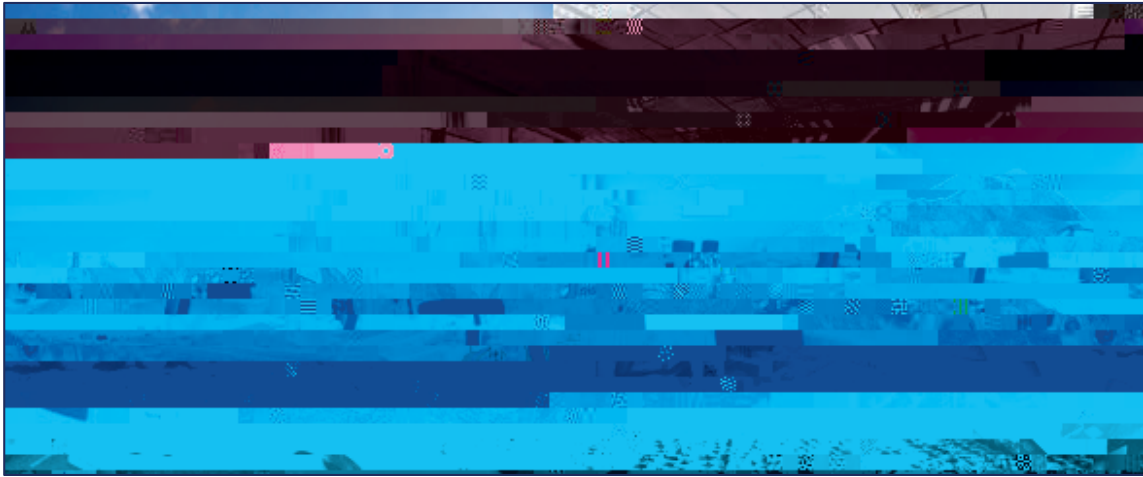


## Activity 3

### Identifying Work Environment Preferences



# 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.

---



## **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:

### **tep 1:**

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

### **tep 2:**

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

### **tep 3:**

Circle your "Top 2 Best Choices".

### **tep :**

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

### **tep 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 ~~Test~~

# 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

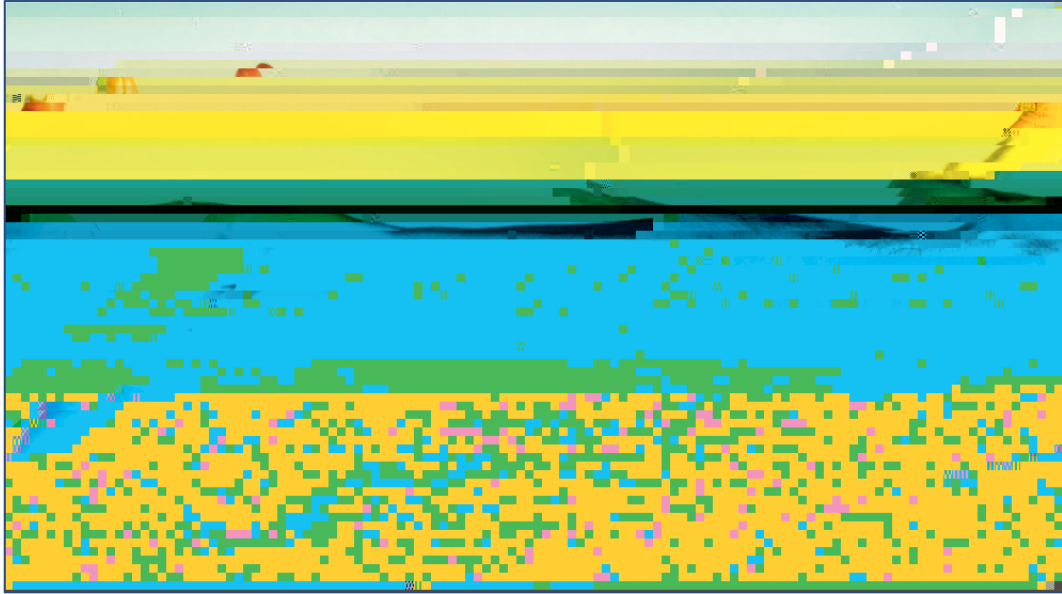
	Work where you could advance
	Work in the same position for years
	Work days
	Work nights
	Work consistent schedule
	Work varied schedule

	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

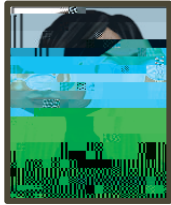


# Activity 4

## 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.



## **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
	Sit in a desk 6-8 hrs a day doing tasks (billing/purchasing)		I would enjoy answering phones and filing paperwork	Row 2
	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
	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

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
	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
	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
	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

**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

## 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
	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
	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
	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
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
	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
	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
	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

**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

roup A		roup 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
	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
	I really enjoy working with animals		I would like to work a job where I get to be in nature more often	Row 3
	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
roup C		roup D		Row Totals
	I enjoy being around animals and learning more about them		I prefer being outside as much as possible.	Row 5
	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
	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
	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

**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

# 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 cores

**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 to 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.



### **Tasks**

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).

