VOLTA
CAREER RESOURCE CENTER™

PREFERRED WORK ENVIRONMENT

So much of our job satisfaction stems from that elusive "fit" with the people, culture, personality and style of the organization. The following questions are designed to tease out the type of professional environment that would offer you the best opportunity to thrive. As you answer the questions, reflect on your own professional and educational experiences, good and bad. Ask your counselor if he/she would like you to email this completed worksheet in advance or bring with you to your next counseling session.

People

- Describe the people with whom you have most enjoyed working. What were some of their characteristics?
- What qualities do you seek out in a mentor?
- What qualities do you think a good supervisor should possess? What type of supervisory style best motivates you?
- Do you appreciate working on a team, independently or some combination? Do you consider your colleagues friends? Do you enjoy socializing with colleagues inside and outside of the office? Do you share information about your personal life with coworkers? Do you prefer to maintain a professional distance at work?

Culture

- Do you prefer a formal or casual environment? If given the choice would you prefer to wear a suit to work or dress casually?
- Do you like to set and maintain your own schedule? Do you enjoy putting out fires as they arise and welcome interruptions?
- If you are fully engaged in the work, do you mind working flexible, long hours, including nights and weekends? Are you more comfortable with a set, predictable workday?
- Do you enjoy business travel? If so, how often and in what context?
- Do you struggle with meeting the demands of both the workplace and family/personal life? What conditions would help you strike a satisfactory balance?
- Do you care about an organization's commitment to diversity and/or social causes?
- Do you appreciate a high-energy, fast-paced office environment? Do you work best in a quiet, sedate setting?
- Would you like to work in an intellectual environment? Do you prefer a "bottom-line" organization driven by practicality?
- Do you feel most comfortable working within a clear hierarchical structure? Do you prefer a flexible, open managerial style?

Place

- Describe your perfect work setting taking the following into account: geography, aesthetics, commute, size, etc.
- Consider the nature of the employer. Would you prefer working for a non- profit, corporation, political entity, international organization, government agency, lobbying group, association, educational institution, etc.?