

Your Name:

Workplace Values Assessment

Work Values You Most Want in a Job and an Employer

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The first step in career planning is to determine what ideals are important to you. Your values, and whether they're met, have a direct impact on your satisfaction with your job, career and life.

Work values may be divided into two functional categories. Intrinsic values relate to a specific interest in the activities of the work itself, or the benefits the work contributes to society. Extrinsic values relate to favorable conditions that accompany an occupational choice, such as physical setting, earning potential, and other external features. Most people, in order to feel truly satisfied with their work, must find some personal intrinsic value in it.

Many people have identified the personal values on the following list as being important to them in their careers. Rate the importance of each of the workplace values on the following list. Add other values you consider essential, if needed. Be honest with yourself; no one is judging nor scoring your results, so lying to yourself does no good. Take the time to determine what's really important to you.

Rate the degree of importance you place on each of the following workplace values using this scale:

- 1 = Very important to me
- 2 = Reasonably important to me
- 3 = Somewhat important to me
- 4 = Not important to me at all

- - - I am interested in jobs and careers that include:

- _____ Artistic Creativity: engage in creative artistic expression.
- _____ General Creativity: opportunity to create new programs, materials, or organizational structures. Using imagination, being innovative.
- _____ Aesthetics: study or appreciate the beauty of things, ideas, etc.
- _____ Mental Challenge: mentally demanding/problem-solving work.
- _____ Knowledge: pursue knowledge, understanding, professional development and mental growth
- _____ Physical Challenge: do activities that physically challenging/demanding.
- _____ Balance: opportunity for balance between work life and family life
- _____ Flexibility: work according to my own schedule.
- _____ intellectual status, an acknowledged "expert" in a given field
- _____ Order and Structure
- _____ Competition: pit my abilities against others.
- _____ Work Mastery: become an expert in my field.
- _____ Integrity and Truth
- _____ Rewarding loyalty and dependability
- _____ Pride: having self-respect and pride in work.
- _____ Stability: routine, predictable work projects.
- _____ Security: assurance of keeping job and receiving satisfactory compensation.
- _____ Financial Gain: high likelihood of strong monetary compensation and rewards.
- _____ Recognition: be publicly/visibly recognized for high quality of work.
- _____ Help Society: have a positive impact on others and society

- Help Others: help other people, either individually or in small groups.
- Variety: work pace and activities frequently change.
- Camaraderie: able to form friendships and warm working relationships
- Groups: work as a team member toward common goals.
- Work Alone: Do projects by myself, with limited contact with others.
- Status: glamour, prestige, respect, or social status
- Time Pressure: deadlines and time demand/pressure challenges.
- Fast Pace: work in circumstances where work must be done rapidly.
- Advancement: clear advancement tracks/opportunities.
- Comfort: tranquility, and avoidance of pressure.
- Public Contact: dealing with the public/day-to-day public contact.
- Technology: using cutting edge or pioneering technologies or techniques,
- Supervision: opportunities for power, leadership, influence, being directly responsible for the work of others.
- Decision Making: have the power to decide courses of action and policies.
- Influence: be in a position to influence others' attitudes and opinions.
- Respect, recognition, being valued
- Independence, Autonomy: determine the nature of my work without significant direction from others.
- Precision Work: attention to detail and accuracy are important, with little tolerance for error.
- Adventure and Excitement: high degree/frequent excitement in the course of work.
- Community: live where I can participate in community affairs.
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Now, identify the 10 most important values to you. Circle each of these most important values from the list above.

Finally, narrow down your list of 10 to the five core values you hold most sacred -- that you can't live without in your job/workplace -- and place them below:

1. -----
2. -----
3. -----
4. -----
5. -----

Congratulations! You now have a list of core workplace value that represent who you are...it is this core group of workplace values that help determine your level of satisfaction with your job and your career -- and which should be used to judge the level of "fit" with any future job, company, or career change.