

## Workplace Preferences

It's your responsibility to determine if the company will be a good fit for you. You don't want to wait until you receive a job offer to begin asking questions.

Review each consideration listed below and check off how strongly you feel about each one. On a separate sheet of paper, add others you don't see but consider important, whether they're positive or negative.

Review your selections and highlight the ones that are *Must have* or *Do not want*. Preferably, use a blank ruled sheet and list your *Must have* and *Do not want* in the order of importance they are to you. These will be the ones you will need to consider during the interview process and before accepting an offer.

Preferences	Degree you would prefer 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 ___ minutes					
One-way commute under ___ 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:					
Weekend work					
Windows					
Work out of home office					