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 lifestyle, 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**
Comfortable Income
Flexibility
Deadline pressure
Surroundings
Time freedom
Security
High earnings
Action, fast pace
Structure
Relaxed pace
Predictability
Location
Public contact

**ENVIRONMENT**
Cultural Identity
Caring
Competition
Cooperation
Humor
Harmony
Autonomy
Open Communication

**INTRINSIC VALUES**
Integrity
Status
Prestige
Achievement
Respect
Responsibility

**WORK RELATIONSHIPS**
Teamwork
Trust

**WORK CONTENT**
Challenge
Leading
Competence
Mastery
Risk
Leading edge
Detail oriented
Social activism
Learning
Excellence
Adventure

**WORK ENVIRONMENT**
Creativity
Influence
Appreciation
Helping
Belonging
Equality
Contributing
Independence
Authenticity

**WORK RELATIONSHIPS**
Creativity
Influence
Appreciation
Helping
Belonging
Equality
Contributing
Independence
Authenticity

**WORK CONTENT**
Challenge
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