

STUDY GUIDE: Clearly Defining What You Want**Name:** _____**1. WORKPLACE HAPPINESS FACTORS STUDY GUIDE**

1.

How important are the following factors to your workplace happiness? Rate each factor using the Not Important, Somewhat Important and Very Important options.

As you continue your job search, refer back to this document to make sure the positions for which you are applying will afford you the highest level of workplace happiness.

*Life circumstances are constantly changing. Each time you start a job search, it is recommended you re-assess what you value in the workplace.

The Boss' Attitude:

- Not Important
- Somewhat Important
- Very Important

2. Salary & Benefits:

- Not Important
- Somewhat Important
- Very Important

3. Prestige & Power:

- Not Important
- Somewhat Important
- Very Important

4. Schedule & Flexibility:

- Not Important

Somewhat Important

Very Important

5. Performance Evaluations:

Not Important

Somewhat Important

Very Important

6. Current Employee Satisfaction:

Not Important

Somewhat Important

Very Important

7. Co-Worker Friendliness:

Not Important

Somewhat Important

Very Important

8. Company Environment:

Not Important

Somewhat Important

Very Important

9. Potential for Advancement:

Not Important

Somewhat Important

Very Important

Intrinsic Motivation: (meaning, purpose)

10. Do you care about the work you do?

- Not Important
- Somewhat Important
- Very Important

2. SELF-ASSESSMENT QUESTIONS STUDY GUIDE

1. In previous jobs, the tasks or responsibilities I most enjoyed were:

2. The tasks or responsibilities I most disliked were:

3. In performance reviews, I was usually given high ratings on these aspects of my work:

4. In my free time, I enjoy doing these types of activities:

5. I would never want a job that involved doing these types of tasks:

3. DEFINING WHAT YOU WANT STUDY GUIDE

1.

Factor: Your supervisor's attitude and leadership style

(For example: Open-door policy, no micro-managing, good listener, encouraging, consistent feedback, fair decision-making)

Your ideal would be:

2.

Factor: Salary and benefits

For example: Required monthly take-home pay, additional income for discretionary purchases, potential for pay raises, medical and dental benefits, tuition reimbursement, employee discounts, company parties)

Your ideal would be:

Factor: Prestige and power

(For example: Desire for recognition, decision-making authority, visibility in the community)

3. Your ideal would be:

4.

Factor: Schedule and flexibility

(For example: Ease of requesting time off, consistent work schedule, generous paid time off policies, morning or evening shifts)

Your ideal would be:

Factor: Performance evaluations.

(For example: Tied to pay increases, involves peers, scheduled frequently, provides specific goals)

5. Your ideal would be:

6.

Factor: Current employee satisfaction

(For example: Positive company reviews, feel valued and appreciated, supportive team culture, minimal office gossip)

Your ideal would be:

Factor: Company environment

(For example: Fast-paced, relaxed and casual, goal-oriented, open communication, formal reporting lines)

7. Your ideal would be:

8.

Factor: Potential for advancement

(For example: Clearly defined career ladder, potential for lateral movement, attainable goals, enrichment within the current position)

Your ideal would be:

9.

Factor: Intrinsic motivation

(For example: Helping others, community involvement, family tradition or heritage, cultural or faith-based work, look forward to going to work each day)

Your ideal would be:
