

CORE WORK PREFERENCES

From conducting over 5000 interviews, those who could answer three questions had a significant advantage in being hired:

“Who am I?”

“What do I enjoy doing?”

“What do I know about this company and its position?”

**CORE WORK PREFERENCES HELP CLARIFY
YOUR UNIQUE LIFE AND CAREER CHOICES**

CORE WORK PREFERENCES

What are core work preferences? They are the fundamental attributes (descriptions) of your personal identity. Knowing them successfully separates you from others in employment interviews, those today and in the future.

As an example of a core work preference, do you want to work “nights” or “days?” Seems like a simple enough choice, but it isn’t really. A man in one of my employment psychology seminars, with a Masters in Physics, reported how he loved his work but hated his job. For fifteen years he could not figure out why this was so confusing until he asked himself this simple question. He was a night person working days for a large manufacturing company. His biorhythm cycles were interrupted in order to be up by 5am, dress for work, commute and be at his desk by 7:30am. His body did not naturally awaken until mid-morning and he did not hit his mental stride until late afternoon. His day job put him in opposition with his natural rhythms. He brightened at discovering one of his critical core needs.

The next page has seventy-two sets of preferences. Choose one from each set going as fast as you can. Avoid “over-thinking” them or insisting that “both are true.” That will get you nowhere. People will say that they are “right handed” or “left handed.” This only means that they *tend to use one* before the other. Circle your core work preference choices in the same way.

Allow your quiet wisdom guide the pen or pencil in making the selections. The best for your life is revealed in the aliveness your insights bring.

May we hear your soul sing.

PREFERENCES EXERCISE

Preferences (circle one)		Preferences (circle one)		Preferences (circle one)	
Work Inside	Work Outside	City	Country	Repair	Replace
Body	Mind	Input	Output	Estimate	Measure
Take Charge	Given Charge	Physical	Spiritual	Single task	Multi-task
Simple	Complex	Exhibit	Conceal	Inner driven	Outer driven
Day	Night	Safe	Dangerous	Hot	Cold
Chaos	Calm	Accept	Refuse	Male	Female
Letter	email	Capture	Release	Say "Yes"	Say "No"
Global	Local	Manual	Automatic	Words	Numbers
Alone	Team	Corner	Edge	Paper	Metal
Quiet	Noisy	Comedy	Tragedy	Speak	Write
Fast Pace	Slow Pace	Refined	Course	Competitive	Cooperative
Formal	Casual	Adapt	Resist	Lead	Follow
Go to customers	Customers come to you	Fiction	Fact	Make parts	Assemble parts
Organize things	Take things as they come	Thins	Thickens	Help groups	Help individuals
Import	Export	Mold	Melt	Risky work	Safe work
Miniature	Gigantic	Isolate	Include	Photograph	Sketch
Finish	Begin	Scribe	Duplicate	Make	Use
Filter	Combine	Bring	Send	Gather	Scatter
Design	Construct	Calm	Crisis	Applies	Removes
Part	Whole	Literal	Figurative	Questions	Answers
Push	Pull	Antique	Modern	Sudden	Gradual
Destiny	Chance	Haggle	Pay	Emotion	Intellect
Steady work	Commission work	Pioneer	Developer	Precision	Easy tolerances
Make things happen	Let things happen	Teach	Learn	Heavy pressure	No pressure

Use a color marker pen to highlight the *most important ones*

FAVORITE WORK AND HOBBIES REVEAL “WHO AM I?”

Discovering “WHO AM I?” also begins by knowing what you like to do. This exercise reviews your job/life experiences and hobbies. The important thing is your enjoyment in doing them. A life experience can be defined as something you do or did, even if you were not paid. This activity could have been alone or in a group setting—including volunteering your time. It does not matter how long this activity lasted, only that it was enjoyable and something you would like to do again.

Separate each Job/Life Experience and Hobby into its parts, one function for every box. To show how this is done, here is a very simple example—a Newspaper Carrier:

Job/Life Experience
(Job Title) Newspaper Carrier
<input type="checkbox"/> Ride bicycle to the paper pick-up location
<input type="checkbox"/> Gather the correct number of papers
<input type="checkbox"/> Fold them
<input type="checkbox"/> Rubber band them
<input type="checkbox"/> Carefully load them into the paper bags on bicycle handlebars, not tearing or bending corners
<input type="checkbox"/> Ride to customers' houses
<input type="checkbox"/> Deliver the papers to their front door steps
<input type="checkbox"/> Sell non-customers on taking the afternoon Phoenix Gazette

Sophisticated positions have numerous important functions, but this example demonstrates the process. A hobby is broken down in the same way.

Hobby
(Name) Micro R/C conversion of a rubber band balsa airplane kit
<input type="checkbox"/> Select a balsa airplane kit to buy; radio control (R/C) to use
<input type="checkbox"/> Open the box and separate the pieces
<input type="checkbox"/> Build the wing, body, and stabilizers
<input type="checkbox"/> Create a platform and mount the receiver, battery and servo
<input type="checkbox"/> Attach electric motor
<input type="checkbox"/> Balance electronics to C/G, glue platform inside the body
<input type="checkbox"/> Cover airplane with tissue paper, dope the tissue paper
<input type="checkbox"/> Do glide test (not under power), trim for flying
<input type="checkbox"/> Find unobstructed area to fly, check servo movements
<input type="checkbox"/> Start the motor and release for the maiden flight

EXAMPLE OF CONNECTIONS

The below examples show how preferences and job/life/hobby functions are connected.

Circled Preferences	Job/Life/Hobby Functions
	JOB: Newspaper Carrier
<input type="checkbox"/> Work outside	<input type="checkbox"/> Ride bicycle
<input type="checkbox"/> Gather	<input type="checkbox"/> Gather papers
<input type="checkbox"/> Simple	<input type="checkbox"/> Fold them
<input type="checkbox"/> Precision	<input type="checkbox"/> Carefully load papers in the bags
<input type="checkbox"/> Go to Customers	<input type="checkbox"/> Ride to customers houses
<input type="checkbox"/> Make things happen	<input type="checkbox"/> Deliver to front door steps
<input type="checkbox"/> Commission work	<input type="checkbox"/> Sell subscriptions to non-customers
Circled Preferences	Hobby
	Micro R/C conversion of a rubber band balsa airplane kit
<input type="checkbox"/> Filter	<input type="checkbox"/> Select balsa airplane kit; R/C equipment and servos
<input type="checkbox"/> Organize things	<input type="checkbox"/> Open box/separate pieces
<input type="checkbox"/> Assemble parts	<input type="checkbox"/> Build wing, body and stabilizer
<input type="checkbox"/> Construct	<input type="checkbox"/> Create platform for receiver, battery and servo
<input type="checkbox"/> Finish	<input type="checkbox"/> Cover with tissue paper
<input type="checkbox"/> Precision	<input type="checkbox"/> Balance to center of gravity
<input type="checkbox"/> Release	<input type="checkbox"/> Do glide test
<input type="checkbox"/> Safe	<input type="checkbox"/> Find unobstructed area to fly

What other preferences apply to you? The more you know about your core work values the more focused will be your employment efforts.

You may find that your choices change over time but for now these are the ones that need to be considered in your job search.

On the next page, Your “Other You” exercise, write down your *most* important circled and “un-circled” choices. Who is the “Other You” found in your “un-circled” choices?

For illustration, let us say that a few important preferences were: a *fast-paced* environment, *using hands, working alone, and multi-tasking*. This would be one kind of person. The “Other You” would be a person who wants: a *slow pace, using their mind, working with a team, and doing single tasks*.

Does your life essence exist within a blend of your important preferences? Core work clarity stimulates employer interest; they want someone who has the same values as they do. Job offers go to those who do.

After researching by your favorite preferences, and by city, every job listing has a company offering it. Do research on them, and if they fit your core work values, they are worth your time.

Go to Google, Bing or other site and search by "Job search sites." Doing this displayed: "Results 1-10 of about 472,000,000 for job search sites." Now that is some field of exploration!

Choose one job site and enter your important preferences, city and state, and hit enter.

As an example, a search in only the top five sites and using "Slow Pace" provided a number of positions: Receptionist, Help Desk Coordinator, Front Office Secretary, Parks and Recreation Coordinator, etc. "Fast Pace" displayed the following positions: Restaurant Server, Assistant Manager-Starbucks, Materials Planner, Recovery Specialist, Nurse, Art Director, etc.

Jobs in your city are there!

The federal government also offers an exceptional site for career searches: (<http://www.occupationalinfo.org/>)

You can also discover things about yourself through a number of websites. Here are two sites (among many) that you can visit:

Free Personality Profile Sites	
<input type="checkbox"/>	http://www.keirsey.com
<input type="checkbox"/>	http://www.acinet.org/acinet/skills/default.aspx
<input type="checkbox"/>	(you fill in) www:

The testing sites ask you to make selections that are tallied to give an assessment of your personality. The important thing is for you to decide if this is helpful information or not.

Allow your quiet wisdom

Use the phrases below in a search engine to discover your aptitude(s) (talents/skills) and what motivates and interests you. This will bring up other sites that may offer more free introductory tests:

Sample Search Phrases	
<input type="checkbox"/>	“free job aptitude tests”
<input type="checkbox"/>	“free job motivation tests”
<input type="checkbox"/>	“free job interest tests”

Note: Avoid site searches that charge money.

Print out the results. Build a folder of your material. If you are in school, don't forget about counseling programs. They often have similar tests you can take. Counselors give guidance and allow yourself to really hear them—but make up your own mind if what they say does not seem to fit you.

Trust your wisdom

You have gathered vital information about yourself. Find a quiet place to be alone. The deeper you go inside the more you see. Write down the flow of thoughts. Try not to make sense of it yet; simply record one thought after another as they come to you. Take your time. You are worth it! And just before sleep, reflect on what you have learned and invite your dreams to give you guidance. They are a source of some of humanity's most profound inventions, insights and discoveries. Welcome their deep wisdom into your daily life.

Allow and trust