



Answer the following questions by checking the appropriate box that corresponds with your correct answer – Yes (Y), No (N) or Sometimes (S):

I am able to work well in a team situation.	Y	N	S
I can work well on my own, with minimal supervision.	Y	N	S
When I am in a team situation, I am usually an active participant.	Y	N	S
I handle deadlines easily and remain calm under pressure.	Y	N	S
Pressure makes me cranky. I don't like feeling rushed.	Y	N	S
I am a leader. Other people follow my instructions and I like being in charge.	Y	N	S
I am comfortable with responsibility.	Y	N	S
I prefer to let someone else assume the responsibility for a project.	Y	N	S
When I am assigned a project, I follow through easily. I get it done in a timely and efficient manner.	Y	N	S
I need to feel a little bit pushed to finish a project on time.	Y	N	S
Repetition doesn't bother me. It doesn't make me crazy to do the same job over. I am comfortable with routine.	Y	N	S
I like having someone near me who can answer my questions about a project.	Y	N	S
If no one is around when I have questions, I make my own decision.	Y	N	S
I like speaking before groups.	Y	N	S
I like doing many things at once.	Y	N	S
I prefer doing one thing, completing it and then going on to the next.	Y	N	S

I have a good sense of humor.	Y	N	S
I am a moody person.	Y	N	S
I am outgoing.	Y	N	S
I am punctual.	Y	N	S
I am creative and artistic.	Y	N	S
I think learning is fun.	Y	N	S
I think learning is work.	Y	N	S
I communicate well orally.	Y	N	S
I communicate well in writing.	Y	N	S
I like working with numbers.	Y	N	S
I like working with people.	Y	N	S
I prefer a casual environment.	Y	N	S
I like a corporate (a formal or semi-formal) environment.	Y	N	S
I like a casual (jeans and t-shirt) environment.	Y	N	S
I am good at instructing others.	Y	N	S
I am a good listener.	Y	N	S
I like helping others.	Y	N	S
I am a procrastinator (I put things off until later).	Y	N	S
I answered this questionnaire honestly.	Y	N	S

Once complete, look over your answers. Pay particular attention to your "No" answers. Do you see any surprises, patterns or contradictions? What have you learned about yourself? How does this apply to the kind of job for which you will look?



NOTE: List the top five things you have learned about yourself that you didn't realize before this exercise.

#1 _____

#2 _____

#3 _____

#4 _____

#5 _____

Now it's time to rank what is most important to you in a job or from an employer. The Ideal Job Sometimes job hunters confuse their dreams with reality. It is okay to search for the perfect job, if you remember you may have to settle for a position that has 70% of what you are looking for. Perfect jobs do exist, but they are as elusive as the pot of gold at the end of the rainbow. You will find yourself frequently disappointed if you keep searching for a job that has *everything* you want.

Maybe it will be easier if you think of yourself as the employer looking to hire the ideal candidate. Does he or she exist? How about you...are you the ideal candidate? If you are like most people, you have strengths and weaknesses. A weakness doesn't mean you cannot overcome it or get around it.



Rank from 1 to 5 what is important to you in a job. 1 is top priority, 5 is least important. Circle the appropriate number regarding how you feel about each item.

Title	1	2	3	4	5
Salary	1	2	3	4	5
Benefits	1	2	3	4	5
Prestigious company	1	2	3	4	5
Location/ease of commute	1	2	3	4	5
Small company	1	2	3	4	5
Big company	1	2	3	4	5
Working for 1 person only	1	2	3	4	5
Creative environment	1	2	3	4	5
Coworkers (social factor)	1	2	3	4	5
Glamour	1	2	3	4	5
Growth/promotability	1	2	3	4	5
Opportunity to learn	1	2	3	4	5
Diversity	1	2	3	4	5
People contact	1	2	3	4	5
Hours	1	2	3	4	5

Look over your number 1 answers. Are you flexible? Suppose you listed Salary as a 1. Would you consider a great job that didn't pay as much as you wanted? It is good to know whether or not you have requirements that can be stretched a little bit. Job hunting requires that you make certain allowances for yourself and for the job...you may have to trade some priorities in order to gain others.