

Where Am I Going?

Working Conditions/Work Setting Preferences

Below is a list of factors characterizing working conditions. These factors should always be taken into consideration when considering career goals because our preferences for or against certain job settings and job traits can affect our enjoyment of and success in a given position. What working conditions do you prefer and in which you perform best?

Circle those factors that are important to you.

- | | |
|---------------------------------------|--|
| High pressure | Carry out specific task only |
| Relaxed atmosphere | Flexible hours |
| Work alone | Regular hours |
| Work with a team | 8–5 day |
| Close to home | Work at home |
| Urban setting | Creative/progressive/innovative co. |
| Suburban setting | Conservative/well-structured hierarchy |
| Rural setting | Supervise others |
| Large company | Compete with others |
| Small company | Your own office |
| Work in a variety of office locations | Common, shared work space |
| Work outside in nature | Incentive opportunities |
| Work in one office | Union |
| Travel | Non-union |
| Focus on single task | Professional |
| Perform multiple tasks | Reputation |
| Oversee a project | Co-workers at same educational level |

Review those preferences you have circled and develop a prioritized list below:

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | |

What settings would you want to be sure to avoid?

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | |

Do you have a geographical preference or requirement? If so, indicate it here.

Functional Areas

In order to begin the necessary exploration, it is helpful to identify functional areas whereby jobs are grouped in terms of activities and responsibilities. Listed below are categories of employment. Mark those functions for which you want to gather more information.

Administration

Educational
Administration
Legal
Government Relations
Office Management

Finance

Accounting
Commercial Banking
Corporate Finance
Credit Management
Investment Banking
Security Analysis

Human Resources

Compensation & Benefits
Conflict Resolution
Employee & Labor Relations
Recruiting
Training & Development
Diversity Management

Marketing & Sales

Advertising
Corporate Brand Management
Marketing Operations
Market Research
Merchandising / Buying
Product Management
Promotions
Direct Sales
Telemarketing
Graphic Design

Communications

Broadcasting
Corporate Communications
Investor Relations
Journalism
Media & Event Planning
Public Relations

Consulting

Corporate Training & Development
Function Specific Consulting:
Marketing, Finance, Human Resources, Operations, Career, etc.
Leadership Development
Management Consulting
Organizational Development
Personal Consulting
Strategy Consulting

Computers / Information Systems

Database Management
Network Administration
Programming
Quality Assurance
Software / Hardware / Systems Administration & Development
Technical Support

Operations

Engineering

Research & Development
Production
Purchasing

Other Business

Business Development
Customer Service
Distribution
Facilities Management
Logistics
Manufacturing / Production
Product Training & Support
Project Management
Purchasing / Receiving
Quality Assurance
Real Estate / Property Management
Regulatory Affairs / Compliance
Supply Chain Management
Travel & Tourism

Human Services

Community Development
Counseling
Mediation
Ministerial Services
Psychology
Public Interest Work
Social Work
Teaching
Volunteer Coordination

Health / Medical Services

Dentistry
Nursing
Occupational Therapy
Optometry
Pharmacy
Physical Therapy
Physician

Protective Services

Corrections
Federal, Local, State Law Enforcement
Military
Private Security

Education / Teaching

Academic Advising
Administration
Counseling
Personal Development:
Recovery, Dieting, Stop-Smoking Programs
School Psychology
Student Services
Teaching

Other Professional Specialities

Sciences
Computer
Life
Physical
Social

Other: _____

Review those categories that you have marked and list by priority those functional areas you would be interested in exploring:

1. _____
2. _____

3. _____
4. _____