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:

<table>
<thead>
<tr>
<th>Inside</th>
<th>Mixed</th>
<th>Outside</th>
</tr>
</thead>
</table>

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
  - Landscaper
  - 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:

<table>
<thead>
<tr>
<th>Low noise level</th>
<th>Mixed noise level</th>
<th>Medium noise level</th>
</tr>
</thead>
</table>

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.

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

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

Occupations:
- Kitchenhand
- Call Centre Worker
- Bookkeeper
- Factory Worker
- Electrician
- Housekeeper
- Safety Inspector

Occupations:
- Receptionist
- School Teacher
- Enrolled Nurse
- Account Manager
- Graphic Designer
- Aged and Disability Carer
- Paramedic
- Police Officer

Occupations:
- Home Maintenance Worker
- Author
- Private Investigator
- Fitness Instructor
- Solicitor
- Financial Broker
4. Some people enjoy working at a fast pace. Others are more productive when they work at a steady pace of work. What pace do you like to work at?

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

<table>
<thead>
<tr>
<th>Fast pace</th>
<th>Mixed</th>
<th>Steady pace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fast Food Cooks</td>
<td>Hairdresser</td>
<td>Bank Worker</td>
</tr>
<tr>
<td>Deck and Fishing Hand</td>
<td>Midwife and Enrolled Nurse</td>
<td>Researcher</td>
</tr>
<tr>
<td>Courier</td>
<td>Service Station Attendant</td>
<td>Librarian</td>
</tr>
<tr>
<td>Chef</td>
<td>Waiter</td>
<td></td>
</tr>
<tr>
<td>Call Centre Worker</td>
<td>Retail Assistant</td>
<td></td>
</tr>
<tr>
<td>Factory Worker</td>
<td>School Teacher</td>
<td></td>
</tr>
<tr>
<td>Industries:</td>
<td>Industries:</td>
<td>Industries:</td>
</tr>
<tr>
<td>Food Services</td>
<td>Retail</td>
<td>Administrative and Support Services</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>Health</td>
<td>Education</td>
</tr>
</tbody>
</table>

If you answered ‘fast pace’, you may enjoy working in a busy environment. You can use this preference to your advantage in the world of work, by completing your assigned tasks quickly and by stepping in to fill in for other team members (when needed) to get a job done.

Most businesses will have peak periods of activity. In Tourism, Hospitality and Retail, for example, this corresponds to holiday periods; for the financial services industry it can correspond to the end of financial year. As long as you can pick up the pace of work and sustain it over a period of hours or days, you will be employable in a broad range of industries.

If you answered ‘steady pace’, there are several options that might suit you. You may be well suited to work environments with a steady flow of repetitive tasks, such as processing paperwork or enquiries, or paying invoices. Alternatively, you may be suited to work that gives you more independence and flexibility to perform tasks over a longer timeframe – this might involve more open-ended tasks such as researching, writing and formulating business advice.

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

<table>
<thead>
<tr>
<th>Mostly physical work</th>
<th>Some physical work</th>
<th>Limited physical work</th>
</tr>
</thead>
</table>

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.

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

**Mostly physical work**
- Paramedic
- Scaffold
- Hairdresser
- Cleaner
- Occupational Therapist
- Bricklayer
- Landscaper

**Some physical work**
- Retail Assistant
- School Teacher
- Truck Driver
- Allied Health Worker
- Veterinarian Nurse

**Limited physical work**
- Software Programmer
- Personal Assistant
- Call Centre Worker
- Office Manager
- Checkout Operators
- Laboratory Assistant

**Industries:**
- Health
- Construction

**Industries:**
- Education
- Retail
- Health

**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:

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

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: