

ACTIVITY 6

YOUR PERSONALITY & PREFERENCES

This activity can also be found on page 44 of *You're Hired! Standout CVs*, written by Corinne Mills and published by Trotman in 2023.

Answer the following questions and ask others for their feedback. There are no right or wrong answers, so don't answer how you would like to be seen or as if you are at a job interview. Instead, think of how the questions relate to how you really are and your actual work-related experiences

PERSONALITY & PREFERENCES

How would you describe your workplace personality? What are the consistent features, and have you noted differences in particular roles?

How would other people at work describe you? (Ask them, and/or look at appraisals and other feedback you have received.)

What role(s) do you often find yourself taking in group situations? For example, leader, facilitator, creative, facts and figures person, listener, technical expert, practical, advisor, learner, thinker, challenger, mediator, analyst, relationship nurturer, organiser, disruptor, big picture or detail person.

Do you feel energised by new people, places and experiences, or can this feel draining? Where are your limits?

Which do you enjoy working with the most: facts and figures, abstract concepts, practical things, people or something else? (See Activity 2 for an indication of your strengths.)

Do you have a structured approach to your work, or are you more spontaneous?

At work, do you easily express your thoughts and emotions, or do you tend to keep these to yourself?

Do you feel comfortable handling conflict or challenging others? Have there been some times when you felt more confident in this than others? If so, why was there a difference?

What causes you stress at work, and what helps you manage it?

Are you competitive? If so, when does this show itself at work?

What do you need to work at your best? For example, input from others, financial reward, change in surroundings, targets and deadlines, thinking time, challenges to solve, opportunities to learn, flexibility, sense of higher purpose.

How do you respond to successes and mistakes made by yourself or others?