

Identifying Workplace Values.... What's Most Important to You

What do you want to do upon graduation? What types of jobs interest you? What are you suited to do? What can you do? Know your skills, abilities, interests, strengths and values. Review your educational background. What did you like about school? What didn't you like? What did you excel in? What was your summer, part-time and previous jobs? Do you want to work with people, data, things, information or ideas-why? How important is salary, benefits, geographic location, and time off?

Mapping your workplace values can help lay the groundwork for making sound career decisions which fit your unique personality. Work-related values underlie choices about work. Some people value creativity; others place a premium on salary or contributing.

Workplaces are becoming more collaborative, and people are increasingly looking not just for jobs, but for organizations whose values and culture align with their own. Something else to think about is your preferred work style. Some people prefer to work on a team; others prefer to work independently or one-on-one. The most effective organizations attract people who already share most of their key values. This activity will get you to start thinking about workplace values and help you choose work environments and positions which are the best fit for you.

Work Values

This exercise will get you started thinking about your desired workplace. Rate each of these values on a scale from 1 to 5, according to their level of importance. After completing your ratings, choose 5 work values which are most important to you. You will want to match jobs/career fields and organizations to these attributes.

1	2	3	4	5
Very Important	Important	Neutral	Little Importance	No Importance

_____ **Help Society:** Contribute to the betterment of the world, people (possibly animals), the environment or others.

_____ **Help Others:** Help other people in a direct way, either individually or in small groups.

_____ **People Contact:** Have a lot of day-to-day contact with people.

_____ **Team Work:** Have close working relationships with a group; working towards common goals.

_____ **Affiliation:** Be recognized and receive the prestige of being a member of a particular group.

_____ **Friendships:** Develop close personal relationships with people as a result of my work activities.

_____ **Interpersonal Competition:** Engage in activities which pit my abilities against others where there are clear win-and-lose outcomes.

- _____ **Self Competition:** Engage in activities which pit my abilities against my own prior performances.
- _____ **Make Decisions:** Have the power to decide courses of action, policies, etc.
- _____ **Work Under Pressure:** Work in situations where time pressure is prevalent, and/or the quality of my work is judged critically by supervisors, customers or others.
- _____ **Power & Authority:** Control the work activities or (partially) the destinies of other people.
- _____ **Influence People:** Be in a position to change attitudes or opinions of other people.
- _____ **Work Alone:** Do projects by myself, without significant contact with other people.
- _____ **Intellectual Status:** Be regarded as a person of high intellectual prowess or as one who is an acknowledged expert in a given field.
- _____ **Artistic Creativity:** Engage in creative work in any of several art forms.
- _____ **Creativity (general):** Create new ideas, programs, organizational structures, etc.
- _____ **Leadership:** Have a job in which I am directly responsible for the work done by others.
- _____ **Change & Variety:** Have work responsibilities that frequently change in content and setting.
- _____ **Precision Work:** Work in a situation where exactitude and attention to minute detail in work is necessary and valued.
- _____ **Routine:** Have a work routine and job duties that are largely predictable and not likely to change over a long period of time.
- _____ **Security:** Be in a job that is less likely to be threatened by changes in economy.
- _____ **Fast Pace:** Work in circumstances involving a high pace of activity and work is done rapidly.
- _____ **Recognition:** Be recognized for the quality of my work in some visible or public way.
- _____ **Excitement:** Experience a high degree of (or frequent) excitement in the course of my work.
- _____ **Adventure:** Have work duties which involve frequent risk-taking.
- _____ **Profit/Gain:** Have a strong likelihood of accumulating large amounts of money or material gain.
- _____ **Independence:** Be able to determine the nature of my work without significant direction from others. Not be closely supervised.

- _____ **Moral Fulfillment:** Feel that my work is contributing significantly to a set of moral standards, which I feel are very important.
- _____ **Location:** Find a place to live (town, geographical area) which is conducive to my life style, and affords me the opportunity to do the things I enjoy most.
- _____ **Community:** Live in a town or city where I can get involved in community affairs.
- _____ **Physical Challenge:** Have a job that makes physical demands which I would find rewarding.
- _____ **Time Freedom:** Have work responsibilities which I can work at according to my own time schedule; no specific working hours required.
- _____ **Technology:** Work in an environment that is progressive in its attitudes, work, service, or products. To work with the cutting edge.
- _____ **Environmental Commitment:** To work in an organization that benefits the environment.
- _____ **Staying Put:** A job that would allow me to stay within a specific geographical area.
- _____ **Advancement:** A job that results in regular increases in work responsibilities, depth, scope, etc.
- _____ **Learning Opportunities:** A job with regular opportunities to learn new things.
- _____ **Diversity:** To work in an environment that has a proven track record in maintaining a diversified workforce, or promotes diversity through its work.

Circle the 10 top values most important in your work life for the next few years:

WORK	Cultural Identity	Power	Creativity
ENVIRONMENT	Caring	Influence	Variety
Comfortable Income	Competition	Appreciation	Growth
Flexibility	Cooperation	Helping	Knowledge
Deadline pressure	Humor	Belonging	Control
Surroundings	Harmony	Equality	Adventure
Time freedom	Autonomy	Contributing	
Security	Open Communication	Independence	
High earnings		Authenticity	
Action, fast pace		WORK	
Structure		CONTENT	
Relaxed pace		Challenge	
Predictability		Leading	
Location		Competence	
Public contact		Mastery	
	INTRINSIC	Risk	
	VALUES	Leading edge	
	Integrity	Detail oriented	
	Status	Social activism	
	Prestige	Learning	
WORK	Achievement	Excellence	
RELATIONSHIPS	Respect	Adventure	
Teamwork	Responsibility		
Trust			