

Likes and Dislikes of Your Job

A review of current employment applications reveals that many companies are interested in how you feel about your work. The following questions are commonly asked on employment applications:

- What did you like about your job?
- What did you dislike about your job?
- Why did you leave your job?

The answers you give to these questions could determine whether you obtain an interview and/or are offered a job.

The following guidelines are suggested for your use in answering questions on an employment application regarding your former work that you have done:

Know what is expected of you in the job for which you are applying.

For example: If the job for which you are applying requires that you work weekends, do not put on your application that you left your other job because you had to work weekends.

Reinforce what you would like to do on the job.

For example: If the job you desire entails working with people, make it a point to record the fact that on your previous job you enjoyed working with people.

Never make a negative statement about your last job.

For example: If you say you left your job because you “hated” your boss, then the company might figure that if you hate one boss, chances are that you will hate others.

Some ideas on how to start your answers on an application are:

- I had the opportunity to
- I did not have the opportunity to
- I felt I needed a change because

Directions: Answer the following questions:

1. Check all the items you like about your current job.

- | | |
|--|--|
| <input type="checkbox"/> working outdoors | <input type="checkbox"/> persuading people |
| <input type="checkbox"/> working indoors | <input type="checkbox"/> entertaining people |
| <input type="checkbox"/> receiving good pay | <input type="checkbox"/> teaching people |
| <input type="checkbox"/> working good hours | <input type="checkbox"/> working with hands |
| <input type="checkbox"/> training provided | <input type="checkbox"/> working with tools |
| <input type="checkbox"/> getting good experience | <input type="checkbox"/> using written information |
| <input type="checkbox"/> learning responsibility | <input type="checkbox"/> putting information together |
| <input type="checkbox"/> working for a successful company | <input type="checkbox"/> performing different duties |
| <input type="checkbox"/> working in a clean environment | <input type="checkbox"/> doing same routine daily |
| <input type="checkbox"/> getting dirty | <input type="checkbox"/> learning to be accurate |
| <input type="checkbox"/> receiving fair treatment | <input type="checkbox"/> working in career field of interest |
| <input type="checkbox"/> learning to get along with others | <input type="checkbox"/> having a real chance to learn |
| <input type="checkbox"/> learning about the industry | <input type="checkbox"/> having chances for a raise |
| <input type="checkbox"/> learning to take orders | <input type="checkbox"/> having an opportunity for promotion |
| <input type="checkbox"/> learning to do things on my own | <input type="checkbox"/> receiving good supervision |
| <input type="checkbox"/> learning to be competitive | <input type="checkbox"/> working well with school |
| <input type="checkbox"/> building confidence | <input type="checkbox"/> working regular hours |
| <input type="checkbox"/> learning to talk with adults | <input type="checkbox"/> having a chance for overtime |
| <input type="checkbox"/> learning to use time well | |
| <input type="checkbox"/> learning new skills | |
| <input type="checkbox"/> learning to make decisions | |
| <input type="checkbox"/> learning to plan/organize | |
| <input type="checkbox"/> helping people | |
| <input type="checkbox"/> serving people | |

2. List any additional items you like about your current job.

3. On an application for employment, how would you answer the following:

- What did you like about your job?

4. On an application for employment, how would you answer the following:

- What did you dislike about your job?

5. On an application for employment, how would you answer the following:

- Why did you leave your job?

6. On an application for employment, how would you answer the following:

- Please describe any original or creative contributions you made to the job.

7. Some applications for employment ask for only a short statement to describe your reasons for leaving a job. Below is a list of possible reasons why a person might leave a job. Place a check (✓) by those statements you feel would not hurt your chances of getting an interview and/or job offer.

- | | |
|---|--|
| <input type="checkbox"/> terminated | <input type="checkbox"/> received low pay |
| <input type="checkbox"/> got fired | <input type="checkbox"/> traveled long distance from home |
| <input type="checkbox"/> disliked the boss | <input type="checkbox"/> did not have enough hours |
| <input type="checkbox"/> quit | <input type="checkbox"/> disliked supervisor |
| <input type="checkbox"/> misunderstanding | <input type="checkbox"/> had hours that conflicted with school |
| <input type="checkbox"/> did not enjoy work | <input type="checkbox"/> had no chance for promotion |
| <input type="checkbox"/> returned to school | <input type="checkbox"/> did not work in career field |
| <input type="checkbox"/> discharged | <input type="checkbox"/> required to work weekends |
| <input type="checkbox"/> resigned | <input type="checkbox"/> had no chance for overtime |
| <input type="checkbox"/> dismissed | <input type="checkbox"/> disliked travel |
| <input type="checkbox"/> wanted more pay | <input type="checkbox"/> had too many hassles |
| <input type="checkbox"/> wanted better job | <input type="checkbox"/> needed a change |

8. What short statements would you give if you were leaving your job now?

_____	_____
_____	_____
_____	_____