



**National Security Agency (NSA) / Central Security Service
(CSS)**

WORK BACKGROUND AND PREFERENCES PREPARATION GUIDE

OVERVIEW

This preparation guide is intended to help you prepare for the third and fourth parts of the assessment battery which include questions about your work experiences and work preferences. A description of each part is provided below as well as two example questions similar to those on the actual tests.

WORK BACKGROUND AND PREFERENCES

This questionnaire includes questions about your past work experiences and your work preferences and tendencies. Some questions ask you what your current (or most recent) supervisor would say about you. When responding to these questions, answer based on what your current or most recent supervisor would say, even if your current or most recent work experience is/was part-time, temporary, or volunteer-based. All information you provide is strictly confidential.

EXAMPLE ITEMS

1. When we ask your current (or most recent) supervisor, how well will he or she say you react when things don't go as expected?
 - a. Less well than others
 - b. About as well as others
 - c. Better than others
 - d. Much better than others
 - e. I have never had a job

2. Which of the following work assignments would you MOST prefer?
 - a. An assignment with explicit instructions about what to do.
 - b. An assignment that has complex problems to solve, despite your expertise.
 - c. An assignment that requires your specific expertise, but is fairly simple.
 - d. An assignment where you are responsible for both identifying problems and coming up with solutions to fix them.
 - e. A difficult, but straightforward assignment.

JOB FIT

This questionnaire includes questions about your past work experiences. Please answer these questions based on any previous work experience you have had, even if that experience was part-time, temporary, or volunteer-based. All information you provide is strictly confidential.

EXAMPLE ITEMS

1. Which of the following best describes your experience working in a job in which you have to remain optimistic and persistent, even under adversity?
 - a. I have never had a job like that and I do NOT think I would like it.
 - b. I have never had a job like that but I think it would be fine.
 - c. I have had a job like that and I did NOT like it.
 - d. I have had a job like that and it was fine.
 - e. I have had a job like that and I enjoyed it.

2. Which of the following best describes your experience working in a job in which you frequently have to communicate with people who do not have technical backgrounds?
 - a. I have never had a job like that and I do NOT think I would like it.
 - b. I have never had a job like that but I think it would be fine.
 - c. I have had a job like that and I did NOT like it.
 - d. I have had a job like that and it was fine.
 - e. I have had a job like that and I enjoyed it.