



# Career Decision Checklist

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## *What Sort of Employment Attracts your Attention -*

- Working for yourself, a small business, a large corporation or a government organisation?
- Working from home, office or car?

## *I Would like Job where I can -*

- Work as part of a small work group,
- Work alone,
- Work as part of a large work group,
- Have contact with clients and customers,
- Have little or no contact with customers and clients.

## *I Would like a Job that focuses on -*

- Working with things: making, fixing and using tools, equipment and machines, driving trucks, using computers, building, fixing photocopiers, making furniture,
- Working with words: communication tasks – writing, reading, speaking, translating, editing, publishing, scripting,
- Working with plants: planting, growing, planning, laying out and tending gardens, maintaining and regenerating special plant environments,
- Working with animals: nurturing, breeding, training, grooming, and healing – could involve native animals, domestic animals, and agricultural stock,
- Working with people: teaching, supervising, counselling, persuading, selling, negotiating, leading, protecting, healing, performing, entertaining,
- Working with numbers: mathematical analysis, calculations, estimating, using formulas, and statistics – could be involved with finance, business or science,
- Working with information and ideas: collecting, organising, administering, discovering, improving, explaining, problem solving, designing, and decision-making.

## *Do I want Work that will be -*

- Structured and repetitive: filing, assembly, data entry?
- Physical: labouring and other types of strenuous activity – carrying cement/bricks, courier work, or teaching aerobics?
- Precise: physical activity, which is precise rather than strenuous – watchmaker, sewing, draftsperson, or jeweller?
- Detailed: requires attention to detail, where it is important to check, follow procedures exactly, make sure there's a place for everything and everything in its place? Proofreading, copying, filing, sorting, checking?
- Creative: expressing ideas/feelings through painting, drawing, performing, composing, music, dance, drama, poetry, writing – graphic artist, interior designer?
- Self-directed: work tasks that involve planning, organising, and directing without close supervision?

*I would be Happy with a Job, where I work -*

- Weekends
- Shift hours
- Normal day hours
- Overtime with extra pay
- For different employers for short periods of time
- Specific times of the year
- Occasional overtime without extra pay

*I would like a Job which is Located in a -*

- Small city,
- Large city,
- Small town,
- Remote area .

*In my Job I would seek a Work Routine where I -*

- Spend most of my work time in the same place (workshop or office),
- Move from place to place (visiting clients, driving),
- Travel out of town/interstate/overseas regularly,
- Work in a relaxed and calm environment,
- Work in an exciting and fast-paced environment,
- Work predominantly outdoors.