



Self-Assessment: Employment History and Preferences

Note: This is an example of a simple assessment that a tenant, case manager or employment specialist could compete.

You are more likely to have a successful work experience if you find a job that matches your strengths, skills, abilities, and interests. This document is designed to help you think about your prior work experiences, job skills, additional training needs and work preferences.

Employment History

- Are you currently working? Are you satisfied with your job or are you looking to make a change?
- What are your interests? What are your career goals — past and present?
- What are your prior work experiences? This includes full- and part-time positions, volunteer work, internships, etc.
- What did you like and dislike about your past employment experiences? Was there too much overtime, too much or too little supervision?
- What are your current job skills? What additional training might you need to meet employment goals (office skills training, food service preparation, other training)?
- Do you have former employers who are willing to be references for you?
- Do you have a consistent work history or are there gaps between jobs?

Employment Preferences

- Would you prefer to work full time, part time or on a temporary basis?
- What schedule would you prefer: 9–5 Monday through Friday, nights, weekends, etc.?
- What amount and type of supervision works best for you?
- Would you prefer to work independently (e.g., plumber) or as part of a team (e.g., office work)?
- Would you like to work for a large company, in which there are many employees, or do you feel more comfortable in a smaller work environment?
- Would you prefer a more physical job (e.g., construction worker) or job in an office (e.g., administrative assistant)?
- Are you comfortable with on-the-job training or would you rather receive training before starting a job?
- Do you like working directly with people (e.g., customer service) or would you prefer a job that has limited or no interaction with people?
- Do you prefer more formal or more casual work environments? How would you feel about following a dress code or wearing a uniform?

