

Self-Assessment: Values

To clarify which values are critical to you in your career use the following letters (I, M, C) to identify the values that are irrelevant, important or critical/mandatory:

I - Irrelevant
M - Important
C - Critical/Mandatory

Conditions at the Workplace

- _____ Safe and Secure- an environment free from danger and harassment
- _____ Pleasant setting- a pleasing environment and comfortable setting to work
- _____ Relaxed atmosphere- avoid pressures and the "rat race"
- _____ Calm environment- with little distractions of noise or interruptions
- _____ Urban setting- a work setting within a city, bustling activity
- _____ Suburban setting- a work setting within a suburb
- _____ Rural setting- a work setting within a rural area
- _____ Self-employment- being employed by and working for yourself
- _____ Large company
- _____ Small company
- _____ Own office
- _____ Shared workspace
- _____ Caring co-workers- working with people who get along and cooperate
- _____ Respectful supervision- having understanding supervisors who respect your wants and needs
- _____ Competition- engaging in activities that test your abilities against others with clear win-lose outcomes
- _____ Self-competition- engaging in activities that test your abilities against my own performance
- _____ Fast-paced work- working rapidly to meet time or performance deadlines

- _____ Variety/change- have work responsibilities with frequently changing tasks or locations
- _____ Travel- work where travel is an integral part of the routine
- _____ Inside work- working inside a building usually within an office setting
- _____ Outside work- working outdoors exposed to the elements
- _____ Both inside and outside work- striking a balance between both inside and outside work
- _____ Working alone- doing assignments by yourself involving minimal contact with co-workers
- _____ Teamwork- work as an integral part of a group toward common goals

Workplace Values

- _____ Independence/Autonomy- to determine the nature of my work tasks and schedule with little or any direction from others
- _____ Adventure- to be involved in activities that involve risk-taking
- _____ Ethical/Moral standards- being free to act in accordance with a set of standards regarding what is right or fair
- _____ Expertise/Competence- striving to excel at the work that you do, being an expert in your field with or without recognition
- _____ Utilizing skills and abilities- utilizing the competencies you possess at the maximum
- _____ Manual dexterity- using your hands to produce, repair or create concrete, tangible things
- _____ Problem solving- figuring out how something should be done
- _____ Creating- improving processes or else developing ideas, materials, programs or structures
- _____ Precision work- performing work that meets exacting standards or attention to detail
- _____ Intellectual challenge- performing demanding tasks that challenge your intellect
- _____ Social contribution- seeking to improve the human condition
- _____ Influencing others- affecting others in ways designed to change attitudes or opinions or motivating them to take action
- _____ Supervising/Directing others- being in a position to oversee and/or take responsibility for the work of others

- _____ Aesthetic contribution- performing work that contributes to making the world a more beautiful place
- _____ Spiritual fulfillment- doing work that contributes to the religious or spiritual fulfillment of yourself or others
- _____ Friendships- develop close personal friendships with people at work
- _____ Moral fulfillment- feel my work is contributing significantly to a set of moral standards, which I feel are important
- _____ Self- realization/Enlightenment/Personal fulfillment- work that allows realizing the full potential and/or gives high personal satisfaction and reward

Workplace Rewards

- _____ High earnings potential- being able to purchase essentials and luxuries
- _____ Benefits- health insurance, tuition reimbursement, child care, etc., as part of your compensation package
- _____ Equitable pay- being compensated at a rate that is commensurate with the amount and quality of work you do
- _____ Advancement- opportunities for growth either by advancing into positions of increasing authority and responsibility or promotions from work well done
- _____ Job availability and security- working in an occupation field where you have a good opportunity to obtain and maintain a job
- _____ Recognition/prestige- being perceived by others as doing important work or an expert in your field
- _____ Learning opportunities/growth- regular or daily opportunities to learn new things or expand new skills
- _____ Progressive- be in an environment that is progressive in its work, attitudes, service or products
- _____ Career advancement- clear advancement tracks or opportunities to make advancement
- _____ Technology- work in an environment that utilizes and advances with technology
- _____ Results- have a job where you can see the end product of your work

Personal/Family Considerations

- _____ Job sharing- being able to share the duties and responsibilities of a job with another person or other people

- _____ Regular hours- working consistently regular business hours Monday through Friday of 8-5pm
- _____ Flex hours- working hours that are flexible where you are able to set your own schedule
- _____ Easy commute- living close to where you work
- _____ Work out of the home- a position that allows the majority if not all your work to be conducted at your own home
- _____ Acceptance- welcomed for what you can contribute regardless of gender, race, age, etc.
- _____ Leisure- balance between work and personal/family life
- _____ Location- live in a place that fits my lifestyle and gives the opportunity to do the activities that I enjoy the most (specifically:_____)

Adapted from *Your Career Planner* by David Borchard, Cheryl Bonnard and Susan Musich