Workplace Preferences

During your career search and certainly before you accept an offer of employment, you will need to consider whether the new employer or the workplace environment will be a good fit for you based on how strongly you feel about the opportunity. The list of considerations below will get you started. It is not comprehensive, some may not be important to you, and you may need to add others you don’t see.

Here are the two times you should use this worksheet:

1. Prepare the worksheet now so you have some thoughts about what is important to you.
2. Before you accept an offer of employment, review the list to assess how well the employer offers an environment that is consistent with your preferences.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Considerations** | **Importance of each consideration**  **Must have Mixed Do not want** | | | | |
| Air conditioning |  |  |  |  |  |
| Big company or organization |  |  |  |  |  |
| Cafeteria at facility |  |  |  |  |  |
| Campus-like or park-like office setting |  |  |  |  |  |
| Convenient to public transport |  |  |  |  |  |
| Day care close to work |  |  |  |  |  |
| Day care provided at facility |  |  |  |  |  |
| Family business |  |  |  |  |  |
| Flexible hours |  |  |  |  |  |
| High security |  |  |  |  |  |
| Modern furniture |  |  |  |  |  |
| Night shift work |  |  |  |  |  |
| Noisy office |  |  |  |  |  |
| One-way commute under **Click here to enter text.** minutes |  |  |  |  |  |
| One-way commute under **Click here to enter text.** hour(s) |  |  |  |  |  |
| Open-plan office space |  |  |  |  |  |
| Outside sales |  |  |  |  |  |
| Overtime |  |  |  |  |  |
| Owner-managed business |  |  |  |  |  |
| Paid or free parking |  |  |  |  |  |
| Private office |  |  |  |  |  |
| Quality furniture |  |  |  |  |  |
| Quiet office |  |  |  |  |  |
| Restaurants nearby |  |  |  |  |  |
| Shared office |  |  |  |  |  |
| Shopping mall nearby |  |  |  |  |  |
| Small company or organization |  |  |  |  |  |
| Tall office tower |  |  |  |  |  |
| Ten-hour days, four days a week |  |  |  |  |  |
| Travel in job – Define how much: Click here to enter text. |  |  |  |  |  |
| Weekend work |  |  |  |  |  |
| Windows |  |  |  |  |  |
| Work out of home office |  |  |  |  |  |
| Click here to enter text. |  |  |  |  |  |
| Click here to enter text. |  |  |  |  |  |