Technology for Virtual Vocational Services

Innovations in Employment Supports

Resource Manual

Eleversity
NEXT-LEVEL WORKFORCE EDUCATION

Virtual Vocational Activities

Vocational Assessment

Interviews

Assess for Transferable Skills

Job Related Discovery

Interest Inventories

Learning Styles Inventories

Benefits Advisement

Person-centered Planning

Work Preferences Inventories

Assess for Work Culture Preference

Teaching Employability Skills

Workplace Communication

Teach Work Ethics

Career Exploration

Self Advocacy / Self Determination

Explore Accommodations

Disclosure

Community Mapping

Group Learning Activities

Informational Interviews

Virtual Job Shadow

Job Club

Job Coaching Support— On site via Video

Job Coaching Support— Off Site via Video

Practice Online Applications

Explore Apprenticeships

Job Search

Resume Creation

Submit Online Applications

Write Thank Notes

Web-Based Tools	Discovery	Career Exp.	Work Readiness	Emp. Skills	Skill Ret.	Emp. Supports	Job Dev.
1 — Career and job exploration tools. Videos of different careers with identified requirements and skills. No account needed. https://careerwise.minnstate.edu/careers/clusters.html	✔	✔	✔				
2 — Career and job exploration tools. Videos of different careers with identified requirements and skills. No account needed. https://www.careertrekbc.ca/	✔	✔	✔				
3 — Target group – Adult job seeker. Need to register and create an account. https://www.jobzone.ny.gov/			✔				✔
6 — Target group – Student career exploration. Need to register and create an account. Student may have an account previously created in school. https://www.careerzone.ny.gov/ https://nyess.ny.gov/careerzone.html (how to use Career zone)	✔	✔		✔			
7 — Goal Setting Exploration Resources: A collection of resources for developing student goal setting. Requires account and login. https://padlet.com/ResearchCollaboration/Goal_Setting	✔		✔	✔	✔		
8 — Skills to Pay the Bills – Manual https://www.dol.gov/odep/topics/youth/softskills/softskills.pdf	✔	✔	✔	✔	✔		

Web-Based Tools	Discovery	Career Exp.	Work Readiness	Emp. Skills	Skill Ret.	Emp. Supports	Job Dev.
9 The 411 on Disability Disclosure. Excellent resource to teach self-advocacy skills. https://www.ncwd-youth.info/publications/the-411-on-disability-disclosure-a-workbook-for-families-educators-youth-service-professionals-and-adult-allies-who-care-about-youth-with-disabilities/			✔	✔		✔	
10 Occupational Outlook Handbook – Bureau of Labor Statistics https://www.bls.gov/ooh/		✔	✔				✔
11 Apprenticeship finder https://www.apprenticeship.gov/apprenticeship-finder	✔	✔	✔				✔
12 Whose Future is it Anyway Who's Future is it Anyway? – free self determination curriculum	Moving Students Forward	✔	✔	✔				
13 ARC self-Determination Scale http://www.ou.edu/content/education/centers-and-partnerships/zarrow/self-determination-assessment-tools/	✔	✔	✔				
14 Teach telling time – Interactive clock. Analogue and digital Interactive clock	analog clock	digital	movable	teaching clock	visnos			✔	✔			
15 Money Basics – free tutorial, managing a checking account Free Money Basics Tutorial at GCFGlobal			✔	✔	✔		

Web-Based Tools	Discovery	Career Exp.	Work Readiness	Emp. Skills	Skill Ret.	Emp. Supports	Job Dev.
16 — Teaching practical digital skills http://www.finances101thegame.org/f101/			✓	✓	✓		
17 — Practice online applications Practice Online Job Application | Minnesota State CAREERwise (minnstate.edu) Glass Mosaic Company Job Application (google.com)			✓	✓	✓		
18 — Create online polls. Requires users have a device that is text enabled. Free https://www.polleverywhere.com/	✓	✓	✓	✓	✓		
19 — Nearpod is a website and app-based digital tool that lets teachers create slide-based learning resources that are interactive and engaging for learners. Nearpod.com	✓	✓	✓	✓	✓		
20 — SSI Mobile Wage Reporting app in Google Play and iOS app store Google app Apple app						✓	

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Amy Scott, 2021

Web-Based Tools	Discovery	Career Exp.	Work Readiness	Emp. Skills	Skill Ret.	Emp. Supports	Job Dev.
21 The Job Accommodation Network (JAN) is the leading source of free, expert, and confidential guidance on workplace accommodations and disability employment issues. Working toward practical solutions that benefit both employer and employee, JAN helps people with disabilities enhance their employability, and shows employers how to capitalize on the value and talent that people with disabilities add to the workplace. https://askjan.org/						✓	
22 Google Classroom is a free web service developed by Google for schools that aims to simplify creating, distributing, and grading assignments. The primary purpose of Google Classroom is to streamline the process of sharing files between teachers and students. You do not need to be a teacher or affiliated with a school. Classroom.google.com	✓	✓	✓	✓	✓		
23 Explore Work Start Mapping Your Future! Welcome! If you are a teen who has a disability, you have choices and things to do to prepare for life after high school and becoming an adult. Want to find out more about who you are and what you're good at? This training will help you explore your talents and create a plan for your future! https://explore-work.com/	✓	✓	✓				

Web-Based Tools	Discovery	Career Exp.	Work Readiness	Emp. Skills	Skill Ret.	Emp. Supports	Job Dev.
25 **O*NET** - The Occupational Information Network is a free online database that contains hundreds of occupational definitions to help students, job seekers, businesses, and workforce development professionals to understand today's world of work in the United States. https://www.onetonline.org	✓	✓	✓				✓
26 Semel Institute for Neuroscience and Human Behavior Conversational Skills Videos		✓	✓				
27 Cleveland, Ohio Training Video – Poor customer service Poor Customer service – YouTube Playlist		✓	✓				
28 Transition to Adulthood – NYS Multiple Systems Navigator https://www.msnavigator.org/transition-to-adulthood	✓	✓	✓	✓			✓
29 Finances 101 – Game http://www.finances101thegame.org/f101/	✓		✓				
30 Learning Style assessment sites https://www.literacynet.org/mi/assessment/findyourstrengths.html https://personalitymax.com/multiple-intelligences/ https://www.idrlabs.com/multiple-intelligences/test.php	✓					✓	

Web-Based Tools	Discovery	Career Exp.	Work Readiness	Emp. Skills	Skill Ret.	Emp. Supports	Job Dev.
31	Interest Inventory assessment sites https://www.careeronestop.org/toolkit/careers/interest-assessment.aspx https://www.mynextmove.org/explore/ip	✓	✓	✓				
32	Work preference Inventory assessment sites https://www.careerperfect.com/services/free/work-preference/ https://www.123test.com/career-test/index.php	✓	✓	✓				
33	The 411 on Disability Disclosure: A workbook for Youth with Disabilities 411 on Disability Disclosure			✓	✓	✓	✓	
34	Disclosure Decisions to Get the Job – Virginia Commonwealth University https://worksupport.com/documents/disclosure_decisions1.pdf			✓	✓	✓	✓	✓

Transferable Skills Survey

Below is a list of common transferable skills. Think about your own experiences at school, volunteering, working, etc. and describe the experiences you have that demonstrate the skill.

Strong Work Ethic	**Experiences Related to Skill**
Being punctual	_____
Meeting goals	_____
Setting high standards for self	_____
Produce quality projects/work	_____

Communication

Speaking effectively	_____
Writing concisely	_____
Listening attentively	_____
Perceiving non-verbal messages	_____
Facilitating group discussion	_____

Teamwork

Willing to share credit/power	_____
Collaborating with others	_____
Including others	_____
Empowering others	_____
Managing conflict	_____
Representing others	_____

Initiative

Initiating new ideas	_____
Promoting change	_____
Accepting responsibility	_____

Interpersonal

Cultivating relationships	_____
Conveying feelings	_____
Perceiving feelings, situations	_____

Problem-Solving

Identifying problems	_____
Developing evaluation strategies	_____
Demonstrating web-like thinking	_____

Analytical

Forecasting, predicting	_____
Extracting important information	_____
Constantly learning and reflecting	_____

Flexibility/Adaptability

Cooperating	_____
Enlisting help	_____

Open to difference _____

Detail-Oriented

Following directions _____

Gathering information _____

Managing details _____

Organization

Reporting information _____

Coordinating tasks _____

Managing time _____

Setting and meeting deadlines _____

Leadership

Finding a common purpose/goal _____

Articulating a vision _____

Motivating _____

Delegating with respect _____

Managing groups _____

Coaching _____

Self-Confidence

Expressing ideas _____

Asserting one's self appropriately _____

Defining needs _____

Friendly/Outgoing

Being sensitive _____

Providing support for others _____

Counseling _____

Tactfulness

Providing appropriate feedback _____

Enforcing policies _____

Creativity

Suggesting ideas _____

Imagining alternatives _____

Initiating new ideas _____

Strategic Planning

Identifying resources _____

Setting goals _____

Entrepreneurial/Risk-Taking

Negotiating _____

Persuading _____

Selling ideas or products _____

Attitude/Sense of Humor

Having a positive attitude   _____

Being optimistic   _____

Acting appropriately in workplace   _____

Other Skills

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

200 Great Informational Interview Questions to Choose From[1]

General Questions About Your Interviewee's Career Field

1.   What are the various jobs available in this field?
2.   What types of training do companies offer those who enter this field?
3.   In what ways is your occupation changing?
4.   How is the economy affecting this industry?
5.   What is the employment outlook like in your career field? How much demand is there for people in this career?
6.   How quickly is the field growing?
7.   What are the growth areas of this field?
8.   Are you likely to have future job openings?
9.   What parts of the country offer the best opportunities in this field?
10.   What are the opportunities in this career like in [geographical area your most interested in]?
11.   What is the typical entry-level salary in this field?
12.   What are the salary ranges for higher levels in this occupation?
13.   Is there a salary ceiling?
14.   Aside from visible compensation as money, fringe benefits, travel, etc., what kinds of mental dividends (such as job satisfaction) does this career yield?
15.   Is this industry heavily regulated?
16.   What do you find unique about your career field?
17.   From everything you've observed, what problems can you cite regarding working in this career?
18.   What skills or personal characteristics do you feel contribute most to success in this industry?
19.   What sacrifices have you had to make to succeed in this field, and do you feel the sacrifices were worth it?
20.   When people leave this career, what are the usual reasons?
21.   What are the typical entry-level job titles and functions?
22.   What entry-level jobs offer the best opportunities for learning?
23.   What are the most significant characteristics of this industry?
24.   What trends in the field would be most likely to affect someone just entering this career now?
25.   What kinds of people experience the greatest success in this field?
26.   What is the most important thing that someone planning to enter this career should know?

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[1] Hansen, Katherine. <u>A Foot In The Door</u>. Ten Speed Press. Berkeley, CA . 2000.

All About Your Interviewee's Job:

27. What is your exact title?
28. Do other people in your company with the same job title have the same responsibilities?
29. What was your title when you first started here?
30. What precisely do you do? What are the duties/functions/responsibilities of your job?
31. What is your job like?
32. To what extent is the job what you expected?
33. How much job security do you have in this position?
34. What is a typical day like?
35. What hours do you normally work?
36. Do you have to put in much overtime or work on weekends?
37. Are the time demands of your job specific to this company, or would anyone in this career be expected to put in the same hours?
38. Do you ever bring work home with you?
39. What kinds of problems do you deal with?
40. What do you do if you can't solve a problem on your own?
41. Do you have to deal with a significant amount of conflict in this job?
42. What systems are in place for dealing with conflict?
43. What constraints, such as time and funding, make your job more difficult?
44. What kinds of decisions do you make?
45. Describe some of the toughest situations you've faced in this job.
46. To what extent do you interact with customers/clients?
47. What percentage of your time is spent on each of your job responsibilities?
48. How does your use of time vary? Are there busy and slow times or is the work activity fairly constant?
49. Which other departments, functional units, or levels of the hierarchy do you regularly interact with?
50. How much flexibility do you have in determining how you perform your job?
51. Do you work individually or predominantly in groups or teams?
52. How are work teams or groups organized?
53. What part of this job do you personally find most satisfying? Most challenging? Least satisfying?
54. What are your personal interests and in what way does this job satisfy your interests?
55. What do you like and not like about working in this job?
56. Do you find your job exciting or boring? Why?
57. Are there aspects of your job that are repetitious?
58. Is multitasking a skill that is required for this job?
59. What projects have you worked on that have been particularly interesting?

60. What particular skills or talents are most essential to be effective in your job?
61. How did you learn these skills?
62. What are the educational requirements for this job?
63. What other types of credentials or licenses are required?
64. Is graduate school recommended? An MBA?
65. What obligations does your employer place on you outside of the ordinary workweek?
66. What social obligations go along with a job in this field?
67. Are there organizations you are expected to join?
68. Are there other things you are expected to do outside of work hours?
69. How has your job affected your lifestyle?
70. To what extent does this job present a challenge in terms of juggling work and family life?
71. What are the major frustrations of this job?
72. If you could change anything about your job, what would it be?
73. Is there a great deal of turnover in this job?
74. What interests you least about the job, and what creates the most stress?
75. What is the job title of your department head or supervisor?
76. Where do you and your supervisor fit into the organizational structure?
77. How many people do you supervise?
78. How would you assess your prestige or level of status in this job? In the company?
79. If you ever left your job, what would be most likely to drive you away?

About Preparing for this Career:
80. Does your work relate to any experiences or studies you had in college?
81. How well did your college experience prepare you for this job?
82. What courses have proved to be the most valuable to you in your work?
83. What courses do you wish you had taken that would have better prepared you?
84. If you were a college student again, what would you do differently to prepare for this job?
85. How important are grades or GPA for obtaining a job in this field?
86. What do you feel is the best educational preparation for this career?
87. How do you think [name of your college]'s reputation is viewed when it comes to hiring?
88. How did you prepare for this work?
89. If you were entering this career today, would you change your preparation in any way to better facilitate entry?

About your Interviewee's Career Path:
90. In what way did this type of work interest you and how did you get started?
91. What was your major in college?

92.   How did you get your job?

93.   Did you enter this position through a formal training program?

94.   What jobs and experiences have led you to your present position?

95.   What did you do before you entered this occupation?

96.   What aspects of your background have been the most helpful?

97.   What other jobs can you get with the same background?

98.   What were the keys to your career advancement?

99.   How did you get where you are and what are your long-range goals?

100.   What is the job above your current job?

101.   What is the next step in your career?

102.   Where do you see yourself in five years?

103.   If your work were suddenly eliminated, what kinds of work do you feel prepared to do?

104.   If you could do things all over again, would you choose the same path for yourself? Why? What would you change?

About The Culture Of Your Interviewees Company Or Organization:

105.   Why did you decide to work for this company?

106.   What do you like most abut this company?

107.   How does your company differ from its competitors?

108.   Why do customers choose this company?

109.   What is the company's relationship with its customers?

110.   How optimistic are you about the company's future and your future with the company?

111.   Has the company made any recent changes to improve its business practices and profitability?

112.   What does the company do to contribute to its employees' professional development?

113.   What systems are in place to enable employees to give management feedback and suggestions?

114.   How does the company make use of technology for internal communication and outside marketing (e-mail, Internet, intranets, World Wide Web, videoconferencing, etc.)?

115.   What other technologies are integral to the company's operation?

116.   How would you describe the atmosphere at the company? Is it fairly formal or more casual and informal?

117.   Do people in your department function fairly autonomously, or do they require a lot of supervision and direction?

118.   What are your co-workers like?

119.   How would you describe the morale of people who work here?

120.   Do you participate in many social activities with your co-workers?

121.   Is there a basic philosophy of the company or organization? What is it? (Is it a people-, service-, or product-oriented business?)

122.   What is the company's mission statement?

123. What can you tell me about the corporate culture of this company?

124. Is the company's management style executed from the top downward, or do frontline employees share in the decision-making?

125. is there flexibility in work hours, vacation schedule, place of residence, telecommuting, etc.?

126. What's the dress code here? Is it conservative or casual? Does the company have dress-down or casual days?

127. Can men wear beards or long hair here?

128. What work-related values are most highly esteemed in this company (security, high income, variety, independence)?

129. What kind of training program does the company offer? Is it highly structured or more informal?

130. Does the company encourage and/or pay for employees to pursue graduate degrees? Is there a tuition-reimbursement program?

131. Does the company offer an employee discount on the products it sells?

132. What's the best thing about the company?

133. How does the company evaluate your job performance?

134. How does the company acknowledge outstanding accomplishments of its employees?

135. What kinds of accomplishments does the company reward?

136. Are there people within or outside the organization that the company holds up as heroes?

137. Does the company observe any rituals, traditions, or ceremonies?

138. What is the typical job-interview process at the company? How many interviews do candidates generally go through before being offered a position

139. What does the company do to foster innovation and creativity?

About The Company's Needs:

140. In what areas do you perceive there to be personnel gaps in this company? If the company had unlimited resources for creating new positions, in what areas do you think those positions should be created?

141. In what areas do you see the company expanding? Do you foresee the opening of new markets or greater globalization? Do you predict development of new products and/or services? Building of new facilities?

142. How can employees prepare for any planned changes at the company?

143. What obstacles do you see getting in the way of the company's profitability or growth?

144. If you needed someone to assist you in your job, what tasks would you assign to your assistant?

About Opportunities For Advancement Within This Company And/Or Field:

145. How does a person progress in your field?

146. What is the highest-level job one can hold in this career?

147. What is a typical career path in this field or organization?

148. What are the advancement opportunities?

149. What is the average time an employee might stay in the job you hold?

150. How rapidly do people move to the next level in this career?

151. What incentives or disincentives are there for staying in the same job?

152. Would someone in this field need to relocate to advance in her career?

153. If I performed well at this company, where could I expect to be in five years?

Seeking Advice If You Are A Career Changer:

154. My current career is _____. How easy or difficult do you think it might be to make a transition from that field to your field?

155. The skills I use the most in my current career are _____. To what extent and in what ways do you think those skills are transferable to your field?

156. What aspects of my background do you feel would be the most helpful in making the transition to your career field?

157. What aspects of my background do you feel would be the biggest obstacles to making the transition to your career field?

158. What skills needed in your career field do you think someone in my current career might be lacking and need to develop?

159. What would be the best kind of training to get to make the transition to your field?

160. What's the best way for me to get more experience in your field without taking major steps backward from the level I've progressed in my current career?

161. How do you think those with hiring power in your career would view someone in my current field? Would you personally hire someone coming from my current career field?

162. The things I like the best about my current career are _____. Will I find some of those same things if I switch to your field?

163. The things I dislike the most about my current career are _____. Will I encounter any of those same challenges in your field?

164. Do you know of any other people in your career who have made the transition to our field from my current career or a similar career? How did the transition work out?

165. I've heard that people in your field have characteristics such as _____, which I have not had the opportunity to develop in my current career. How important are those characteristics?

166. What sacrifices do you think I might have to make to switch to your career field?

167. Knowing what you know about your career field, and knowing what I would have to do to get into this field, do you think you would make the change if you were in my position? If not, can you suggest any other fields that might be more appropriate for me?

168. Would you take a brief look at my resume and suggest ways I could tailor it to make myself more marketable as I make the transition to your career field?

Seeking General Advice And Referrals From Your Interviewee:

169. Can you suggest some ways a person could obtain the experience necessary to enter this field?

170. What is the best way to obtain a position that will get me started in this occupation?

171. What do you wish you'd known before you entered this field?

172. What are the major qualifications for success in this occupation

173. What are the most important skills for a position in this field?

174. What courses should I be taking?

175. How can I assess whether or not I have the skills needed for a position such as yours?

176. With the information you have about my education, skills, and experience, what other fields or jobs would you suggest I research before I make a final decision?

177. Do you know of other people whom I might contact who have jobs similar to yours?

178. Do you have any advice for someone interested in this field/job?

179. Which professional journals and publications should I be reading to learn about this career?

180. Are there any other written materials (such as copy brochures) that you suggest I read?

181. What professional organizations associated with this career should I join?

182. What kinds of experience, paid or unpaid, would you encourage for anybody pursuing a career in this field?

183. Who else do you know who uses skills similar to yours?

184. What other kinds of organizations hire people to perform the functions you do here?

185. If I am unable to obtain a position in this field, what other fields would you recommend I consider?

186. What special advice do you have for a student seeking to qualify for this position?

187. Do you have any special words of warning or encouragement as a result of your experience?

188. These are my strongest assets (skills, areas of knowledge, personality traits, and values): _____. Where would they fit in in this field? Where would they be helpful in this organization? Where might they fit in other fields? Where might they be helpful in other organizations?

189. What should I do to prepare myself of remerging trends and changes in this field?

190. How would you assess the experience I've had so far in terms of the requirements for entering this field?

191. What qualifications would you be looking for if you were hiring for a position such as yours?

192. What qualifications would you be looking for if you were hiring a position subordinate to yours?

193. Do you have any written job descriptions of positions in your field/company?

194. What areas of the company would be most interested in hiring people with my background?

195. If I wanted to obtain a job here, who would be the best person to contact?
196. If I wanted to obtain a job here, what would be the best way to learn of job vacancies?
197. If you were conducting a job search today, how would you go about it?
198. Would you be willing to answer more questions, by phone or in person, if I need additional advice in the future?
199. [If you feel comfortable and it seems appropriate]: Would you mind taking a look at my resume to see if you have any suggestions?
200. How would you react if you received a resume like mine for a position with this company?

Reminder: This informational interview should last no more than 30 minutes, so you will want to choose questions that are most important to you.

What are my Learning Strengths?

Research shows that all human beings have at least eight different types of intelligence. Depending on your background and age, some intelligences are more developed than others. This activity will help you find out what your strengths are. Knowing this, you can work to strengthen the other intelligences that you do not use as often.

Verbal/Linguistic Intelligence	Logical/Mathematical Intelligence
___I enjoy telling stories and jokes ___I have a good memory for trivia ___I enjoy word games (e.g. Scrabble & puzzles) ___I read books just for fun ___I am a good speller (most of the time) ___In an argument I tend to use put-downs or sarcasm ___I like talking and writing about my ideas ___If I have to memorize something I create a rhyme or saying to help me remember ___If something breaks and won't work, I read the instruction book first ___For a group presentation I prefer to do the writing and library research	___I really enjoy my math class ___I like logical math puzzles or brain teasers ___I find solving math problems to be fun ___If I have to memorize something I tend to place events in a logical order ___I like to find out how things work ___I enjoy computer and any math games ___I love playing chess, checkers or Monopoly ___In an argument, I try to find a fair and logical solution ___If something breaks and won't work, I look at the pieces and try to figure out how it works ___For a group presentation I prefer to create the charts and graphs
Visual/Spatial Intelligence	Bodily/Kinesthetic Intelligence
___I prefer a map to written directions ___I daydream a lot ___I enjoy hobbies such as photography ___I like to draw and create ___If I have to memorize something I draw a diagram to help me remember ___I like to doodle on paper whenever I can ___In a magazine, I prefer looking at the pictures rather than reading the text ___In an argument I try to keep my distance, keep silent or visualize some solution ___If something breaks and won't work I tend to study the diagram of how it works ___For a group presentation I prefer to draw all the pictures	___My favorite class is gym since I like sports ___I enjoy activities such as woodworking, sewing and building models ___When looking at things, I like touching them ___I have trouble sitting still for any length of time ___I use a lot of body movements when talking ___If I have to memorize something I write it out a number of times until I know it ___I tend to tap my fingers or play with my pencil during class ___In a argument I tend to strike out and hit or run away ___If something breaks and won't work I tend to play with the pieces to try to fit them together

Musical/Rhythmic Intelligence	Interpersonal Intelligence
____I enjoy listening to CD's and the radio	____I get along well with others
____I tend to hum to myself when working	____I like to belong to clubs and organizations
____I like to sing	____I have several very close friends
____I play a musical instrument quite well	____I like helping teach other students
____I like to have music playing when doing homework or studying	____I like working with others in groups
____If I have to memorize something I try to create a rhyme about the event	____Friends ask my advice because I seem to be a natural leader
____I an argument I tend to shout or punch or move in some sort of rhythm	____If I have to memorize something I ask someone to quiz me to see if I know it
____I can remember the melodies of many songs	____In an argument I tend ask a friend or some person in authority for help
____If something breaks and won't work I tend to tap my fingers to a beat while I figure it out	____If something breaks and won't work I try to find someone who can help me
____For a group presentation I prefer to put new words to a popular tune or use music	____For a group presentation I like to help organize the group's efforts

Intrapersonal Intelligence	Naturalist Intelligence
____I like to work alone without anyone bothering me	____I am keenly aware of my surroundings and of what goes on around me
____I like to keep a diary	____I love to go walking in the woods and looking at the trees and flowers
____I like myself (most of the time)	____I enjoy gardening
____I don't like crowds	____I like to collect things (e.g., rocks, sports cards, stamps, etc)
____I know what I am good at and what I am weak at	____As an adult, I think I would like to get away from the city and enjoy nature
____I find that I am strong-willed, independent and don't follow the crowd	____If I have to memorize something, I tend to organize it into categories
____If I have to memorize something I tend to close my eyes and feel the situation	____I enjoy learning the names of living things in our environment, such as flowers and trees
____In an argument I will usually walk away until I calm down	____In an argument I tend to compare my opponent to someone or something I have read or heard about and react accordingly
____If something breaks and won't work, I wonder if it's worth fixing up	____If something breaks down, I look around me to try and see what I can find to fix the problem
____For a group presentation I like to contribute something that is uniquely mine, often based on how I feel	

What Is Your Score?

_____ Verbal / Linguistic ____Musical/Rhythmic

_____ Logical/ Mathematical ____Interpersonal

_____ Visual/Spatial ____Intrapersonal

_____ Body / Kinesthetic ____Naturalist

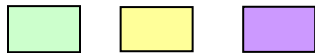# MULTIPLE INTELLIGENCES AND CAREER OPTIONS

Verbal/Linguistic

Attorney, Auditor, Comedian, Editor, Teacher, Historian, Journalist, Proofreader, Announcer, Supervisor, Guide

Logical / Mathematical

Accountant, Analyst, Auditor, Bookkeeper, Cook, Chess Player, Mechanic, Database Manager, Payroll Clerk, Paralegal, Programmer

Visual / Spatial

Architect, Builder, Commercial Artist, Computer-Aided Designer, Dentist, Mechanic, Photographer, Seamstress/Tailor
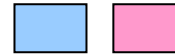
Bodily/Kinesthetic

Actor, Aerobics Instructor, Athlete, Carpenter, Construction Worker, Farmer, Firefighter, Jeweler, Laborer, Recreation Worker,

Musical/Rhythmic

Dancer, Figure Skater, Musician, Singer, Early childhood Educator, Recording Engineer/Technician

Interpersonal

Arbitrator, Child Care Worker, Counselor, Police Officer, Recreation Worker, Receptionist, Manager, Waiter/Waitress,   Nurse

Intrapersonal

Administrator, Performer, Scientist, Researcher, Entrepreneur, Data Entry Data Analysis,

Naturalist

Astronomer, Chef, Dog Groomer, Farmer, Gardener, Landscaper, Rancher, Park Ranger, Meteorologist,

Working Styles Assessment

You will be working with UBT members and UBT staff with different working styles and backgrounds. Your working style may be very different than your co-lead's style. To work as efficiently and effectively as possible, it's helpful to assess your working style to determine the way you prefer to work.

Knowledge of Self—Working Style Self-Assessment

Teams are made up of individuals with different work experience and backgrounds, each with his or her own particular working style. There are many different working styles to think about, and every person's individual working style plays a key role in the team's development and success.

"The most important thing to remember is this: To be ready at any moment to give up what you are for what you might become."

W.E.B. DuBois

Working Style Questionnaire

Purpose

The purpose of this brief questionnaire is to get some idea of your preferred or dominant working style.

Outcome

There are no right or wrong answers and you may find that several choices appeal to you because you prefer a combination of styles.

Instructions

1. Complete the questionnaire on the next page.

2. Read each statement and order your responses with the numbers "1," "2," "3" or "4," with "1" being the response that BEST describes you and "4" being the response that LEAST describes you. Use whole numbers only (no fractions or decimals).

3. You have approximately 15 minutes to complete the questionnaire.

4. Once you have completed the questionnaire, transfer the results to the score sheet on the following page.

ACTIVITY: Working Styles Questionnaire

1. When performing a job, it is most important to me to

A [ ] do it correctly, regardless of the time involved.

B [ ] set deadlines and get it done.

C [ ] work as a team, cooperatively with others.

D [ ] demonstrate my talents and enthusiasm.

2. The most enjoyable part of working on a job is

A [ ] the information you need to do it.

B [ ] the results you achieve when it's done.

C [ ] the people you meet or work with.

D [ ] seeing how the job contributes to progress.

3. When I have several ways to get a job done, I usually

A [ ] review the pros and cons of each way and choose.

B [ ] choose a way that I can begin to work immediately.

C [ ] discuss ways with others and choose the one most favored.

D [ ] review the ways and follow my "gut" sense about what will work the best.

4. In working on a long-term job, it is most important to me to

A [ ] understand and complete each step before going to the next step.

B [ ] seek a fast, efficient way to complete it.

C [ ] work on it with others in a team.

D [ ] keep the job stimulating and exciting.

5. I am willing to take a risky action if

A [ ] there are facts to support my action.

B [ ] it gets the job done.

C [ ] it will not hurt others' feelings.

D [ ] it feels right for the situation.

ACTIVITY: Your Working Style Score Sheet

Transfer the answers from the Working Styles Questionnaire onto the scoring grid below by entering the number you chose for each letter. Next, total the columns and record the answers in the space provided.

	A [ ]	B [ ]	C [ ]	D [ ]
	A [ ]	B [ ]	C [ ]	D [ ]
	A [ ]	B [ ]	C [ ]	D [ ]
	A [ ]	B [ ]	C [ ]	D [ ]
	A [ ]	B [ ]	C [ ]	D [ ]
TOTALS:	A [ ]	B [ ]	C [ ]	D [ ]

Your LOWEST score is your preferred or dominant working style. In the case of a tied score, you should pick the working style you feel is most like you.

     A = Analytical

     B = Driver

     C = Amiable

     D = Expressive

My preferred working style is _____

TOOL: Working Style Characteristics

A–Analytical	B–Driver
• Cautious actions and decisions	• Takes action and acts decisively
• Likes organization and structure	• Likes control
• Dislikes involvement with others	• Dislikes inaction
• Asks many questions about specific details	• Prefers maximum freedom to manage self and others
• Prefers objective, task-oriented work environment	• Cool and independent, competitive with others
• Wants to be accurate and therefore relies too much on data collection	• Low tolerance for feelings, attitudes and advice of others
• Seeks security and self-actualization	• Works quickly and efficiently by themselves

C–Amiable	D–Expressive
• Slow at taking action and making decisions	• Spontaneous actions and decisions, risk taker
• Likes close, personal relationships	• Not limited by tradition
• Dislikes interpersonal conflict	• Likes involvement
• Supports and "actively" listens to others	• Generates new and innovative ideas
• Weak at goal setting and self-direction	• Tends to dream and get others caught up in the dream
• Demonstrates excellent ability to gain support from others	• Jumps from one activity to another
• Works slowly and cohesively with others	• Works quickly and excitingly with others
• Seeks security and inclusion	• Not good with follow-through

TOOL: Using Your Style with Other Styles

Other Style / Your Style	Analytical	Driver	Amiable	Expressive
Analytical	Establish priority of tasks to be done. Commit to firm time frames for your work and stick to them.	Take a deep breath, relax and slow down. With analyticals, you need to demonstrate you have considered all or most options or outcomes before moving ahead.	Cut short the social hour and get right down to the specifics. The more information you have to support your position, the better.	Translate your vision into specific tasks or goals. Involve analyticals in research and developing the details of the plan of action.
Driver	Organize your work around major themes; prepare "executive summaries" with headings or bullets that state the conclusions first and supporting data and analysis second.	Remind each other of your similarities and your need to adopt qualities of the other styles.	Don't take anything personally. Getting results is what counts with drivers; be decisive and dynamic. Emphasize the bottom line.	Take time to think about what your vision really is; translate it into action steps with objectives and timelines.
Amiable	Start off on a personal note, gravitate to project specifics and expectations; emphasize the greater good of the project.	Spend time up front gaining trust and confidence; be inclusive. Be sure to be specific about deadlines, even when it seems obvious.	Laugh with each other about how important it is being relational. Then focus on what we really need to accomplish here and do it.	Tell them how important the team concept is to making your vision a reality. Give amiables the job of team building to make the dream come true.
Expressive	Jazz up your presentation; try to think of the BIG picture. Involve the expressive in developing the "vision" or marketing of the plan.	Be patient and try to work with a flip chart to harness creative spirits. Emphasize time lines and due dates. Build in flexibility to allow the free rein of creativity.	Engage the expressive with appreciation of their vision and creativity. Harness this energy to deal with pesky but important details only they can address.	Remind each other of your tendency to generate a lot of ideas without thinking through how to implement them.

ACTIVITY: Working Styles Questions

1. What do others need to know about our style in order to effectively work with us?

_____

_____

2. What are our challenges in working with each of the other working styles?

_____

_____

3. We all have a few elements of all the styles. Do you think this is an advantage or disadvantage?

_____

_____

4. Why is it a good thing your team has people from all these different styles?

_____

_____