66.	Sometimes I may use certain movements to help calm me down (for example, stimming).	<input type="checkbox"/>				

Emotion

67.	I cannot always recognise when I am feeling stressed.	<input type="checkbox"/>				
68.	I don't always know how to explain how I am feeling to other people.	<input type="checkbox"/>				
69.	The feelings of others are not always evident to me.	<input type="checkbox"/>				
70.	I empathise with people a lot, sometimes it is overwhelming.	<input type="checkbox"/>				
72.	It's not always easy for me to identify facial expressions.	<input type="checkbox"/>				
73.	I am not good at remembering names and faces. I don't mean to be rude if I do not recognise someone.	<input type="checkbox"/>				

References:

Carleton, R.N., Norton, M.A.P.J., & Asmundson, G.J.G (2007). Fearing the Unknown: A short version of the Intolerance of Uncertainty Scale. Journal of Anxiety Disorders 21, 105-117. <https://doi.org/10.1016/j.janxdis.2006.03.014>; Gal, E., Meir, A., & Katz, N. (2013). Development and Reliability of the Autism Work Skills Questionnaire (AWSQ). The American Journal of occupational therapy 67, e1-5. <https://doi.org/10.5014/ajot.2013.005066>; Dawson, P., & Guare, R. (2016). The Smart but Scattered Guide to Success. The Guilford Press. Felder, R.M. & Solomon, B.A. (1999). Index of Learning Styles Questionnaire. North Carolina State University Webtools. <http://www.engr.ncsu.edu/learningstyles/ilsweb.html>