



# **Work Orientation Inventory (WOI) Preparation Guide**

## Work Orientation Inventory (WOI)

---

### OVERVIEW

Pacific Gas and Electric Company believes it is critical that employees have the basic ability to succeed on the job. The Work Orientation Inventory (WOI) allows PG&E to make an initial assessment of your attitudes and behavior on successful job performance criteria. Because the WOI is standardized, it ensures that everyone who wants to be considered for our positions receives a fair and objective opportunity. This test has been professionally validated to ensure job relatedness.

The WOI is a multiple choice test and will ask you about your attitudes and experiences on the following:

- Safety Behaviors
- Driving Behaviors (if applicable)
- Customer Service
- Teamwork

### WORK ORIENTATION INVENTORY SAMPLE ITEMS

Read each question and the answer choices carefully. Choose the best answer for each question.

1. Which of the following is most important to you?
  - A) Working accurately, without mistakes
  - B) Working quickly and finishing on time
  - C) Make a profit for the company
  - D) Working with others to get along as a team
  - E) Following my supervisor's instructions exactly
2. I get bored if my work is not challenging.
  - A) Agree
  - B) Disagree
3. I would like to have a job where I can:
  - A) Become an expert at one thing
  - B) Do a lot of different activities
  - C) Talk with customers

4. Rate how strongly you disagree or agree with the following statement. If you do not agree or disagree, or have no opinion, please mark answer E on your sheet.

I would like to have a job where I can have several friends at work.

- A) Strongly Disagree
- B) Disagree
- C) Agree
- D) Strongly Agree
- E) Neither Agree nor Disagree

### **DO YOUR BEST**

Since the test asks questions about your behaviors and experiences, there is no way to “study” for this test. Each person should choose the answer that best describes him or her, and everyone may have different answers to the questions. Since the answer that is the best description of one person may not be the same as for another person, there are no explanations for the answers of this section. You should just answer the questions honestly and accurately.

We hope you find this information helpful. Make sure that when you are scheduled to take the test you are physically and mentally alert and ready to do your best, or you should reschedule your appointment.

Pacific Gas and Electric Company wishes you the best of luck in qualifying on our test for physical classifications.