

CAREER QUESTIONNAIRE: Please send to greg@core-choices.com if filled out electronically or fax to Greg at 888.708.2773. All information is kept confidential. Thank you.

Contact Information

First Name	
Middle Initial	
Last Name	
Street 1	
Street 2	
Town/City	
State	
Zip Code	
Phone	
Email	

Personal Characteristics

Do not over-think your answers; respond with your first impression or gut feeling. Unless otherwise asked, do not consider how others view you/what their perceptions are of you; answer solely from your own thoughts and feelings. Do not be concerned with consistency between answering various questions; focus answering each choice grouping independently. Some difficulty deciding is within the norm, but it is important to provide an answer for each of the choice groupings.

Please check only one in each group of choices which most applies to you and answer honestly with the first thought that comes into your mind. Don't worry if you have difficulty deciding; just do your best.

_____ Most enjoys being the leader
_____ Most enjoys working in teams
_____ Most enjoys working as individual contributor

_____ Better at working with numbers
_____ Better at writing and editing
_____ Better at working on an action or "doing" task

_____ When you fail, you usually take it more personally because it was somewhat in your control
_____ When you fail, you usually take it less personally because it was not as much in your control

_____ Resilient, with great capacity to “bounce back” emotionally
_____ Concerned about how you will react to an emotional situation

_____ Thinking ahead to your next job, you believe you will succeed and be recognized or promoted
_____ Thinking ahead to your next job, you believe you probably will succeed and might be appreciated
_____ Thinking ahead to your next job, you have some legitimate concerns about succeeding
_____ Thinking ahead to your next job, you aren’t sure about your ability to succeed

_____ Learns quickly and easily
_____ Learns best through training and coaching
_____ Learns best through doing and experiencing

_____ In life, you believe you can almost always control events that affect you
_____ In life, you believe you can often control events that affect you
_____ In life, you believe you can sometimes control events that affect you
_____ In life, you believe you can seldom control over events that affect you

_____ Focused on tasks
_____ Focused on people

_____ Faster paced
_____ Steady paced

_____ At work, relates most to control, power, and/or leadership
_____ At work, relates most to communicating, relating to, and/or influencing others
_____ At work, relates most to having patience with others and being thoughtfully persistence
_____ At work, relates most to being conscientious and efficient through organized efforts

_____ Motivated most by consistency and realizing a smooth process
_____ Motivated most by achieving and realizing profit
_____ Motivated most by the right position “fit” and interacting with others
_____ Motivated most by feeling appreciated and helping others

- _____ Steady and caring worker
 - _____ Compliant and focused on completing tasks correctly worker
 - _____ Dominant and pushing results worker
 - _____ Influencing and interacting worker
-

- _____ Focuses on interacting with others and building relationships
 - _____ Focuses on serving others and taking less risk
 - _____ Focuses on performing daily tasks effectively and efficiently
 - _____ Focuses on driving bottom line results
-

- _____ Prefers to direct and lead
 - _____ Prefers to communicate with, be known by, and influence others
 - _____ Prefers to be amiable, patient, and steadily contributing
 - _____ Prefers to organize and work at tasks
-

- _____ Methodical
 - _____ Assertive
 - _____ Open
 - _____ Receiving
-

- _____ Patient
 - _____ Structured
 - _____ Direct
 - _____ Sociable
-

- _____ Respond to pressure by seeing shortcomings in systems or others
 - _____ Respond to pressure by trying to compromise and avoid conflict
 - _____ Respond to pressure by trying to remove themselves from it or by changing the subject
 - _____ Respond to pressure by wanting to exert direct control over events
-

- _____ Like to feel in control
 - _____ Like to communicate and interact with others
 - _____ Like to accommodate others and have time to adapt
 - _____ Like to systematically and logically approach problem solving
-

- _____ Others see you as focused on getting the job done right
 - _____ Others see you as in charge
 - _____ Others see you as interacting
 - _____ Others see you as supporting and serving
-

- _____ Wants appreciation
 - _____ Wants to find the best answer
 - _____ Wants a challenge
 - _____ Wants recognition
-

- _____ Likes to have it be fun or enjoyable in getting things done; may put them off for a while
 - _____ Likes to feel supported in getting things done; may be concerned about the impact on others
 - _____ Likes to get things done by oneself; do it correctly and properly
 - _____ Likes to get things done quickly; does it now
-

- _____ Power-oriented
 - _____ Influence-oriented
 - _____ Service-oriented
 - _____ Task-oriented
-

- _____ Creates and/or implements new ideas at work
 - _____ Influences or persuades others at work
 - _____ Shows interest in and compassion toward others at work
 - _____ Behaves modestly and deferentially toward others at work
-

- _____ With conflict, may be perceived as being too agreeable with others demands
 - _____ With conflict, may be perceived as trying to avoid dealing with issues
 - _____ With conflict, may be perceived as demanding at times
 - _____ With conflict, may be perceived as trying too hard to bring all parties together
-

- _____ May feel a need to interact with others in tasks
 - _____ May feel a need to serve others by performing tasks
 - _____ May feel a need to correctly perform tasks
 - _____ May feel a need to dominate tasks
-

_____ Extroverted / Talkative

_____ Introverted / Quiet

_____ Prefers concrete facts and figures

_____ Prefers abstract concepts and ideas

_____ There is one answer or truth to most everything

_____ Everyone has a different answer or truth to everything

_____ Prefers a systematic approach

_____ Prefers a flexible approach

_____ Prefers to show originality

_____ Prefers to follow familiar precedent

_____ Considers facts

_____ Considers possibilities

_____ Individual oriented

_____ Group oriented

_____ Gets energy from being around people

_____ Gets energy from being alone

_____ Prefers to wait until the right time to make decisions

_____ Prefers decisions to be made as soon as they can be

_____ Organized

_____ Spontaneous

_____ Asks self: "how will this impact other people I work with?"

_____ Asks self: "how will this impact the organization I work for?"

_____ Likes creating and/or using imagination

_____ Likes practical, known things

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- Talks to others when working through problems
- Talks to self and/or writes to self when working through problems
-
- Makes values-based decisions, weighing the potential impact on self or others
- Makes objective-based decisions, often weighing the positives and negatives of a situation
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- Likes timetables, planned activities, and systems
- Likes flexibility and openness
-
- Appears more thoughtfully quiet and reflective
- Appears more interactive and energetic
-
- Prefers tolerance and acceptance
- Prefers rational thinking
-
- Gravitates to known activities
- Gravitates to complex and new ideas
-
- Seeks harmony in decision making, considering all viewpoints
- Seeks thoroughness and debate to validate decisions
-
- Gets work done early / does best work in a thoughtful, planned way
- Waits until deadlines / does best work as deadlines approach
-
- Prefers to consider the “ends”
- Prefers to consider the “means”
-
- Believing and Trustful
- Disbelieving and Skeptical
-
- Gravitates to new methods and processes
- Gravitates to established methods and processes
-
- Wants to know facts and have hands-on experiences
- Wants to know theories and explore ideas
-
- Prefers to work on three projects each day, completing all projects by the end of three days' time
- Prefers to work on and complete one project each day for three days in a row

_____ Can be perceived as too rigid and tough
_____ Can be perceived as too flexible and gentle

_____ Would rather in-depth conversations with 1 or 2 people at a social event
_____ Would rather enjoy the company of many people at a social event

_____ Likes to imagine and explore possibilities
_____ Likes to focus on realities and efficiencies

_____ Tends to speak up regularly in a team of peers with equal power
_____ Tends to speak less in a team of peers with equal power

_____ Would rather be more planned and organized about going out socially with friends
_____ Would rather be more spontaneous and open-ended about going out socially with friends

_____ Prefers to problem solve verbally in a group if possible
_____ Prefers to problem solve quietly without others if possible

_____ Easygoing and flexible
_____ Systematic and structured

_____ Perceived as more difficult to get-to-know
_____ Perceived as easier to get-to-know

_____ Empathetic
_____ Rational

_____ Prioritizes ideas and intellectual concepts during non-work time
_____ Prioritizes results and pragmatic concepts during non-work time

_____ Does best work under pressure and close to deadlines
_____ Does best work with less pressure and with deadlines some distance in the future

_____ Prefers to communicate face-to-face
_____ Prefers to communicate by email or text

_____ Gets more frustrated when daily routine and plans are interrupted regularly
_____ Gets more frustrated when having to be more ordered and planned, with no flexibility

_____ Learns better by participating, doing, engaging in dialog/asking questions
_____ Learns better by reading, researching, writing, and quietly reflecting

_____ More comfortable with possibilities and ideas
_____ More comfortable with numbers and facts

_____ Known for seeing the “big picture”
_____ Known for seeing the “important details”

_____ Considerate
_____ Objective

_____ Makes to-accomplish lists, typically completing all items on one list before starting another
_____ Makes to-do lists to act as reminders, occasionally having more than one list at a time

_____ Gain confidence in a new group by talking and sharing with others
_____ Gain confidence in a new group by putting others at ease with you

_____ Focused more on the present
_____ Focused more on the future

_____ Looks for patterns, relates to theories
_____ Looks for data, relates to facts

_____ Known for practical efficiency
_____ Known for creative resourcefulness

_____ Tactful
_____ Direct

_____ Values others’ perspectives
_____ Values objectivity

_____ Works in bursts of energy
_____ Makes steady progress

_____ Viewed by others as questioning

_____ Viewed by others as agreeable

_____ Initiates social contact, often introducing people to each other

_____ Reserved, often waiting to be introduced

_____ Impartial

_____ Compassionate

_____ Private

_____ Friendly

_____ Broadly interpreting meaning

_____ Exactly interpreting meaning

_____ Wanting proof

_____ Accepting

_____ Ordered

_____ Open-ended

_____ Feels good about belonging to groups and having a broad circle of friends

_____ Feels good about having a few, intimate relationships

_____ Values experiences

_____ Values concepts

_____ Starts projects as early as possible, to make orderly progress and complete on time

_____ Starts projects later, after thinking about them and considering all approaches

Work Characteristics (Please check three that most apply to you.)

- Professional
 - Hardworking
 - Cares about the organization
 - Dependable/reliable
 - Positive attitude
 - Looks out for co-workers
 - Customer focused
 - Flexible and adaptable
 - Takes initiative
 - Demonstrates leadership
 - Honest
 - Team oriented
 - Self directed/self motivated
 - Enjoys learning and training
 - Confident
-

Values (Please check three that most apply to you.)

- Helping others
 - Autonomy
 - Fairness
 - Learning
 - Maximizing current income or wages
 - Achieving/accomplishing
 - Leading
 - Being part of a team
 - Being creative / expressive
 - Being challenged
 - Collaborating with others
 - Expertise in a skill or area
 - Time off from work
 - Recognition and awards
 - Prestige
 - Influencing projects or others
-

Motivators (Please check two which most motivate or drive you at work.)

- _____ Compensation / Pay
- _____ Gaining greater expertise, skill, or ability
- _____ Belonging to a group or team or effort
- _____ Helping others – coworkers or customers
- _____ Achieving or realizing goals
- _____ Developing professionally and being promoted
- _____ Learning about yourself
- _____ Working in a friendly and supportive culture
- _____ Receiving positive feedback or recognition
- _____ Other

Briefly describe a project, situation, or person that really motivated you. Why did you feel motivated?

Briefly describe a project, situation, or person that really de-motivated you. Why did you feel de-motivated?

Objective *(While resumes seldom include objectives anymore, please write one sentence describing primary job search objective and, if applicable, any other objectives.)*

Words Which Describe You *(Please list adjectives or groups of a couple words to describe you, both from your own and others' perspectives (i.e. hardworking, intelligent, caring, makes others laugh, problem solver, loyal, highly efficient. It is OK if some of the words are repeated or if none of them are.)*

3 Words you would use to describe yourself

1 st Word(s)	
2 nd Word(s)	
3 rd Word(s)	

3 Words your last supervisor would use to describe you

1 st Word(s)	
2 nd Word(s)	
3 rd Word(s)	

3 Words a peer/co-worker would use to describe you

1 st Word(s)	
2 nd Word(s)	
3 rd Word(s)	

3 Words a family member would use to describe you

1 st Word(s)	
2 nd Word(s)	
3 rd Word(s)	

Biggest Success – Write one sentence describing your biggest career success/accomplishment. What were the top 2 actions you took which contributed to this success?

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Biggest Failure – Write one sentence describing your biggest career failure/dissapointment. What were the top 2 actions you took or didn't take which contributed to this failure?

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Your Professional Brand

Please provide one sentence answers for the following questions.

<u>What</u> is the problem you are known for solving (your value)?	
<u>How</u> do you solve it / what is your unique way of working at it (your process)?	
<u>Who</u> does your problem solving benefit or impact (your customer)?	

Your Professional Gifts

Please describe your 3 most significant gifts which positively impact the place in which you work.
