



Australian Government



# Places I like to work

It's useful to get an idea of the kind of place you would like to work in. This can help you choose a career you are well suited to, and help you find a work environment that you can succeed in.

If you don't have strong preferences for a particular type of work environment, you can be flexible about the places you work and open to the opportunities available.

This workbook includes some simple questions to help you think about the work places you prefer.



## Places I like to work

Answer the following questions by selecting the working environment you prefer.

**1. Some jobs require you to work outside a lot of the time, others require inside work or a mixture of the two. Where do you work best?**

Select the response that suits you best from the following three options:

.....

Inside	Mixed	Outside
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.....

If you answered '**inside**', you might like a variety of workplaces, including offices, warehouses, shops, hospitals, laboratories, workshops and classrooms.

There are many jobs that are '**outside**' jobs. However, most jobs also require some ability to work inside, such as completing or lodging paperwork for processing.

.....

**Some occupations and industries that may suit you, depending on your answer:**

.....

### Inside

#### Occupations:

Medical Practitioner  
Solicitor  
Receptionist  
Retail Assistant  
Housekeeper  
ICT Technician  
Lecturer

#### Industries:

Health Services  
Retail  
Education

### Mixed

#### Occupations:

Architect  
Real Estate Agent  
Farm Manager  
Taxi Driver  
Electrician  
Carpenter

#### Industries:

Transport  
Agriculture  
Construction

### Outside

#### Occupations:

Bricklayer  
Landscape  
Greenkeeper  
Parks and Wildlife Ranger  
Parking Inspector

#### Industries:

Construction  
Agriculture



**2. Some people are energised by a lively workplace and prefer to work in an environment with some noise. Other people work best in quiet places. What level of noise can you work with?**

Select the response that suits you best from the following three options:

.....

Low noise level	Mixed noise level	Medium noise level
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.....

If you answered '**low noise level**', you are probably best suited to a career where you can work on your own and easily control the noise levels in your environment. Almost all occupations, however, will be exposed to some noise.

If you answered '**medium noise level**', you may like the stimulation of working in a busy environment with other people.

**Tip:** Your safety in the workplace is protected under law. A responsible employer will never ask you to work in an environment that exposes you to damaging levels of noise. If you need to work in a very noisy work environment you should be provided with protective equipment.

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**Some occupations and industries that may suit you, depending on your answer:**

.....

**Low noise level**

**Occupations:**

- Physiotherapist
- Personal Assistant
- Florist
- Signwriter
- Painter

**Industries:**

- Health Services
- Administrative and Support Services
- Arts and Recreation

**Mix noise level**

**Occupations:**

- Receptionist
- School Teacher
- Childcare Worker
- Fitness Instructor
- Plumber

**Industries:**

- Education
- Administrative and Support

**Medium noise level**

**Occupations:**

- Chef
- Bar Attendant
- Boilermaker
- Abattoir Worker
- Motor mechanic

**Industries:**

- Construction
- Food Services
- Agriculture



**3. Some people do their best work when they are following detailed instructions provided by their employer. Other people do their best work when they work independently and find their own way to complete tasks. What do you prefer?**

Select the response that suits you best from the following three options:

Follow instructions	Mixed	Figure it out myself
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If you answered **'follow instructions'**, you may prefer a highly organised workplace with clearly defined procedures and clear expectations from your employer.

If you answered **'mixed'**, you may prefer getting instructions and following procedures when you need to, but you also like working by yourself. Your ability to do both these things will be valued by those employers who want their staff to show initiative and solve problems they haven't encountered before.

If you answered **'figure it out myself'**, you may be best suited to a job in which you can work independently and use your problem-solving skills to complete your work tasks. Employers who send workers out into the field to work by themselves rely on their staff's ability to manage themselves and stay motivated to complete required tasks. However, regardless of how strong your preference to work independently is, you can make yourself more employable by developing your ability to follow your employer's processes and procedures. If you choose to start your own business, you will also need to understand financial processes and procedures and other business practices.

Some occupations that may suit you, depending on your answer:

Follow procedures	Mixed	Figure it out myself
<p><b>Occupations:</b></p> <ul style="list-style-type: none"> <li>Kitchenhand</li> <li>Call Centre Worker</li> <li>Bookkeeper</li> <li>Factory Worker</li> <li>Electrician</li> <li>Housekeeper</li> <li>Safety Inspector</li> </ul>	<p><b>Occupations:</b></p> <ul style="list-style-type: none"> <li>Receptionist</li> <li>School Teacher</li> <li>Enrolled Nurse</li> <li>Account Manager</li> <li>Graphic Designer</li> <li>Aged and Disability Carer</li> <li>Paramedic</li> <li>Police Officer</li> </ul>	<p><b>Occupations:</b></p> <ul style="list-style-type: none"> <li>Home Maintenance Worker</li> <li>Author</li> <li>Private Investigator</li> <li>Fitness Instructor</li> <li>Solicitor</li> <li>Financial Broker</li> </ul>





**5. Some jobs need physical strength or skill to complete some tasks (such as lifting, operating, moving, cutting and serving). Do you like tasks that involve physical strength?**

Select the response that suits you best from the following three options:

.....

Mostly physical work

Some physical work

Limited physical work

.....

If you answered '**mostly physical work**', you may be confident in your ability to apply your physical skill or strength to complete a broad range of technical tasks. You will be well suited to work environments that require you to use your physical abilities for long periods of time, or in jobs where your physical skill or strength is needed to perform the duties of the occupation.

If you answered '**limited physical work**', there are many opportunities available to you, but you may need to think carefully about choosing a job that makes the most of the physical abilities you do have. Many jobs need some physical ability and stamina to meet deadlines. By understanding your limitations and highlighting the abilities you do have, you will be able to find a job that is rewarding and in which you can be fully productive.

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**Some occupations and industries that may suit you, depending on your answer:**

.....

**Mostly physical work**

**Occupations:**

Paramedic  
Scaffolder  
Hairdresser  
Cleaner  
Occupational Therapist  
Bricklayer  
Landscapeer

**Industries:**

Health  
Construction

**Some physical work**

**Occupations:**

Retail Assistant  
School Teacher  
Truck Driver  
Allied Health Worker  
Veterinarian Nurse

**Industries:**

Education  
Retail  
Health

**Limited physical work**

**Occupations:**

Software Programmer  
Personal Assistant  
Call Centre Worker  
Office Manager  
Checkout Operators  
Laboratory Assistant

**Industries:**

Information Services  
Administrative and Support Services  
Retail



**6. Some jobs need constant interaction with other people (such as clients and colleagues), whereas other jobs only need limited interaction with other people. How much do you like working with other people?**

Select the response that suits you best from the following three options:

I prefer to work with people most of the time

I prefer to work with people some of the time

I prefer to work alone

If you answered 'I prefer to work with people most of the time' and have well developed communication skills, like working in a team and embrace diversity, you will have the skills required for many occupations across a variety of industries.

Many jobs need some people skills, so that you can communicate with service providers, clients or colleagues when you need to.

Some occupations and industries that may suit you, depending on your answer:

**A lot of contact with people**

**Occupations:**

Waiter  
Midwife and Nurse  
Tour Bus Driver  
Childcare Worker  
Police Officer  
School Teacher

**Industries:**

Hospitality  
Education  
Health

**Some contact with people**

**Occupations:**

Administrative Assistant  
Accountant  
Architect  
Crop Farm Worker

**Industries:**

Agriculture  
Administrative and Support Service

**Limited contact with people**

**Occupations:**

Farm Manager  
Artist  
Author  
Truck Driver  
Courier  
Crane Operator  
Laboratory Scientist

**Industries:**

Agriculture  
Arts  
Transport  
Research



Try another way of thinking about your preferences for places you'd like to work, by completing this table:

<b>Location</b>	Outside	Mixed	Inside
<b>Noise</b>	Medium noise levels	Mixed noise levels	Low noise levels
<b>Organisation</b>	Follow procedures	Mixed	Figure it out myself
<b>Pace</b>	Fast pace	Mixed pace	Steady pace
<b>Physical</b>	Mostly physical work	Some physical work	Limited physical work
<b>People</b>	I like working with people a lot	I like working with people most of the time	I don't really like working with people

Now use your answers above to finish the sentences below.

I like to work in a location that is:

.....

I like noise levels that are:

.....

I like organisations that:

.....

I like the pace of work to be:

.....

Physical work is something I:

.....

Working with people is something I:

.....

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