

## Activity 3

### Identifying Work Environment Preferences



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# Identifying Work Environment Preferences



## **Inez Information**

Now that you've started learning more about yourself and your strengths when it comes to making decisions - another important thing to consider when thinking about possible jobs is the environment that you will be working in. Your work environment includes things like:

1. Working with people or working alone
2. Quiet or noisy
3. Work from home or away from home
4. Work during the day or work at night

There are many things that are part of your work environment and they will affect how you feel about your job.

## **Vocabulary for this Activity:**

**Salary** – In certain jobs, employers will offer to pay an employee a specific amount of money each year for the work the person is doing.

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## **Tim Task**

The goal of this activity is to help you learn about some of the things you would like Or not like when thinking about work environments. Thinking about these things is an important step in identifying the types of jobs you might be interested in learning more about. Here is a quick explanation of the steps in this activity:

### **Step 1:**

For each group in this activity, place a "B" next to the statement that represents your best choice.

### **Step 2:**

For each group in this activity, place a "W" next to the statement that represents your worst choice.

### **Step 3:**

Circle your "Top 2 Best Choices".

### **Step 4:**

Put an "X" over your "Top Two Worst Choices".

### **Step 5**

Go to your "Activity Tracker" on page 97 and find the section for page 59. Then, write down your "Top 2 Best Choices" and your "Top 2 Worst Choices".

## Work Environment Preferences Survey

Name: XXXXXXXXXXXXXXX:

Date: 11112334566

**Step 1:** In each group, place a "B" next to the option that you think is your best choice.

**Step 2:** In each group, place a "W" next to the option that you think is your worst (last) choice.

**Step 3:** Review all the groups in this activity and circle your top 2 "Best" options.

**Step 4:** Review all the groups in this activity and put an "X" over your top 2 "Worst" options.

**Step 5:** Go to your "Phase 1: Unit 1 Activity Tracker" and find the section for page 59. Then, write your "Top 2 Best" and "Top 2 Worst" choices in the section for page 59.

|  |                                    |
|--|------------------------------------|
|  | Work around people                 |
|  | Work alone                         |
|  | Work where you have to think a lot |
|  | Work where you physically do a lot |
|  | Doing tasks that constantly change |
|  | Doing repetitive tasks             |

|  |                             |
|--|-----------------------------|
|  | Be away from home often     |
|  | Be at home every night      |
|  | Opportunity for overtime    |
|  | No opportunity for overtime |
|  | Work full time              |
|  | Work part time              |

|  |                                |
|--|--------------------------------|
|  | Work where I complete tasks    |
|  | Work where I use my creativity |
|  | Work inside                    |
|  | Work outside                   |
|  | Get paid a salary              |
|  | Get paid by the hour           |

|  |                           |
|--|---------------------------|
|  | Work at a job I enjoy     |
|  | Work to make more money   |
|  | Work with animals         |
|  | Work without animals      |
|  | Focus on helping people   |
|  | Focus on completing tasks |

|  |                                   |
|--|-----------------------------------|
|  | Get paid based on how much I sell |
|  | Get paid a set wage               |
|  | Work at home                      |
|  | Work away from home               |
|  | Work for myself                   |
|  | Work for someone else             |

|  |                                |
|--|--------------------------------|
|  | Complete tasks as a group      |
|  | Complete tasks on my own       |
|  | Work around noise              |
|  | Work where it is quiet         |
|  | Work where things change a lot |
|  | Work where things are constant |

|  |                                     |
|--|-------------------------------------|
|  | Work where you could advance        |
|  | Work in the same position for years |
|  | Work days                           |
|  | Work nights                         |
|  | Work consistent schedule            |
|  | Work varied schedule                |

|  |                                    |
|--|------------------------------------|
|  | Work with people who are like me   |
|  | Work with people different from me |
|  | Work in a smaller town             |
|  | Work in a city                     |
|  | Work as a driver                   |
|  | Work in an office                  |



## Activity 4

### Working Likes and Dislikes (3 Parts)



# Working Likes and Dislikes Surveys (3 Parts)



## **Inez Information**

As you are starting to think about the sort of jobs you might be interested in, there are many things to consider. Some of these things include your talents, skills, and things you're already interested in. When people do things that they are interested in, they are usually happier and find ways to make a good living doing them.

Our goal is to help you learn more about your talents, skills, and things you're already interested in so it makes the process of choosing jobs a little easier.

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## **Tim Task**

The **next three activities** are the "Four Squared" style of activities. When you are finished, you will have a better understanding of some types of jobs that are available and which ones fit your strengths and interests the best.

Here is a quick review of the four steps you will be doing in these activities:

### **Step 1:**

For each activity group, rank each item in order of importance using the following scale:

4 = first choice    3 = next best choice    2 = third best choice    1 = last choice

### **Step 2:**

In Groups A-D, add the numbers going across each row and put the total on the line to the right.

### **Step 3:**

Add the totals from both Row 1 + Row 7 and write the total in Box 1

Add the totals from both Row 2 + Row 5 and write the total in Box 2

Add the totals from both Row 3 + Row 6 and write the total in Box 3

Add the totals from both Row 4 + Row 8 and write the total in Box 4

### **Step 4:**

Follow the directions for Step 4 in the activities on pages 64, 65, and 66.

# Likes and Dislikes - Part 1

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Step 1

For each group below, please rank each item in order of importance using the following scale:

4 = First Choice      3 = Next Best Choice      2 = Third Best Choice      1 = Last Choice

| Group A |  | Group B |   | Row Totals     |
|---------|--|---------|---|----------------|
|         | Attend a community college or university                         |         | Go to school for 2-4 years after I graduate high school           | Row 1<br>_____ |
|         | Sit in a desk 6-8 hrs a day doing tasks (billing/purchasing)     |         | I would enjoy answering phones and filing paperwork               | Row 2<br>_____ |
|         | Go to school for a skill or trade (like cosmetology or plumbing) |         | I would enjoy learning a skill or trade rather than go to college | Row 3<br>_____ |
|         | Work at any job until I find something that interests me         |         | I'm not really sure what I want to do after high school           | Row 4<br>_____ |

  

| Group C |  | Group D |  | Row Totals     |
|---------|--|---------|--|----------------|
|         | I like answering phones and scheduling appointments                  |         | I would like to work in an office or something like that             | Row 5<br>_____ |
|         | I'd like to work a job that involves working with my hands           |         | I'd like to learn a skill or trade without going to a 4 year college | Row 6<br>_____ |
|         | Go to school to earn a 4 year degree (teacher, doctor, lawyer)       |         | I would like to go to school and study a subject and earn a degree   | Row 7<br>_____ |
|         | I would like to try different jobs before I decide what I want to do |         | I'm not interested in a specific job right now so I'll keep looking  | Row 8<br>_____ |

**Step 2:** In Groups A-D, add the numbers going across each row and put the total on the line to the right

**Step 3:** Add the totals from both Row 1 + Row 7 and write the total in Box 1

Add the totals from both Row 2 + Row 5 and write the total in Box 2

Add the totals from both Row 3 + Row 6 and write the total in Box 3

Add the totals from both Row 4 + Row 8 and write the total in Box 4

**Step 4:** Go to page 66 and write your totals for Box 1, 2, 3, and 4 for Working Preference Part 1

|       |
|-------|
| Box 1 |
| Box 2 |
| Box 3 |
| Box 4 |

## Likes and Dislikes - Part 2

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Step 1

For each group below, please rank each item in order of importance using the following scale:

4 = First Choice      3 = Next Best Choice      2 = Third Best Choice      1 = Last Choice

| Group A |  | Group B |  | Row Totals       |
|---------|--|---------|--|------------------|
|         | I would enjoy working in an office by myself                 |         | I enjoy working alone on projects or tasks                         | = Row 1<br>_____ |
|         | I like working jobs where I move around a lot during the day |         | I like working with my hands like (message therapy, construction)  | = Row 2<br>_____ |
|         | I think I would like a job where I get paid to sell things   |         | I'd like a job where I help people buy things they are looking for | = Row 3<br>_____ |
|         | I am willing to work a lower paying job to get experience    |         | I would consider working a job like fast food to make money        | = Row 4<br>_____ |

  

| Group C |  | Group D |  | Row Totals       |
|---------|--|---------|--|------------------|
|         | I would rather work on things myself rather than in a group      |         | I think working alone helps me to do a better job on tasks       | = Row 5<br>_____ |
|         | I plan to start working right after high school                  |         | I plan to get a minimum wage job so I can start making money     | = Row 6<br>_____ |
|         | I like jobs that require physical strength and a lot of movement |         | I like building things and seeing them change because of my work | = Row 7<br>_____ |
|         | I'd like to work for commission and get paid for what I sell     |         | I'd like to work a job where I get paid more when I sell more    | = Row 8<br>_____ |

**Step 2:** In Groups A-D, add the numbers going across each row and put the total on the line to the right.

**Step 3:** Add the totals from **both** Row 1 + Row 5 and write the total in Box 5

Add the totals from **both** Row 2 + Row 7 and write the total in Box 6

Add the totals from **both** Row 3 + Row 8 and write the total in Box 7

Add the totals from **both** Row 4 + Row 6 and write the total in Box 8

**Step 4:** Go to page 66 and write your totals for Box 5, 6, 7, and 8 for Working Preference Part 2



## Likes and Dislikes - Part 3

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Step 1

For each group below, please rank each item in order of importance using the following scale:

4 = First Choice      3 = Next Best Choice      2 = Third Best Choice      1 = Last Choice

| Group A |   | Group B |   | Row Totals     |
|---------|---|---------|---|----------------|
|         | I would like to work a job that pays me for being creative    |         | I like expressing myself through writing lyrics, stories, or poems  | Row 1<br>_____ |
|         | I'd like to do a job where I get to use my athletic skills    |         | I would prefer doing a job that involves a lot of physical activity | Row 2<br>_____ |
|         | I really enjoy working with animals                           |         | I would like to work a job where I get to be in nature more often   | Row 3<br>_____ |
|         | I would be interested in jobs where I get to supervise people |         | I think I am good at organizing a group of people to reach a goal   | Row 4<br>_____ |
|         |   |         |   | =              |
| Group C |   | Group D |   | Row Totals     |
|         | I enjoy being around animals and learning more about them     |         | I prefer being outside as much as possible.                         | Row 5<br>_____ |
|         | I like doing creative things like making art or playing music |         | I'd like to work a job where I get to invent new things.            | Row 6<br>_____ |
|         | I'm good at thinking about the best ways to get things done   |         | I am good at talking with people and like working with a group      | Row 7<br>_____ |
|         | I would prefer to work in a job that is related to sports     |         | I like doing things that require fitness, strength, or good health  | Row 8<br>_____ |
|         |   |         |   | =              |

**Step 2:** In Groups A-D, add the numbers going across each row and put the total on the line to the right.

**Step 3:** Add the totals from both Row 1 + Row 6 and write the total in Box 9

Add the totals from both Row 2 + Row 8 and write the total in Box 10

Add the totals from both Row 3 + Row 5 and write the total in Box 11

Add the totals from both Row 4 + Row 7 and write the total in Box 12

**Step 4:** Go to page 66 and write your totals for Box 9, 10, 11, and 12 for Working Preference Part 3

|   |        |
|---|--------|
| ➡ | Box 9  |
| ➡ | Box 10 |
| ➡ | Box 11 |
| ➡ | Box 12 |

# Working Likes and Dislikes Summary



## **Inez Information**

As you review the information in this summary, remember that your scores may not seem to go together and that's ok because they're not supposed to. They are meant to help you identify some preferences about employment. You will probably see some things that you already knew about yourself and will possibly learn some new things as well. Hopefully, you will remember them as you think about possible jobs in the future.

### **Step 1: Working Preferences – Part 1 from Bottom of Page 63**

Write your total from Box 1 \_\_\_\_\_ = "Advanced Degree" score  
Write your total from Box 2 \_\_\_\_\_ = "Clerical" score  
Write your total from Box 3 \_\_\_\_\_ = "Trade or Skill" score  
Write your total from Box 4 \_\_\_\_\_ = "Not Sure" score

### **Step 2: Working Preferences – Part 2 from Bottom of Page 64**

Write your total from Box 5 \_\_\_\_\_ = "Work Alone" score  
Write your total from Box 6 \_\_\_\_\_ = "Hands On" score  
Write your total from Box 7 \_\_\_\_\_ = "Sales & Commission" score  
Write your total from Box 8 \_\_\_\_\_ = "Entry Level" score

### **Step 3: Working Preferences – Part 3 from Bottom of Page 65**

Write your total from Box 9 \_\_\_\_\_ = "Creative" score  
Write your total from Box 10 \_\_\_\_\_ = "Athletic" score  
Write your total from Box 11 \_\_\_\_\_ = "Nature" score  
Write your total from Box 12 \_\_\_\_\_ = "Leadership" score

**Step 4:** Circle your three highest scores on this page. You will have a total of three scores circled on this page when you are done with this step.

**Step 5:** On the right side of the items you circled in Step 4, you will see a word(s) which describe each score. Go to the next page and look for the description that matches the three scores you circled in Step 4 and review the explanation of your top three scores.

## Explanation of Your Working Likes and Dislikes Scores

**Advanced Degree** - Interested in attending a college, university, community college, or technical school to earn an advanced degree, license, or certification.

**Clerical** - Interested in working in an office, answering the telephone, writing letters, making appointments, and invoicing customers.

**Not Sure** - Not sure about a specific job yet, which is ok! This is a time when we will be exploring all types of jobs and we suggest looking at all your options. You'll know when you've found a direction that works best for you.

**Trade or Skill** - Interested in developing a trade or a skill (driving, cosmetology, electrician, plumbing, tool, etc.) Requires attending a trade school, apprenticeship, or technical college for a limited period of time to learn a trade or skill.

**Work Alone** - Enjoys working at a computer, concentrating for long hours on tasks. Satisfaction is derived from completing detailed tasks to quality.

**Hands On** - Interested in using their hands and physical skills to earn a living. Desire to develop skills that are of the physical nature.

**Sales & Commission** - Interested in selling products on a commission basis. Like the fact that more money can be earned if they are successful.

**Entry Level** - Interested in acquiring an "entry level" type job after graduating from high school (fast food, convenience store, clerk, or road construction). A person can usually start doing these types of jobs with limited training.

**Creative** – Interested in things activities connected to the "Arts" including things like drawing, painting, music, and writing. This type of person usually has a lot of ideas and imagination. Some jobs for this type of person would include being an artist, writer, graphic artist, musician, video game designer, etc.

**Athletic** – Interested in jobs that allow the person to use their physical/athletic talents or jobs that are related to sports. This type of person may consider jobs connected athletics including physical therapy, personal training, sports writing, etc.

**Nature** – Interested in doing things that are connected to nature and the outdoors. This type of person may also be interested in working with animals. These types of jobs could include being a conservation officer, farmer, veterinarian, etc.

**Leadership** – Interested in jobs that require someone who can work well with other people and help them to reach a goal. This person is talented in communication (speaking and writing). Some jobs that fit this strength include military service, business managers, public speakers, consultants, minister, etc.



### Tim Task

Go to your "Unit 1 Ranking Activity Tracker" (pg. 97) and find the section for page 66. Then, write the names of the top three "preferences" into the appropriate section for page 66 (Example: Advanced Degree, Hands On, Creative).



