

My Work Preferences Checklist

Expectations for how, where, and when work is performed are rapidly evolving. As you consider how you are planning your law career, use this checklist to assess what is important to you, in order to reflect on, and record, your work preferences.

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Working Hours and Location

I prefer to work...

Hours per day:

- Under 5
- 5 - 7
- 7 +

Hours per week:

- 20
- 30
- 40
- 50

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- Remote Days would be required to work remote: _____
Days you are willing to work remote: _____

How many days a week do you want to commute? _____

Maximum commute time:

- Under 30 minutes
- 30 to 45 minutes
- 45 to 60 minutes
- 60+ minutes

Team and Company Structure

How do you like to contribute to a team?

- Individual contributor - I prefer to be the only one specialized in my function
- Generalist - I like to use a broad range of skills and expertise to contribute to my team
- Flexible - I can use specific expertise or collaborate depending on the project

What type of company do you want to work in?

- Startup or small business with one GC or small legal team
- Medium-sized business with legal team with some specialization, but limited capacity
- Enterprise business with multiple business units and legal teams

How do you want to use your legal skill set?

- I want to serve as a specialist in an industry in which I have experience
- I want to apply my skills to a new industry
- I want to learn new skills

How do you like to be managed?

- I like to work closely with my manager to set priorities and check in often as I work
- I like to check in weekly and reach out as needed
- I like to work on my own, and reach out as needed once priorities are established

Company Culture

On a scale of 1 to 5, how important to you is each of these elements of company culture?

1 is "not important" and 5 is "very important"

United around a common purpose and shared values	1	2	3	4	5
Strong collaboration and teamwork	1	2	3	4	5
Methodical with clearly defined processes and customs	1	2	3	4	5
Strong risk consciousness and advance planning	1	2	3	4	5
Competitive and driven	1	2	3	4	5
Outcome-focused, oriented towards goal achievement	1	2	3	4	5
Playful and humorous	1	2	3	4	5
Curious, driven by learning, experimentation, and innovation	1	2	3	4	5

On a scale of 1 to 5, how important to you is each of these in your next role?

1 is "not important" and 5 is "very important"

Access to professional development and continuing education	1	2	3	4	5
Networking opportunities	1	2	3	4	5
The chance to work on a diverse team	1	2	3	4	5
Opportunity to participate in community initiatives or volunteer work	1	2	3	4	5

In defining and reflecting on your work preferences, you can better identify and assess the type of company and role that would be right for you.

To learn more about how Axiom empowers you to choose how and when you work, gain access to innovative clients, and balance your life and legal practice, get in touch at axiom@axiomlaw.com or learn more at axiomlaw.com.