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ABSTRACT

This workbook, intended for students who are in work-experience programs, or who have had work experience, contains career assessment activities which students can use to examine their preferences, aptitudes, and value system and compare them with current and past work experiences. The objective of this self-administered, self-instructional document is to help students better understand themselves and the world of work, and begin to see points of similarity and conflict between their self-perceived strengths and weaknesses and the demand of jobs and careers. The booklet contains three exercises, two of which can be repeated. The first exercise leads the student to examine his/her own preferences, aptitudes, or values--along particular dimensions independent of the student's current job placement or work history. Subsequent exercises encourage the student to rate current or past jobs along the same dimensions, compare the two ratings, and enter the comparisons on a summary sheet. The dimensions included in the 200 questions which make up the basic exercises are personal values, job characteristics, job requirements, personal strengths and weaknesses, tolerance for various physical and other occupational circumstances, and reactions to attitudes of others. Detailed explanations for use of this guide are included. (KC)



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TEACHER/COUNSELOR EDITION

ACTIVITIES IN CAREER AND SELF ASSESSMENT
FOR STUDENTS WITH WORK EXPERIENCE

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TO THE TEACHER/COUNSELOR

These Career Assessment Activities, together with the Summary Sheet which the student will produce, provide a self-contained, self-administering process for students to examine their preferences, aptitudes, and value system and compare these with current and past work experiences. It is intended for students who are in current work-experience programs or who have had recent actual work experiences.

It is intended to help students better understand themselves and the world of work, and begin to see points of similarity and conflict between their self-perceived strengths and weaknesses and the demands of jobs and careers. In the process, although it is written as a mostly self-administered and self-instructional document, it can serve instructor interaction with either individual or groups of students.

It is not a substitute for standard interest surveys, aptitude tests, vocational instruction, or professional counseling. It is, rather, intended as a guide for self-directed and collaborative career planning, to be used with actual on-the-job experiences and in interaction with teachers and/or counselors. Thus, it is seen as a resource--a tool of enhancing current programs or providing a base for local program development.

The booklet contains three exercises, two of which (related to individual jobs or work situations) can be repeated as appropriate.

The first exercise leads the student to examine her/his own preferences, aptitudes, or values--along particular dimensions independent of the student's current job placement or work history. Subsequent exercises encourage the student to rate current or past jobs along the same dimensions, compare the two ratings, and enter the comparisons on a summary sheet. There is material in the Appendix for a second set of comparisons, enabling the material to be updated over time if desired.

The dimensions included in the 200 questions which make up the basic exercises are personal values, job characteristics, job requirements, personal strengths and weaknesses, tolerance for various physical and other occupational circumstances, and reactions to attitudes of others.

Possible uses of the guide vary with the nature of current programs, student needs, and teacher/counselor ingenuity. Some suggested uses, for teachers of work study, co-op, internship or similar programs are: (1) as a culminating activity at the end of a semester or end of a year (the entire guide as a single activity), (2) activities broken out as weekly assignments during the semester, or (3) the personal responses (Exercise 1) performed at the beginning of the semester, with comparative activities as assignments during the work experience phase. While the material is written for individual student use, the topics can easily be used as bases for group discussion or other class activity. Counselors, particularly in schools without experience-based programs such as those listed above, might use the guide for individual or group occupational or vocational counseling. The

completed summary sheet should provide a wealth of information for either the professional teacher or counselor in enhancing interaction with students.

The chart on the following page lists the 24 values and the 11 other dimensions covered by the 200 questions in each exercise, together with related question numbers. As you will recognize, this information can be used to check the care with which questions are answered, consistency of student responses across related questions, as discussion topics in group or individual settings, and as a counseling tool after the exercises are completed.

You may want to use the booklet in total, as printed, or possibly separate the exercises for targeted use with certain students or at certain times.

Detailed suggestions for the use of the guide by students--and for each individual activity and exercise--are contained in the student preface which follows and in the text. Please read the entire guide carefully, in order to determine its best use in your school situation.

CHART OF DIMENSIONS WITH RELATED QUESTIONS

<u>Category</u>	<u>Question #'s</u>
Personal Values	Economic Rewards 1, 31, 51, 101, 151
	Economic Security 2, 32, 52, 102, 152
	Personal Security 3, 33, 53, 103, 153
	Absence of Risk 4, 34, 54, 104, 154
	Physical Surroundings 5, 35, 55, 105, 155
	Physical Facilities 6, 56, 106, 156, 190
	Involvement with People 7, 57, 107, 97, 157
	Emotional Climate 8, 58, 98, 108, 158
	Interpersonal Relations with Associates 9, 59, 109, 159, 189
	Helping People 10, 60, 110, 160, 180
	Leadership 11, 41, 81, 141, 191
	Individual Responsibility 12, 42, 82, 142, 192
	Recognition 13, 43, 83, 143, 193
	Status or Prestige 14, 44, 84, 144, 194
	Variety 15, 45, 85, 145, 195
	Independence 16, 46, 86, 146, 196
	Advancement 17, 47, 87, 147, 197
	Creativity 19, 49, 89, 149, 199
	Intellectual Stimulation 20, 50, 90, 150, 200
	Sense of Justice 21, 61, 91, 161, 181
	Honesty 22, 62, 92, 162, 182
	Appreciation of Beauty 23, 63, 93, 163, 183
	Need to Live to Capacity 24, 64, 94, 164, 184
	Preferences for Ideas, People or Things 25, 65, 95
Preferences for Inside or Outside Work 40, 80, 120	
Tolerance for Temperature and Changes 70, 100, 130	
Noise Tolerance 75, 115, 135	
Hazards 30, 140	
Tolerance for Air Quality 71, 111, 131	
Relationship to Preferred School Subjects 28, 38, 68, 78, 118, 128, 138, 168, 178	
Job Characteristics 26, 36, 66, 76, 96, 116, 126, 136, 166, 176, 186	
Personal Strengths and Weaknesses 29, 39, 69, 79, 99, 119, 129, 139, 169, 179	
Reaction to Attitudes of Other Workers 72, 112, 121, 122, 123, 124, 125, 132, 165, 170, 171, 172, 175, 185, 188	
Job Requirements 73, 113, 133, 173, 74, 114, 134, 174	

PREFACE--TO THE STUDENT

Introduction

Think about the following questions:

- What is a career?
- When should I decide upon a career?
- Why should I concern myself with career planning?
- Where can I get knowledge about possible careers?

Since all of these questions are very important, let us look at each of them separately.

What Is a Career?

Your career will include much more than just your job. Your career covers your past experiences, your present efforts (both vocational and recreational), and your future plans and expectations. Your career will be your "mark" on your family, your community, and on society.

When Should I Decide Upon a Career?

You will be making career decisions all your life. Career planning is a life-long process. For now, you should concentrate on such questions as: 1) What sort of job should I select to enter the world of work?; 2) What skills and/or training do I need to get that job?; and 3) How will this job fit into my overall career plans?

Why Should I Concern Myself With Career Planning?

Whether you plan for it or not, you will have a career. If you resort to an unplanned career, you may or may not find yourself in satisfying work situations. By making career plans, you are improving your chances of getting what you want from life.

Where Can I Get Knowledge About Possible Careers?

One of the main goals of this booklet is to help you begin to become more knowledgeable about the world of work. As you narrow your choice of careers and make tentative choices, you will need to gather specific information about those choices. One very important way of becoming more knowledgeable about occupations is by using the activities in this booklet to gather more information.

Another very important way to gather career information is to utilize some of the authoritative and appropriate materials that you should be able to obtain through your counselor or your library, including such standard references as the Occupational Outlook Handbook (OOH) and the Dictionary of Occupational Titles (DOT).

You and Your Career

What makes YOU? How have the last 16-18 years produced the person who stares back at you from the mirror? That kind of question is not answered in one school year. It is the question of a lifetime--continually asked but never totally answered.

If you really think about it, you have been evaluating career options all your life. Even as a youngster, you thought about careers. You thought mostly of what you would like to BE when you grew up. More recently, you thought of what you would like to BECOME--of several jobs or occupations you would like to have when you grew up. In the last three or four years, you have begun to think of the kind of WORK you might want to DO. However, you probably made these decisions with very little information about or understanding of what really working on a job like that would be or how you would go about getting such a job.

As a youngster, your knowledge (information) about careers was limited to what you picked up from parents, relatives, neighbors, T.V., and personal observation of service workers who come to fix things. More recently, you have noticed that the world is changing a great deal. A girl can become a coal miner, medical doctor or telephone "lineman"; a boy can be a nurse, a clerk typist or nursery school teacher. As you have grown older, you have begun to put some of it together.

How can you find some of the answers to questions relating to what career(s) you might wish to pursue--by adopting a strategy for looking at careers and comparing different career areas. You must collect information about yourself and the job--information required for a reality-based (as opposed to a fantasy-based) decision.

By learning a consistent decision-making strategy, you can eventually make some realistic decisions about careers. Satisfying careers come about from a series of decisions you make throughout your lifetime about jobs you will pursue. This booklet will help you do that, if you follow a few simple steps:

- 1) Look At Yourself First. People on the fantasy level look at careers with their imagination, hopes and wishes rather than with their intellect, memory and their analytic skills. To get beyond fantasy, you must consider personal factors and ask yourself: What are my basic interests? What do I consider myself to be good at? What are my personal aptitudes? What is my physical condition? What sorts of work conditions and situations do I best tolerate? What occupations am I suited for in terms of my personality or temperament?

- 2) Expand Your Career Outlook. How many different careers do you really know anything about? If you are like the average high school student, the answer is probably not many. You have spent most of your time in a classroom, learning the skills you need just to function in school. While you may not know much about careers, you do know quite a bit about yourself. By comparing your personal characteristics with the requirements of various occupations, you can explore careers for which you are potentially suited, but which you may have never considered.

Using the Exercises in This Booklet

This preface is written first of all for you students who will be using this booklet; it is also written for your teachers and counselors who will be helping you over the rough spots on the road to career development. However, you and they must realize that you can't plan your entire life by just working through these exercises. Objective tests, interviews, counseling, and up-to-date occupational information are also needed for career planning.

This is neither an objective test nor a totally self-directed workbook. It is not a substitute for many years of carefully evaluated school and work experiences, for group and individual guidance provided by professional counselors, nor for values clarification group sessions with a sensitive teacher.

It should, however, help in self-directed and collaborative career planning, when used with actual on-the-job experiences and in interaction with teachers and/or counselors. It has been specially constructed to enable high school students with job experiences to explore the real occupational world and make meaningful vocational plans. It is intended to help you better understand yourself and the world of work, and then begin to see the points of both similarity and conflict between your own strengths and weaknesses and the demands of jobs and careers.

There are three basic types of activities in this booklet. The first two ask you to respond to 200 questions which were taken from activities included in a very successful experience-based education program. In the first exercise, you deal only with your own preferences, without thinking about any specific job. In the second type of exercise (forms are provided to allow you to do this one twice if you can and want to) you are asked to apply these same questions, in a slightly different way, to a specific job which you have held or which you know a lot about. Some of the questions are designed to help you determine how your expressed interests and aptitudes compare with the required interests and aptitudes in the different work situations you have explored or may explore in the future. They will help you define your personal traits so that you can examine the extent to which you are able or willing to adjust to different kinds of work situations. You should not only gain insights into yourself, but also determine the types of work situations and occupations in which you are likely to be most successful and satisfied. Other questions will help you discover some of your

life and work values, which ones are most important to you, and what this can mean in terms of finding more satisfying work, school, or avocational situations throughout your life. These will not only help you determine what values are important to you as you plan your career, but will also suggest the role values might play in job satisfaction.

In the third activity, you will match your answers to the first two and prepare a summary sheet which your teacher or counselor will help you to interpret. This third activity should help you summarize what you have found out about yourself and various work situations, give you a career planning and decision-making model to use over and over again the rest of your life, and also serve as the starting point for your future career planning and decision-making--by helping you define what your interests, aptitudes, and values are and how they relate to work in which you are most likely to be successful and satisfied.

The questions in each of the activities may be answered independently or in groups, all at once or a few at a time, or used as discussion topics as part of class activity. Your teacher or counselor will decide on how best to use them.

EXERCISE I: SELF ASSESSMENT

In this exercise, you will ask yourself just about every question which can be asked about a job and how you feel about it. You will explore your values, your aptitudes, job conditions and requirements, and what different jobs or careers may have to offer you.

You will answer the questions by placing a number on the line at the right of each question, according to the following scale, depending on how you feel about the item:

1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want this very much.)
3. DON'T KNOW (Or don't care whether this is present.)
4. UNDESIRABLE (I wouldn't want this in a job.)
5. UNACCEPTABLE (I wouldn't take a job which has this.)

Therefore, if an item sounds like something you would like in a job, you then have to decide how important it is, and then answer with a "1" or a "2." If an item sounds like something you would not like, you again must decide on its importance and then answer with a "4" or a "5." If you don't understand the question, don't know whether you would like it or not, or just don't care one way or the other about it, answer with a "3." The scale is repeated on each page of questions.

Your teacher or counselor will tell you when to start this exercise, and will give you additional instructions.

- SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

1. allows you to earn a commission or a bonus in addition to a basic salary? _____
2. assures you a job even if times get bad? _____
3. promises you fair treatment and planned promotions? _____
4. involves little competition from other employees for salary raises and job advancement? _____
5. is located in very clean surroundings? _____
6. is performed in air-conditioned and/or heated surroundings? _____
7. involves entertaining others? _____
8. is performed with relatively little pressure or few hassles? _____
9. requires you to mingle socially with co-workers sometimes (after working hours)? _____
10. makes it possible for you to contribute to the economic welfare of others or do things for others? _____

- SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

11. requires you to supervise the activities of others? _____
12. requires you to set and meet specific deadlines for your own work? _____
13. allows you to label your products or to claim authorship for your work? _____
14. is considered to be a "very important job" by most people? _____
15. involves your reporting to different supervisors? _____
16. lets you come and go as you please, as long as you finish your work? _____
17. fills "higher" positions with the employees from inside the organization or business? _____
18. gives you the feeling of a job well done? _____
19. allows you to invent or make original items or new products? _____
20. challenges you to use all of your intellectual skills? _____

- SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

21. treats employees fairly and equally rewards or punishes on the basis of work done, not on the basis of the employee's personality? _____
22. puts a premium on working directly, openly, and honestly with co-workers, managers, and the public? _____
23. requires an appreciation for order, design, and harmony? _____
24. allows you to develop your personality and talents fully through the kind of work you do? _____
25. requires you to put together or keep track of information? _____
26. primarily requires physical ability in working with things or objects? _____
27. involves frequent changes in duties or tasks? _____
28. requires good use of Language Arts skills? _____
29. emphasizes the ability to understand instructions? _____
30. contains hazardous working conditions? _____

- SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

31. offers paid sick leave and paid vacations? _____
32. offers steady earnings, regardless of whether you are productive or unproductive? _____
33. protects you from exposure to public criticism? _____
34. does not involve working in dangerous situations? _____
35. is located in luxurious surroundings (carpeted floors and paneled walls)? _____
36. requires making business contact with people? _____
37. calls for repeating tasks in sequence? _____
38. requires good mathematics skills? _____
39. requires you to reason from facts and act on your reasoning? _____
40. requires working indoors at all times? _____

- SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

41. requires you to be responsible for hiring and firing others? _____

42. makes you responsible for a specific set of duties? _____

43. frequently thrusts you into the spotlight? _____

44. allows you to gain the admiration of others (more so than money or power)? _____

45. involves you in different kinds of tasks from day to day or even from hour to hour? _____

46. permits you to organize your work in your own way? _____

47. lets you clearly know what you must do in order to be promoted? _____

48. allows you to see your accomplishments and the outcome of your labors? _____

49. allows you to develop new ideas and come up with suggestions to solve problems? _____

50. enables you to think abstractly or theoretically? _____

- SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

51. provides you with free medical and dental insurance? _____
52. is relatively free from layoffs and/or strikes? _____
53. has few physical dangers connected with it? _____
54. does not involve doing dangerous tasks? _____
55. is located in very quiet surroundings? _____
56. has adequate toilets and other such facilities? _____
57. involves giving directions to others? _____
58. does not involve deadlines, production quotas,
and other such pressures? _____
59. requires you to work as a member of a team? _____
60. requires you to be concerned with the thoughts
and feelings of others? _____

- SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
 2. DESIRABLE (I would want it very much.)
 3. DON'T KNOW (Or don't care.)
 4. UNDESIRABLE (I wouldn't want it.)
 5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

- 61. offers a complaint system that is fair and carries no punishments? _____
- 62. places a great emphasis on company and employee truthfulness? _____
- 63. makes it possible for you to make/write/do artistic things? _____
- 64. allows you to live your deepest beliefs and convictions on the job? _____
- 65. requires you to teach, confer with, or sell something to other people? _____
- 66. involves routine, repeated tasks? _____
- 67. involves working only under specific instructions? _____
- 68. requires a knowledge of Science? _____
- 69. requires a good vocabulary? _____
- 70. requires working in very cold temperatures? _____

- SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

- 71. requires working in dampness or high humidity? _____
- 72. contains a situation in which the employees get along with each other? _____
- 73. requires you to report promptly at the same time every day? _____
- 74. requires you to wear a uniform? _____
- 75. requires working where it is very noisy? _____
- 76. involves working with animals? _____
- 77. involves directing or controlling others? _____
- 78. requires a knowledge of Social Sciences? _____
- 79. requires you to present words and ideas clearly? _____
- 80. requires working outdoors all year? _____

- SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
 2. DESIRABLE (I would want it very much.)
 3. DON'T KNOW (Or don't care.)
 4. UNDESIRABLE (I wouldn't want it.)
 5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

- 81. requires you to direct activities that are very important to the overall success of the business? _____
- 82. requires you to decide what to do yourself rather than following specific instructions for every detail of your work? _____
- 83. requires you to be evaluated by your co-workers? _____
- 84. gives you important friends and a high position in the community? _____
- 85. involves out-of-town travel for business reasons? _____
- 86. lets you work steadily or in spurts, as long as you complete your work? _____
- 87. enables you to take further training or to develop new skills? _____
- 88. allows you to produce a complete product--from initial planning to final production? _____
- 89. lets you express yourself and demonstrate originality? _____
- 90. requires you to solve difficult problems? _____

- SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
 2. DESIRABLE (I would want it very much.)
 3. DON'T KNOW (Or don't care.)
 4. UNDESIRABLE (I wouldn't want it.)
 5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

91. offers protection for the rights of the worker through unions or company policy? _____
92. has a built-in "code of ethics?" _____
93. takes great care to make the general atmosphere of the workplace pleasing and appealing? _____
94. encourages you to pursue job enrichment programs, hobbies, and personal development programs? _____
95. involves working with tools, machines, or objects? _____
96. involves helping people? _____
97. involves persuading others? _____
98. is defined well enough that you know what is expected of you when you are assigned tasks? _____
99. involves performing arithmetic operations quickly and accurately? _____
100. requires working in very high temperatures? _____

- SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

101. provides you with cost-of-living salary increases? _____

102. offers regular raises based on time you have worked for the company? _____

103. allows you to become a part of a community? _____

104. would rarely require you to move? _____

105. is mostly located outdoors? _____

106. is performed in well-lighted surroundings? _____

107. involves teaching others? _____

108. takes place in a warm and friendly atmosphere? _____

109. makes it necessary for you to meet with clients (or customers, buyers, sales people, etc.) regularly? _____

110. requires you to express openly your concern for others' problems? _____

- SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

111. means working in air containing dust and fumes? _____
112. puts you with people apparently just "doing a job" without much enthusiasm? _____
113. requires you to have lunch at a specific time and for a set amount of time? _____
114. allows you to wear your hair at any length and style you want? _____
115. involves working in a very quiet atmosphere? _____
116. brings recognition or appreciation from others? _____
117. requires planning your own work? _____
118. requires a knowledge of foreign languages? _____
119. requires you to recognize detail in objects? _____
120. allows you to work either indoors or outdoors at times? _____

- SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
 2. DESIRABLE (I would want it very much.)
 3. DON'T KNOW (Or don't care.)
 4. UNDESIRABLE (I wouldn't want it.)
 5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

121. has employees who like working where they work? _____
122. has employees who seem happy with the kind of work they do? _____
123. puts you with people who take pride in their work? _____
124. puts you under supervisors who are friendly and helpful to the workers? _____
125. puts you with people who help each other on the job? _____
126. requires communication of ideas? _____
127. requires you to work alone? _____
128. makes use of Physical Education ability? _____
129. requires physical coordination of hands and eyes? _____
130. requires working under extreme changes in temperatures? _____

- SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

131. allows you to work in cool and clean air? _____
132. has co-workers who rarely complain? _____
133. allows you to take "breaks" when you want to, rather than when someone else says to? _____
134. requires "dressing up" each day? _____
135. calls for being in a moderately noisy situation? _____
136. involves scientific or technical activities? _____
137. involves influencing other people's ideas? _____
138. makes use of skills in Arts or Crafts? _____
139. requires you to move your fingers rapidly and work with small objects? _____
140. has no potential hazards in the work environment? _____

- SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
 2. DESIRABLE (I would want it very much.)
 3. DON'T KNOW (Or don't care.)
 4. UNDESIRABLE (I wouldn't want it.)
 5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

141. requires you to make decisions that influence many people? _____

142. requires you to maintain a good reputation among your clients or customers? _____

143. allows you to receive special awards for work well done? _____

144. would impress your parents and friends? _____

145. involves visiting different offices or homes during the course of the day? _____

146. trusts you to do things when left on your own? _____

147. assures promotion based on what-you-know, not who-you-know? _____

148. allows you to accomplish things that not everyone can do? _____

149. allows you to use your imagination frequently? _____

150. enables you to attend national conferences and meetings, and read professional magazines and journals, to keep up with what's going on in your field of work? _____

- SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

151. offers a good pension and retirement plan? _____
152. provides you with a guaranteed income to live on after retirement? _____
153. is relatively free of emotional stress and worry? _____
154. offers good job security? _____
155. is mostly located indoors? _____
156. is performed both inside and outdoors? _____
157. involves helping others? _____
158. has a supervisor who is considerate? _____
159. does not require you to work alone much of the time? _____
160. requires you to help other people solve their personal problems? _____

- SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
 2. DESIRABLE (I would want it very much.)
 3. DON'T KNOW (Or don't care.)
 4. UNDESIRABLE (I wouldn't want it.)
 5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

161. assures no discrimination on the basis of age, race, or sex? _____
162. requires your trustworthiness to be tested by a security investigation? _____
163. involves making things that improve the appearance of the environment? _____
164. enables you to complete job-related tasks that you regard as important? _____
165. makes it seem that the company is always watching the employees? _____
166. requires use of creative imagination? _____
167. requires you to work under pressure? _____
168. makes use of skills in Business or Office subjects? _____
169. involves working hands easily and quickly in moving and turning motions? _____
170. does not appear to keep pressure on the workers? _____

- SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
 2. DESIRABLE (I would want it very much.)
 3. DON'T KNOW (Or don't care.)
 4. UNDESIRABLE (I wouldn't want it.)
 5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

171. has employees who are willing to work overtime? _____
172. has employees who seem always busy? _____
173. allows you to take vacations when you want them, instead of when the employer says you can? _____
174. requires only men to do certain tasks and women other tasks? _____
175. creates the impression that it is in a pleasant place to work? _____
176. requires working with machines? _____
177. requires you to make personal judgments? _____
178. makes use of skills or knowledge in trade or industrial areas? _____
179. requires identification of colors or shades of color? _____
180. makes it possible for you to contribute to the social welfare of others? _____

- SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

181. involves your helping others receive fair treatment? _____
182. insists that you give people you are involved with a "square deal?" _____
183. requires you to work with people who have highly developed artistic appreciation? _____
184. enables you to work with people who enrich your life in many ways? _____
185. has supervisors who seem to care about the workers? _____
186. brings satisfaction from producing tangible objects? _____
187. requires working within precise limits of accuracy? _____
188. has employees who place the company or organization above themselves? _____
189. has many co-workers of the opposite sex? _____
190. has an adequate place for lunch/snack/food storage? _____

- SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

191. requires you to be well known in your professional field or community? _____

192. requires you to be accountable for your mistakes? _____

193. allows the results of your work to become known to your co-workers? _____

194. gives you a title such as Vice-President? _____

195. involves dealing with different kinds of people from day to day? _____

196. allows you to be your own boss? _____

197. guarantees promotions to higher level jobs or positions if you do your work well? _____

198. provides you the opportunity to meet your own goals? _____

199. allows you to think up new ways of doing things? _____

200. provides the opportunity to learn how and why things work? _____

EXERCISE II: JOB OR WORK SITUATION ASSESSMENT

In this exercise, you will apply the questions to the job or work situation which you now have, have had in the past, or know about. Again, you will answer the questions by placing a number on the line at the right of each, based on this scale:

1. This always is present in this job or work situation.
2. This is usually (but: not always) present.
3. This may or may not be present
OR
Is sometimes present
OR
I don't know if it is present or not.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job or work situation.

Answer each question as accurately as possible. The scale is repeated on each page of questions.

Your teacher or counselor will tell you when to do this exercise, and will give you additional instructions.

NOTE: Put your answers on the line; do not put anything in the little boxes at the end of the line yet; they will be used in Exercise III. Also, answer only the numbered questions; you will use the ones in the box at the bottom of the page later.

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

- | | |
|--|--------------------------------|
| 1. allows you to earn a commission or a bonus in addition to a basic salary? | _____ <input type="checkbox"/> |
| 2. assures you a job even if times get bad? | _____ <input type="checkbox"/> |
| 3. promises you fair treatment and planned promotions? | _____ <input type="checkbox"/> |
| 4. involves little competition from other employees for salary raises and job advancement? | _____ <input type="checkbox"/> |
| 5. is located in very clean surroundings? | _____ <input type="checkbox"/> |
| 6. is performed in air-conditioned and/or heated surroundings? | _____ <input type="checkbox"/> |
| 7. involves entertaining others? | _____ <input type="checkbox"/> |
| 8. is performed with relatively little pressure or few hassles? | _____ <input type="checkbox"/> |
| 9. requires you to mingle socially with co-workers sometimes (after working hours)? | _____ <input type="checkbox"/> |
| 10. makes it possible for you to contribute to the economic welfare of others or do things for others? | _____ <input type="checkbox"/> |

How many boxes have an X in them? _____

How many boxes have an O in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

- SCALE:
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

- | | |
|---|--------------------------|
| 11. requires you to supervise the activities of others? | <input type="checkbox"/> |
| 12. requires you to set and meet specific deadlines for your own work? | <input type="checkbox"/> |
| 13. allows you to label your products or to claim authorship for your work? | <input type="checkbox"/> |
| 14. is considered to be a "very important job" by most people? | <input type="checkbox"/> |
| 15. involves your reporting to different supervisors? | <input type="checkbox"/> |
| 16. lets you come and go as you please, as long as you finish your work? | <input type="checkbox"/> |
| 17. fills "higher" positions with the employees from inside the organization or business? | <input type="checkbox"/> |
| 18. gives you the feeling of a job well done? | <input type="checkbox"/> |
| 19. allows you to invent or make original items or new products? | <input type="checkbox"/> |
| 20. challenges you to use all of your intellectual skills? | <input type="checkbox"/> |

How many boxes have an X in them? _____

How many boxes have an O in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

- | | |
|--|---|
| 21. treats employees fairly and equally rewards or punishes on the basis of work done, not on the basis of the employee's personality? | <input style="width: 40px; height: 30px; border: 1px solid black;" type="checkbox"/>
<hr style="width: 100%; border: 0.5px solid black;"/> |
| 22. puts a premium on working directly, openly, and honestly with co-workers, managers, and the public? | <input style="width: 40px; height: 30px; border: 1px solid black;" type="checkbox"/>
<hr style="width: 100%; border: 0.5px solid black;"/> |
| 23. requires an appreciation for order, design, and harmony? | <input style="width: 40px; height: 30px; border: 1px solid black;" type="checkbox"/>
<hr style="width: 100%; border: 0.5px solid black;"/> |
| 24. allows you to develop your personality and talents fully through the kind of work you do? | <input style="width: 40px; height: 30px; border: 1px solid black;" type="checkbox"/>
<hr style="width: 100%; border: 0.5px solid black;"/> |
| 25. requires you to put together or keep track of information? | <input style="width: 40px; height: 30px; border: 1px solid black;" type="checkbox"/>
<hr style="width: 100%; border: 0.5px solid black;"/> |
| 26. primarily requires physical ability in working with things or objects? | <input style="width: 40px; height: 30px; border: 1px solid black;" type="checkbox"/>
<hr style="width: 100%; border: 0.5px solid black;"/> |
| 27. involves frequent changes in duties or tasks? | <input style="width: 40px; height: 30px; border: 1px solid black;" type="checkbox"/>
<hr style="width: 100%; border: 0.5px solid black;"/> |
| 28. requires good use of Language Arts skills? | <input style="width: 40px; height: 30px; border: 1px solid black;" type="checkbox"/>
<hr style="width: 100%; border: 0.5px solid black;"/> |
| 29. emphasizes the ability to understand instructions? | <input style="width: 40px; height: 30px; border: 1px solid black;" type="checkbox"/>
<hr style="width: 100%; border: 0.5px solid black;"/> |
| 30. contains hazardous working conditions? | <input style="width: 40px; height: 30px; border: 1px solid black;" type="checkbox"/>
<hr style="width: 100%; border: 0.5px solid black;"/> |

How many boxes have an X in them? _____

How many boxes have an O in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

- SCALE:
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

- | | |
|---|---|
| 31. offers paid sick leave and paid vacation? | <input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/>
<hr style="width: 100%; border: 0.5px solid black;"/> |
| 32. offers steady earnings, regardless of whether you are productive or unproductive? | <input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/>
<hr style="width: 100%; border: 0.5px solid black;"/> |
| 33. protects you from exposure to public criticism? | <input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/>
<hr style="width: 100%; border: 0.5px solid black;"/> |
| 34. does not involve working in dangerous situations? | <input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/>
<hr style="width: 100%; border: 0.5px solid black;"/> |
| 35. is located in luxurious surroundings (carpeted floors and paneled walls)? | <input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/>
<hr style="width: 100%; border: 0.5px solid black;"/> |
| 36. requires making business contact with people? | <input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/>
<hr style="width: 100%; border: 0.5px solid black;"/> |
| 37. calls for repeating tasks in sequence? | <input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/>
<hr style="width: 100%; border: 0.5px solid black;"/> |
| 38. requires good mathematics skills? | <input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/>
<hr style="width: 100%; border: 0.5px solid black;"/> |
| 39. requires you to reason from facts and act on your reasoning? | <input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/>
<hr style="width: 100%; border: 0.5px solid black;"/> |
| 40. requires working indoors at all times? | <input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/>
<hr style="width: 100%; border: 0.5px solid black;"/> |

How many boxes have an X in them? _____

How many boxes have an 0 in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

- | | |
|---|--|
| 41. requires you to be responsible for hiring and firing others? | <u> </u> <input type="checkbox"/> |
| 42. makes you responsible for a specific set of duties? | <u> </u> <input type="checkbox"/> |
| 43. frequently thrusts you into the spotlight? | <u> </u> <input type="checkbox"/> |
| 44. allows you to gain the admiration of others (more so than money or power)? | <u> </u> <input type="checkbox"/> |
| 45. involves you in different kinds of tasks from day to day or even from hour to hour? | <u> </u> <input type="checkbox"/> |
| 46. permits you to organize your work in your own way? | <u> </u> <input type="checkbox"/> |
| 47. lets you clearly know what you must do in order to be promoted? | <u> </u> <input type="checkbox"/> |
| 48. allows you to see your accomplishments and the outcome of your labors? | <u> </u> <input type="checkbox"/> |
| 49. allows you to develop new ideas and come up with suggestions to solve problems? | <u> </u> <input type="checkbox"/> |
| 50. enables you to think abstractly or theoretically? | <u> </u> <input type="checkbox"/> |

How many boxes have an X in them? _____

How many boxes have an 0 in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

- | | |
|--|--|
| 51. provides you with free medical and dental insurance? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 52. is relatively free from layoffs and/or strikes? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 53. has few physical dangers connected with it? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 54. does not involve doing dangerous tasks? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 55. is located in very quiet surroundings? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 56. has adequate toilets and other such facilities? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 57. involves giving directions to others? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 58. does not involve deadlines, production quotas, and other such pressures? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 59. requires you to work as a member of a team? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 60. requires you to be concerned with the thoughts and feelings of others? | <input type="checkbox"/>
<hr style="width: 100%;"/> |

How many boxes have an X in them? _____

How many boxes have an O in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

- | | |
|--|--|
| 61. offers a complaint system that is fair and carries no punishments? | <u> </u> <input type="checkbox"/> |
| 62. places a great emphasis on company and employee truthfulness? | <u> </u> <input type="checkbox"/> |
| 63. makes it possible for you to make/write/do artistic things? | <u> </u> <input type="checkbox"/> |
| 64. allows you to live your deepest beliefs and convictions on the job? | <u> </u> <input type="checkbox"/> |
| 65. requires you to teach, confer with, or sell something to other people? | <u> </u> <input type="checkbox"/> |
| 66. involves routine, repeated tasks? | <u> </u> <input type="checkbox"/> |
| 67. involves working only under specific instructions? | <u> </u> <input type="checkbox"/> |
| 68. requires a knowledge of Science? | <u> </u> <input type="checkbox"/> |
| 69. requires a good vocabulary? | <u> </u> <input type="checkbox"/> |
| 70. requires working in very cold temperatures? | <u> </u> <input type="checkbox"/> |

How many boxes have an X in them? _____

How many boxes have an O in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

- | | |
|--|--|
| 71. requires working in dampness or high humidity? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 72. contains a situation in which the employees get along with each other? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 73. requires you to report promptly at the same time every day? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 74. requires you to wear a uniform? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 75. requires working where it is very noisy? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 76. involves working with animals? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 77. involves directing or controlling others? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 78. requires a knowledge of Social Sciences? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 79. requires you to present words and ideas clearly? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 80. requires working outdoors all year? | <input type="checkbox"/>
<hr style="width: 100%;"/> |

How many boxes have an X in them? _____

How many boxes have an O in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

- | | |
|---|--------------------------|
| 81. requires you to direct activities that are very important to the overall success of the business? | <input type="checkbox"/> |
| 82. requires you to decide what to do yourself rather than following specific instructions for every detail of your work? | <input type="checkbox"/> |
| 83. requires you to be evaluated by your co-workers? | <input type="checkbox"/> |
| 84. gives you important friends and a high position in the community? | <input type="checkbox"/> |
| 85. involves out-of-town travel for business reasons? | <input type="checkbox"/> |
| 86. lets you work steadily or in spurts, as long as you complete your work? | <input type="checkbox"/> |
| 87. enables you to take further training or to develop new skills? | <input type="checkbox"/> |
| 88. allows you to produce a complete product--from initial planning to final production? | <input type="checkbox"/> |
| 89. lets you express yourself and demonstrate originality? | <input type="checkbox"/> |
| 90. requires you to solve difficult problems? | <input type="checkbox"/> |

How many boxes have an X in them? _____

How many boxes have an O in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

- | | |
|---|--------------------------|
| 91. offers protection for the rights of the worker through unions or company policy? | <input type="checkbox"/> |
| 92. has a built-in "code of ethics?" | <input type="checkbox"/> |
| 93. takes great care to make the general atmosphere of the workplace pleasing and appealing? | <input type="checkbox"/> |
| 94. encourages you to pursue job enrichment programs, hobbies, and personal development programs? | <input type="checkbox"/> |
| 95. involves working with tools, machines, or objects? | <input type="checkbox"/> |
| 96. involves helping people? | <input type="checkbox"/> |
| 97. involves persuading others? | <input type="checkbox"/> |
| 98. is defined well enough that you know what is expected of you when you are assigned tasks? | <input type="checkbox"/> |
| 99. involves performing arithmetic operations quickly and accurately? | <input type="checkbox"/> |
| 100. requires working in very high temperatures? | <input type="checkbox"/> |

How many boxes have an X in them? _____

How many boxes have an O in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

- | | |
|--|--------------------------------------|
| 101. provides you with cost-of-living salary increases? | <u> </u> <input type="checkbox"/> |
| 102. offers regular raises based on time you have worked for the company? | <u> </u> <input type="checkbox"/> |
| 103. allows you to become a part of a community? | <u> </u> <input type="checkbox"/> |
| 104. would rarely require you to move? | <u> </u> <input type="checkbox"/> |
| 105. is mostly located outdoors? | <u> </u> <input type="checkbox"/> |
| 106. is performed in well-lighted surroundings? | <u> </u> <input type="checkbox"/> |
| 107. involves teaching others? | <u> </u> <input type="checkbox"/> |
| 108. takes place in a warm and friendly atmosphere? | <u> </u> <input type="checkbox"/> |
| 109. makes it necessary for you to meet with clients (or customers, buyers, sales people, etc.) regularly? | <u> </u> <input type="checkbox"/> |
| 110. requires you to express openly your concern for others' problems? | <u> </u> <input type="checkbox"/> |

How many boxes have an in them? _____

How many boxes have an in them? _____

How many boxes have a , , , or in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

111. means working in air containing dust and fumes?

112. puts you with people apparently just "doing a job" without much enthusiasm?

113. requires you to have lunch at a specific time and for a set amount of time?

114. allows you to wear your hair at any length and style you want?

115. involves working in a very quiet atmosphere?

116. brings recognition or appreciation from others?

117. requires planning your own work?

118. requires a knowledge of foreign languages?

119. requires you to recognize detail in objects?

120. allows you to work either indoors or outdoors at times?

How many boxes have an X in them? _____

How many boxes have an O in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

- | | |
|--|--------------------------------|
| 121. has employees who like working where they work? | _____ <input type="checkbox"/> |
| 122. has employees who seem happy with the kind of work they do? | _____ <input type="checkbox"/> |
| 123. puts you with people who take pride in their work? | _____ <input type="checkbox"/> |
| 124. puts you under supervisors who are friendly and helpful to the workers? | _____ <input type="checkbox"/> |
| 125. puts you with people who help each other on the job? | _____ <input type="checkbox"/> |
| 126. requires communication of ideas? | _____ <input type="checkbox"/> |
| 127. requires you to work alone? | _____ <input type="checkbox"/> |
| 128. makes use of Physical Education ability? | _____ <input type="checkbox"/> |
| 129. requires physical coordination of hands and eyes? | _____ <input type="checkbox"/> |
| 130. requires working under extreme changes in temperatures? | _____ <input type="checkbox"/> |

How many boxes have an X in them? _____

How many boxes have an O in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

131. allows you to work in cool and clean air?
132. has co-workers who rarely complain?
133. allows you to take "breaks" when you want to, rather than when someone else says to?
134. requires "dressing up" each day?
135. calls for being in a moderately noisy situation?
136. involves scientific or technical activities?
137. involves influencing other people's ideas?
138. makes use of skills in Arts or Crafts?
139. requires you to move your fingers rapidly and work with small objects?
140. has no potential hazards in the work environment?

How many boxes have an X in them? _____

How many boxes have an O in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

- | | |
|--|-----------------------------------|
| 141. requires you to make decisions that influence many people? | <input type="checkbox"/>
<hr/> |
| 142. requires you to maintain a good reputation among your clients or customers? | <input type="checkbox"/>
<hr/> |
| 143. allows you to receive special awards for work well done? | <input type="checkbox"/>
<hr/> |
| 144. would impress your parents or friends? | <input type="checkbox"/>
<hr/> |
| 145. involves visiting different offices or homes during the course of the day? | <input type="checkbox"/>
<hr/> |
| 146. trusts you to do things when left on your own? | <input type="checkbox"/>
<hr/> |
| 147. assures promotion based on <u>what</u> -you-know, not on <u>who</u> -you-know? | <input type="checkbox"/>
<hr/> |
| 148. allows you to accomplish things that not everyone can do? | <input type="checkbox"/>
<hr/> |
| 149. allows you to use your imagination frequently? | <input type="checkbox"/>
<hr/> |
| 150. enables you to attend national conferences and meetings, and read professional magazines and journals, to keep up with what's going on in your field of work? | <input type="checkbox"/>
<hr/> |

How many boxes have an X in them? _____

How many boxes have an O in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

- | | |
|---|--------------------------|
| 151. offers a good pension and retirement plan? | <input type="checkbox"/> |
| 152. provides you with a guaranteed income to live on after retirement? | <input type="checkbox"/> |
| 153. is relatively free of emotional stress and worry? | <input type="checkbox"/> |
| 154. offers good job security? | <input type="checkbox"/> |
| 155. is mostly located indoors? | <input type="checkbox"/> |
| 156. is performed both inside and outdoors? | <input type="checkbox"/> |
| 157. involves helping others? | <input type="checkbox"/> |
| 158. has a supervisor who is considerate? | <input type="checkbox"/> |
| 159. does not require you to work alone much of the time? | <input type="checkbox"/> |
| 160. requires you to help other people solve their personal problems? | <input type="checkbox"/> |

How many boxes have an X in them? _____

How many boxes have an O in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

161. assures no discrimination on the basis of age, race, or sex?

162. requires your trustworthiness to be tested by a security investigation?

163. involves making things that improve the appearance of the environment?

164. enables you to complete job-related tasks that you regard as important?

165. makes it seem that the company is always watching the employees?

166. requires use of creative imagination?

167. requires you to work under pressure?

168. makes use of skills in Business or Office subjects?

169. involves working hands easily and quickly in moving and turning motions?

170. does not appear to keep pressure on the workers?

How many boxes have an X in them? _____

How many boxes have an 0 in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

- | | |
|--|--------------------------------------|
| 171. has employees who are willing to work overtime? | <u> </u> <input type="checkbox"/> |
| 172. has employees who seem always busy? | <u> </u> <input type="checkbox"/> |
| 173. allows you to take vacations when you want them, instead of when the employer says you can? | <u> </u> <input type="checkbox"/> |
| 174. requires only men to do certain tasks and women other tasks? | <u> </u> <input type="checkbox"/> |
| 175. creates the impression that it is in a pleasant place to work? | <u> </u> <input type="checkbox"/> |
| 176. requires working with machines? | <u> </u> <input type="checkbox"/> |
| 177. requires you to make personal judgments? | <u> </u> <input type="checkbox"/> |
| 178. makes use of skills or knowledge in trade or industrial areas? | <u> </u> <input type="checkbox"/> |
| 179. requires identification of colors or shades of color? | <u> </u> <input type="checkbox"/> |
| 180. makes it possible for you to contribute to the social welfare of others? | <u> </u> <input type="checkbox"/> |

How many boxes have an X in them? _____

How many boxes have an 0 in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

- | | |
|--|--------------------------------------|
| 181. involves your helping others receive fair treatment? | <u> </u> <input type="checkbox"/> |
| 182. insists that you give people you are involved with a "square deal?" | <u> </u> <input type="checkbox"/> |
| 183. requires you to work with people who have highly developed artistic appreciation? | <u> </u> <input type="checkbox"/> |
| 184. enables you to work with people who enrich your life in many ways? | <u> </u> <input type="checkbox"/> |
| 185. has supervisors who seem to care about the workers? | <u> </u> <input type="checkbox"/> |
| 186. brings satisfaction from producing tangible objects? | <u> </u> <input type="checkbox"/> |
| 187. requires working within precise limits of accuracy? | <u> </u> <input type="checkbox"/> |
| 188. has employees who place the company or organization above themselves? | <u> </u> <input type="checkbox"/> |
| 189. has many co-workers of the opposite sex? | <u> </u> <input type="checkbox"/> |
| 190. has an adequate place for lunch/snack/food storage? | <u> </u> <input type="checkbox"/> |

How many boxes have an X in them? _____

How many boxes have an 0 in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

191. requires you to be well known in your professional field or community?

192. requires you to be accountable for your mistakes?

193. allows the results of your work to become known to your co-workers?

194. gives you a title such as Vice-President?

195. involves dealing with different kinds of people from day to day?

196. allows you to be your own boss?

197. guarantees promotions to higher level jobs or positions if you do your work well?

198. provides you the opportunity to meet your own goals?

199. allows you to think up new ways of doing things?

200. provides the opportunity to learn how and why things work?

How many boxes have an X in them? _____

How many boxes have an O in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

EXERCISE III: MATCHING YOUR SELF ASSESSMENT TO YOUR JOB ASSESSMENT

In this exercise, you will match your answers from Exercises I and II and prepare a summary to discuss with your teacher or counselor. Do the following steps, in order:

1. For each of the 20 pages of questions in Exercise II, tear out the page and slide it under the corresponding page (same questions) in Exercise I. Line it up so that your two answers are next to each other, with the little box to the right of your two numbers. Do this with only one page at a time; clip or staple the sheets so that they do not slide around. Your teacher or counselor will help you with this, if necessary. Follow steps 2 through 5 below, one page at a time, repeating for each page.
2. Now look down your two rows of answers; on any line where either of your numbers is a "3," put a large in the box on that line. (This question will not count in your summary.)
3. Now look at your two sets of answers, one question at a time. For any question where the numbers are the same, you have a "match"; put an "O" in each box where this occurs.
4. The rest of your questions should have two different numbers next to each other. Subtract the smaller from the larger on each line and put the difference in the box. (For example, if one number is a "5" and one is a "3," you would put a "2" in the box.) You should now have something in each box on the page (either an "X," an "O," or a number from 1 to 4).
5. Now pull the loose sheet (the one with the boxes on it) out, and answer the four questions at the bottom of the page.
6. Now repeat steps 2-5 for each of the other pages; when you finish, you should have 20 pages with the four questions on the bottom of each answered.
7. Arrange the pages in numerical order (questions 1-10 on the first page, questions 191-200 on the last page, etc.). Then turn to the summary sheet (the next page in this booklet, following this one you are now reading) and transfer your answers to the summary sheet. (Your teacher or counselor will help you with this, if necessary.)
8. When this is completed, see your counselor or teacher. They will tell you what to do next, and will help you to interpret your answers. (You probably by now have a pretty good idea of whether you really like the job you studied or not!)

NOTE: You will notice that the booklet contains another set of Exercise II questions. If you don't use it right away, you may want to keep it for future use. Also, you may want to check your Exercise I (self-assessment) answers later on, to see if your opinions have changed. It is a handy checklist which you might want to use for a long time.

EXERCISE III: SUMMARY SHEET

Page: Questions	1. Number of Boxes With	2. Number of Boxes With	3. Number of Boxes With		4. First Three Columns Should Total	5. Totals For Boxes With Numbers
	<input type="text" value="x"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>		
1-10					10	
11-20					10	
21-30					10	
31-40					10	
41-50					10	
51-60					10	
61-70					10	
71-80					10	
81-90					10	
91-100					10	
101-110					10	
111-120					10	
121-130					10	
131-140					10	
141-150					10	
151-160					10	
161-170					10	
171-180					10	
181-190					10	
191-200					10	
TOTALS	_____	_____	_____	_____	200	_____
	Number of "3" Answers (Not Counted)	Number of Exact Matches	Number of Discrepancy Items			Total Discrepancy

Average Discrepancy: Column 5 total divided by sum of columns 2 and 3: _____

APPENDIX

Exercise II Repeated
Additional Summary Sheets

EXERCISE II: JOB OR WORK SITUATION ASSESSMENT

In this exercise, you will apply the questions to the job or work situation which you now have, have had in the past, or know about. Again, you will answer the questions by placing a number on the line at the right of each, based on this scale:

1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not be present
OR
Is sometimes present
OR
I don't know if it is present or not.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job or work situation.

Answer each question as accurately as possible. The scale is repeated on each page of questions.

Your teacher or counselor will tell you when to do this exercise, and will give you additional instructions.

NOTE: Put your answers on the line; do not put anything in the little boxes at the end of the line yet; they will be used in Exercise III. Also, answer only the numbered questions; you will use the ones in the box at the bottom of the page later.

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

1. allows you to earn a commission or a bonus in addition to a basic salary?
2. assures you a job even if times get bad?
3. promises you fair treatment and planned promotions?
4. involves little competition from other employees for salary raises and job advancement?
5. is located in very clean surroundings?
6. is performed in air-conditioned and/or heated surroundings?
7. involves entertaining others?
8. is performed with relatively little pressure or few hassles?
9. requires you to mingle socially with co-workers sometimes (after working hours)?
10. makes it possible for you to contribute to the economic welfare of others or do things for others?

How many boxes have an X in them? _____

How many boxes have an 0 in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Put the numbers in the boxes which have numbers. Put the total here _____



- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

- | | |
|---|--------------------------|
| 11. requires you to supervise the activities of others? | <input type="checkbox"/> |
| 12. requires you to set and meet specific deadlines for your own work? | <input type="checkbox"/> |
| 13. allows you to label your products or to claim authorship for your work? | <input type="checkbox"/> |
| 14. is considered to be a "very important job" by most people? | <input type="checkbox"/> |
| 15. involves your reporting to different supervisors? | <input type="checkbox"/> |
| 16. lets you come and go as you please, as long as you finish your work? | <input type="checkbox"/> |
| 17. fills "higher" positions with the employees from inside the organization or business? | <input type="checkbox"/> |
| 18. gives you the feeling of a job well done? | <input type="checkbox"/> |
| 19. allows you to invent or make original items or new products? | <input type="checkbox"/> |
| 20. challenges you to use all of your intellectual skills? | <input type="checkbox"/> |

How many boxes have an X in them? _____

How many boxes have an O in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

- | | |
|--|--------------------------|
| 21. treats employees fairly and equally rewards or punishes on the basis of work done, not on the basis of the employee's personality? | <input type="checkbox"/> |
| 22. puts a premium on working directly, openly, and honestly with co-workers, managers, and the public? | <input type="checkbox"/> |
| 23. requires an appreciation for order, design, and harmony? | <input type="checkbox"/> |
| 24. allows you to develop your personality and talents fully through the kind of work you do? | <input type="checkbox"/> |
| 25. requires you to put together or keep track of information? | <input type="checkbox"/> |
| 26. primarily requires physical ability in working with things or objects? | <input type="checkbox"/> |
| 27. involves frequent changes in duties or tasks? | <input type="checkbox"/> |
| 28. requires good use of Language Arts skills? | <input type="checkbox"/> |
| 29. emphasizes the ability to understand instructions? | <input type="checkbox"/> |
| 30. contains hazardous working conditions? | <input type="checkbox"/> |

How many boxes have an X in them? _____

How many boxes have an O in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

- 31. offers paid sick leave and paid vacation?
- 32. offers steady earnings, regardless of whether you are productive or unproductive?
- 33. protects you from exposure to public criticism?
- 34. does not involve working in dangerous situations?
- 35. is located in luxurious surroundings (carpeted floors and paneled walls)?
- 36. requires making business contact with people?
- 37. calls for repeating tasks in sequence?
- 38. requires good mathematics skills?
- 39. requires you to reason from facts and act on your reasoning?
- 40. requires working indoors at all times?

How many boxes have an X in them? _____

How many boxes have an O in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

- | | |
|---|--------------------------|
| 41. requires you to be responsible for hiring and firing others? | <input type="checkbox"/> |
| 42. makes you responsible for a specific set of duties? | <input type="checkbox"/> |
| 43. frequently thrusts you into the spotlight? | <input type="checkbox"/> |
| 44. allows you to gain the admiration of others (more so than money or power)? | <input type="checkbox"/> |
| 45. involves you in different kinds of tasks from day to day or even from hour to hour? | <input type="checkbox"/> |
| 46. permits you to organize your work in your own way? | <input type="checkbox"/> |
| 47. lets you clearly know what you must do in order to be promoted? | <input type="checkbox"/> |
| 48. allows you to see your accomplishments and the outcome of your labors? | <input type="checkbox"/> |
| 49. allows you to develop new ideas and come up with suggestions to solve problems? | <input type="checkbox"/> |
| 50. enables you to think abstractly or theoretically? | <input type="checkbox"/> |

How many boxes have an X in them? _____

How many boxes have an O in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

51. provides you with free medical and dental insurance?

52. is relatively free from layoffs and/or strikes?

53. has few physical dangers connected with it?

54. does not involve doing dangerous tasks?

55. is located in very quiet surroundings?

56. has adequate toilets and other such facilities?

57. involves giving directions to others?

58. does not involve deadlines, production quotas, and other such pressures?

59. requires you to work as a member of a team?

60. requires you to be concerned with the thoughts and feelings of others?

How many boxes have an X in them? _____

How many boxes have an 0 in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

- | | |
|--|--------------------------------------|
| 61. offers a complaint system that is fair and carries no punishments? | <u> </u> <input type="checkbox"/> |
| 62. places a great emphasis on company and employee truthfulness? | <u> </u> <input type="checkbox"/> |
| 63. makes it possible for you to make/write/do artistic things? | <u> </u> <input type="checkbox"/> |
| 64. allows you to live your deepest beliefs and convictions on the job? | <u> </u> <input type="checkbox"/> |
| 65. requires you to teach, confer with, or sell something to other people? | <u> </u> <input type="checkbox"/> |
| 66. involves routine, repeated tasks? | <u> </u> <input type="checkbox"/> |
| 67. involves working only under specific instructions? | <u> </u> <input type="checkbox"/> |
| 68. requires a knowledge of Science? | <u> </u> <input type="checkbox"/> |
| 69. requires a good vocabulary? | <u> </u> <input type="checkbox"/> |
| 70. requires working in very cold temperatures? | <u> </u> <input type="checkbox"/> |

How many boxes have an X in them? _____

How many boxes have an O in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

71. requires working in dampness or high humidity?

72. contains a situation in which the employees get along with each other?

73. requires you to report promptly at the same time every day?

74. requires you to wear a uniform?

75. requires working where it is very noisy?

76. involves working with animals?

77. involves directing or controlling others?

78. requires a knowledge of Social Sciences?

79. requires you to present words and ideas clearly?

80. requires working outdoors all year?

How many boxes have an X in them? _____

How many boxes have an O in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

- | | |
|---|--|
| 81. requires you to direct activities that are very important to the overall success of the business? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 82. requires you to decide what to do yourself rather than following specific instructions for every detail of your work? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 83. requires you to be evaluated by your co-workers? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 84. gives you important friends and a high position in the community? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 85. involves out-of-town travel for business reasons? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 86. lets you work steadily or in spurts, as long as you complete your work? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 87. enables you to take further training or to develop new skills? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 88. allows you to produce a complete product--from initial planning to final production? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 89. lets you express yourself and demonstrate originality? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 90. requires you to solve difficult problems? | <input type="checkbox"/>
<hr style="width: 100%;"/> |

How many boxes have an X in them? _____

How many boxes have an O in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

65

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

- | | |
|---|--------------------------|
| 91. offers protection for the rights of the worker through unions or company policy? | <input type="checkbox"/> |
| 92. has a built-in "code of ethics?" | <input type="checkbox"/> |
| 93. takes great care to make the general atmosphere of the workplace pleasing and appealing? | <input type="checkbox"/> |
| 94. encourages you to pursue job enrichment programs, hobbies, and personal development programs? | <input type="checkbox"/> |
| 95. involves working with tools, machines, or objects? | <input type="checkbox"/> |
| 96. involves helping people? | <input type="checkbox"/> |
| 97. involves persuading others? | <input type="checkbox"/> |
| 98. is defined well enough that you know what is expected of you when you are assigned tasks? | <input type="checkbox"/> |
| 99. involves performing arithmetic operations quickly and accurately? | <input type="checkbox"/> |
| 100. requires working in very high temperatures? | <input type="checkbox"/> |

How many boxes have an X in them? _____

How many boxes have an O in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

66

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

- | | |
|--|--------------------------|
| 101. provides you with cost-of-living salary increases? | <input type="checkbox"/> |
| 102. offers regular raises based on time you have worked for the company? | <input type="checkbox"/> |
| 103. allows you to become a part of a community? | <input type="checkbox"/> |
| 104. would rarely require you to move? | <input type="checkbox"/> |
| 105. is mostly located outdoors? | <input type="checkbox"/> |
| 106. is performed in well-lighted surroundings? | <input type="checkbox"/> |
| 107. involves teaching others? | <input type="checkbox"/> |
| 108. takes place in a warm and friendly atmosphere? | <input type="checkbox"/> |
| 109. makes it necessary for you to meet with clients (or customers, buyers, sales people, etc.) regularly? | <input type="checkbox"/> |
| 110. requires you to express openly your concern for others' problems? | <input type="checkbox"/> |

How many boxes have an X in them? _____

How many boxes have an 0 in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

- SCALE:**
1. This always is present in this job or work situation.
 2. This is usually (but not always) present.
 3. This may or may not exist, sometimes exists, or I don't know.
 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

111. means working in air containing dust and fumes?

112. puts you with people apparently just "doing a job" without much enthusiasm?

113. requires you to have lunch at a specific time and for a set amount of time?

114. allows you to wear your hair at any length and style you want?

115. involves working in a very quiet atmosphere?

116. brings recognition or appreciation from others?

117. requires planning your own work?

118. requires a knowledge of foreign languages?

119. requires you to recognize detail in objects?

120. allows you to work either indoors or outdoors at times?

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 5. This never is true of this job.

This is a job or work situation which:

- | | |
|--|--|
| 121. has employees who like working where they work? | <u> </u> <input type="checkbox"/> |
| 122. has employees who seem happy with the kind of work they do? | <u> </u> <input type="checkbox"/> |
| 123. puts you with people who take pride in their work? | <u> </u> <input type="checkbox"/> |
| 124. puts you under supervisors who are friendly and helpful to the workers? | <u> </u> <input type="checkbox"/> |
| 125. puts you with people who help each other on the job? | <u> </u> <input type="checkbox"/> |
| 126. requires communication of ideas? | <u> </u> <input type="checkbox"/> |
| 127. requires you to work alone? | <u> </u> <input type="checkbox"/> |
| 128. makes use of Physical Education ability? | <u> </u> <input type="checkbox"/> |
| 129. requires physical coordination of hands and eyes? | <u> </u> <input type="checkbox"/> |
| 130. requires working under extreme changes in temperatures? | <u> </u> <input type="checkbox"/> |

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 5. This never is true of this job.

This is a job or work situation which:

- | | |
|---|--|
| 131. allows you to work in cool and clean air? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 132. has co-workers who rarely complain? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 133. allows you to take "breaks" when you want to, rather than when someone else says to? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 134. requires "dressing up" each day? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 135. calls for being in a moderately noisy situation? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 136. involves scientific or technical activities? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 137. involves influencing other people's ideas? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 138. makes use of skills in Arts or Crafts? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 139. requires you to move your fingers rapidly and work with small objects? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 140. has no potential hazards in the work environment? | <input type="checkbox"/>
<hr style="width: 100%;"/> |

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 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

- | | |
|--|--|
| 141. requires you to make decisions that influence many people? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 142. requires you to maintain a good reputation among your clients or customers? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 143. allows you to receive special awards for work well done? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 144. would impress your parents or friends? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 145. involves visiting different offices or homes during the course of the day? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 146. trusts you to do things when left on your own? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 147. assures promotion based on <u>what-you-know</u> , not on <u>who-you-know</u> ? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 148. allows you to accomplish things that not everyone can do? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 149. allows you to use your imagination frequently? | <input type="checkbox"/>
<hr style="width: 100%;"/> |
| 150. enables you to attend national conferences and meetings, and read professional magazines and journals, to keep up with what's going on in your field of work? | <input type="checkbox"/>
<hr style="width: 100%;"/> |

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How many boxes have a 1, 2, 3, or 4 in them? _____

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 5. This never is true of this job.

This is a job or work situation which:

- | | |
|---|--------------------------|
| 151. offers a good pension and retirement plan? | <input type="checkbox"/> |
| 152. provides you with a guaranteed income to live on after retirement? | <input type="checkbox"/> |
| 153. is relatively free of emotional stress and worry? | <input type="checkbox"/> |
| 154. offers good job security? | <input type="checkbox"/> |
| 155. is mostly located indoors? | <input type="checkbox"/> |
| 156. is performed both inside and outdoors? | <input type="checkbox"/> |
| 157. involves helping others? | <input type="checkbox"/> |
| 158. has a supervisor who is considerate? | <input type="checkbox"/> |
| 159. does not require you to work alone much of the time? | <input type="checkbox"/> |
| 160. requires you to help other people solve their personal problems? | <input type="checkbox"/> |

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Put the numbers in the boxes which have numbers. Put the total here _____

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 5. This never is true of this job.

This is a job or work situation which:

- | | |
|---|--|
| 161. assures no discrimination on the basis of age, race, or sex? | <u> </u> <input type="checkbox"/> |
| 162. requires your trustworthiness to be tested by a security investigation? | <u> </u> <input type="checkbox"/> |
| 163. involves making things that improve the appearance of the environment? | <u> </u> <input type="checkbox"/> |
| 164. enables you to complete job-related tasks that you regard as important? | <u> </u> <input type="checkbox"/> |
| 165. makes it seem that the company is always watching the employees? | <u> </u> <input type="checkbox"/> |
| 166. requires use of creative imagination? | <u> </u> <input type="checkbox"/> |
| 167. requires you to work under pressure? | <u> </u> <input type="checkbox"/> |
| 168. makes use of skills in Business or Office subjects? | <u> </u> <input type="checkbox"/> |
| 169. involves working hands easily and quickly in moving and turning motions? | <u> </u> <input type="checkbox"/> |
| 170. does not appear to keep pressure on the workers? | <u> </u> <input type="checkbox"/> |

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 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

- 171. has employees who are willing to work overtime?
- 172. has employees who seem always busy?
- 173. allows you to take vacations when you want them, instead of when the employer says you can?
- 174. requires only men to do certain tasks and women other tasks?
- 175. creates the impression that it is in a pleasant place to work?
- 176. requires working with machines?
- 177. requires you to make personal judgments?
- 178. makes use of skills or knowledge in trade or industrial areas?
- 179. requires identification of colors or shades of color?
- 180. makes it possible for you to contribute to the social welfare of others?

How many boxes have an X in them? _____

How many boxes have an O in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Put the numbers in the boxes which have numbers. Put the total here _____

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 4. This rarely or seldom exists in this job or work situation.
 5. This never is true of this job.

This is a job or work situation which:

181. involves your helping others receive fair treatment?
182. insists that you give people you are involved with a "square deal?"
183. requires you to work with people who have highly developed artistic appreciation?
184. enables you to work with people who enrich your life in many ways?
185. has supervisors who seem to care about the workers?
186. brings satisfaction from producing tangible objects?
187. requires working within precise limits of accuracy?
188. has employees who place the company or organization above themselves?
189. has many co-workers of the opposite sex?
190. has an adequate place for lunch/snack/food storage?

How many boxes have an X in them? _____

How many boxes have an 0 in them? _____

How many boxes have a 1, 2, 3, or 4 in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

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 5. This never is true of this job.

This is a job or work situation which:

191. requires you to be well known in your professional field or community?
192. requires you to be accountable for your mistakes?
193. allows the results of your work to become known to your co-workers?
194. gives you a title such as Vice-President?
195. involves dealing with different kinds of people from day to day?
196. allows you to be your own boss?
197. guarantees promotions to higher level jobs or positions if you do your work well?
198. provides you the opportunity to meet your own goals?
199. allows you to think up new ways of doing things?
200. provides the opportunity to learn how and why things work?

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Put the numbers in the boxes which have numbers. Put the total here _____

EXERCISE III: SUMMARY SHEET

Page: Questions	1. Number of Boxes With	2. Number of Boxes With	3. Number of Boxes With		4. First Three Columns Should Total	5. Totals For Boxes With Numbers
	<input type="checkbox"/> X	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2		
1-10					10	
11-20					10	
21-30					10	
31-40					10	
41-50					10	
51-60					10	
61-70					10	
71-80					10	
81-90					10	
91-100					10	
101-110					10	
111-120					10	
121-130					10	
131-140					10	
141-150					10	
151-160					10	
161-170					10	
171-180					10	
181-190					10	
191-200					10	
TOTALS	_____	_____	_____	_____	200	_____
	Number of "3" Answers (Not Counted)	Number of Exact Matches	Number of Discrepancy Items			Total Discrepancy

Average Discrepancy: Column 5 total divided by sum of columns 2 and 3: _____

EXERCISE III: SUMMARY SHEET

Page: Questions	1. Number of Boxes With	2. Number of Boxes With	3. Number of Boxes With		4. First Three Columns Should Total	5. Totals For Boxes With Numbers
	X	0	1	2		
			3	4		
1-10					10	
11-20					10	
21-30					10	
31-40					10	
41-50					10	
51-60					10	
61-70					10	
71-80					10	
81-90					10	
91-100					10	
101-110					10	
111-120					10	
121-130					10	
131-140					10	
141-150					10	
151-160					10	
161-170					10	
171-180					10	
181-190					10	
191-200					10	
TOTALS	_____	_____	_____	_____	200	_____
	Number of "3" Answers (Not Counted)	Number of Exact Matches	Number of Discrepancy Items			Total Discrepancy

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EXERCISE III: SUMMARY SHEET

Page: Questions	1.	2.	3.		4.	5.
	Number of Boxes With <input type="checkbox"/> X	Number of Boxes With <input type="checkbox"/> 0	Number of Boxes With <input type="checkbox"/> 1 <input type="checkbox"/> 3	<input type="checkbox"/> 2 <input type="checkbox"/> 4	First Three Columns Should Total	Totals For Boxes With Numbers
1-10					10	
11-20					10	
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31-40					10	
41-50					10	
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61-70					10	
71-80					10	
81-90					10	
91-100					10	
101-110					10	
111-120					10	
121-130					10	
131-140					10	
141-150					10	
151-160					10	
161-170					10	
171-180					10	
181-190					10	
191-200					10	
TOTALS	_____	_____	_____	_____	200	_____
	Number of "3" Answers (Not Counted)	Number of Exact Matches	Number of Discrepancy Items			Total Discrepancy

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Page: Questions	1. Number of Boxes With	2. Number of Boxes With	3. Number of Boxes With		4. First Three Columns Should Total	5. Totals For Boxes With Numbers
	<input type="checkbox"/> X	<input type="checkbox"/> 0	<input type="checkbox"/> 1 <input type="checkbox"/> 3	<input type="checkbox"/> 2 <input type="checkbox"/> 4		
1-10					10	
11-20					10	
21-30					10	
31-40					10	
41-50					10	
51-60					10	
61-70					10	
71-80					10	
81-90					10	
91-100					10	
101-110					10	
111-120					10	
121-130					10	
131-140					10	
141-150					10	
151-160					10	
161-170					10	
171-180					10	
181-190					10	
191-200					10	
TOTALS	_____	_____	_____	_____	200	_____
	Number of "3" Answers (Not Counted)	Number of Exact Matches	Number of Discrepancy Items			Total Discrepancy

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EXERCISE III: SUMMARY SHEET

Page: Questions	1.	2.	3.		4.	5.
	Number of Boxes With <input type="checkbox"/> X	Number of Boxes With <input type="checkbox"/> 0	Number of Boxes With <input type="checkbox"/> 1	<input type="checkbox"/> 2	First Three Columns Should Total	Totals For Boxes With Numbers
1-10					10	
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81-90					10	
91-100					10	
101-110					10	
111-120					10	
121-130					10	
131-140					10	
141-150					10	
151-160					10	
161-170					10	
171-180					10	
181-190					10	
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TOTALS	_____	_____	_____	_____	200	_____
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