

## Are You Satisfied With Your Job?

Studies indicate that 50-60% of all employees are dissatisfied with their job. Yet, many employees can't identify the specific reasons for their dissatisfaction, or more importantly, what they can do to improve their work situation. Research consistently shows that 10 common workplace factors will greatly impact your job satisfaction.

This **10-Point Job Satisfaction Checklist** will help you determine 1) if your present job is meeting your needs, 2) where your current job conditions can be improved, or 3) if a new position you're considering will be right for you.

### **Step 1 – Consider The Past:**

Think back on every job, activity, class or hobby you've had in the last 10-20 years. Now, rate each item on a 1 to 10 point scale of importance (1 = not important, 10 = extremely important).

1. **Type of work/activity.** Were you doing tasks to which you were well suited? Did you like what you were doing?
2. **Co-workers/classmates.** Were the people you worked with friendly and considerate? Did they take a genuine interest in your success? Did you like many of the people around you?
3. **Supervision.** Did your leader deserve your loyalty, trust and respect? Did you communicate effectively with them? Did they show appreciation for your work?
4. **Pay.** Were the monetary rewards reasonable for the work you did? Was the pay competitive and fair compared with other companies or organizations in your industry or community? Were you satisfied with your compensation? Were there opportunities for compensation if you worked harder or smarter?
5. **Benefits.** Were your benefits and special privileges appropriate and desirable to you? Did you take advantage of them?
6. **Hours.** Were your starting and quitting times desirable? Did you work either too much or too little overtime? Was there flexibility in your work schedule when you needed it?
7. **Working conditions.** Was it ever too hot or too cold? Was the lighting adequate? Did you like the way things smelled? Did you have the right tools to do your job? Did things get maintained and fixed in a timely manner? Was your work area comfortable and productive for you? Was it easy to concentrate?
8. **Company/organization.** Were you proud to tell others who you worked with and what you did? Were you in agreement with the organization's values and mission? Did you promote your experience to others?
9. **Security.** Were you safe from violent crimes, accidents and danger? Was the atmosphere free from hostility, harassment and unjustified criticism? Did you feel that your job was stable?

10. **Advancement.** Did you have opportunities to advance or improve in your career and job skills? How long did you see yourself working there? Do you regret having left too soon or staying too long?

**Step 2 – Plan For The Future:**

If you're starting a new career or considering a job change, use this same checklist to determine if the job will be right for you – before you start.

Rate the potential new position on each of the above criteria, and then make your decision. Your highest rated concerns will reveal the things that are most important to you in a job.

**Most people want to be in a job that they enjoy and at which they can excel or be successful. As you consider career choices, it's important to reflect on your past experiences in order to gain wisdom and avoid future mistakes. Make it a goal to find a job that will meet your needs in as many of these areas as possible.**