



## Self-Assessment: Employment History and Preferences

**Note:** This is an example of a simple assessment that could be completed by a tenant and his or her case manager or vocational counselor.

You are more likely to have a successful work experience if you find a job that matches your strengths, skills, abilities, and interests. This document is designed to help you think about your prior work experiences, job skills, additional training needs, and work preferences you may have.

### Employment History

- Are you currently working? Are you satisfied with your job or are you looking to make a change?
- What are you interested in doing? What career goals do you have now and have you had in the past?
- What are your prior work experiences? This includes full- and part-time positions, volunteer work, internships, and so on.
- What were your likes and dislikes about your past employment experiences? Was there too much overtime, too much or too little supervision, and so on?
- What are your current job skills? What additional training might be needed to meet your employment goals (office skills training, food service preparation, other training)?
- Do you have former employers who are willing to be references for you?
- Do you have a consistent work history or are there gaps between jobs?

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Note: This document is included within the *Supportive Services* section of CSH's *Toolkit for Developing and Operating Supportive Housing*, which is available at [www.csh.org/toolkit2](http://www.csh.org/toolkit2). This document has been adapted from CSH's publication *Developing the "Support" in Supportive Housing*, which is available at [www.csh.org/publications](http://www.csh.org/publications).

## Employment Preferences

- Would you prefer to work full-time, part-time, or on a temporary basis?
- What schedule would you prefer: 9–5 Monday through Friday, at night, on weekends, and so on?
- What amount and type of supervision works best for you?
- Would you prefer to work independently (e.g., plumber) or as part of a team (e.g., office work)?
- Would you like to work for a large company where there are many employees or do you feel more comfortable in a smaller work environment?
- Would you prefer a more physical job (e.g., construction worker) or job in an office (e.g., administrative assistant)?
- Are you comfortable with on-the-job training or would you rather receive some training before starting a job?
- Do you like working directly with people (e.g., customer service) or would you prefer a job that has limited or no interaction with people?
- Do you prefer more formal or more casual work environments? How would you feel about following a dress code or wearing a uniform?

Note: CSH's *Toolkit for Developing and Operating Supportive Housing* includes additional information regarding employment services under *Preparing for Tenants' Service Needs* in the *Supportive Services* section of the *Toolkit*, available at [www.csh.org/toolkit2services](http://www.csh.org/toolkit2services).