

Two Step Workplace Values Exercise

To begin, rate the importance of each of the workplace values on the following list. We've left a few blank lines at the end of our list in case we have missed something that you consider essential.

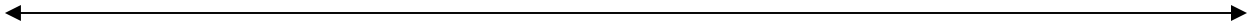
Rate the degree of importance that you place on each of the following workplace values using this scale:

- 1 = Work values that are very important to me
- 2 = Work values that are reasonably important to me
- 3 = Work values that are not important to me at all

I am interested in jobs and careers that include:

- _____ helping those in need
- _____ mental challenge/mentally demanding/problem-solving
- _____ opportunity for balance between work life and family life
- _____ flexibility in work structure
- _____ intellectual status, an acknowledged "expert" in a given field
- _____ order and structure
- _____ high degree of competition
- _____ integrity and truth
- _____ rewarding loyalty and dependability
- _____ having self-respect and pride in work
- _____ stability and security
- _____ strong financial compensation and financial rewards
- _____ being recognized for quality of work in a visible/public way
- _____ having a positive impact on others and society
- _____ using creativity, imagination; being innovative
- _____ variety and a changing work pace
- _____ professional development and on-going learning and growth
- _____ friendships and warm working relationships
- _____ teamwork and work groups
- _____ glamour, prestige, respect, or a level of social status
- _____ routine, predictable work projects
- _____ deadlines and time demand/pressure challenges
- _____ clear advancement tracks/opportunities for advancement
- _____ tranquility, comfort, and avoidance of pressure
- _____ dealing with the public/day-to-day contact with the public
- _____ using cutting edge or pioneering technologies or techniques
- _____ opportunities for supervision, power, leadership, influence
- _____ making decisions, having power to decide courses of action
- _____ respect, recognition, being valued
- _____ autonomy, independence, freedom
- _____ precision work with little tolerance for error
- _____ adventure and excitement

Today's date: _____



Your second step is to now narrow down your list to the five core values you consider most important -- that you can't live without in your job/workplace -- and write them below:

1. _____
2. _____
3. _____
4. _____
5. _____

Workplace values are a critically important, yet often overlooked factor when trying to determine what is most and least important to you in your job and career choices. An awareness of your work values allow you to take action steps to explore and identify settings, practice areas and types of work that are in alignment with what truly matters to you. And ideally you can use this awareness to help judge the level of "fit" with any future job, employer, or career change.

Values are often described as either being "intrinsic" or "extrinsic." Intrinsic values refer to the actual work being performed and its societal or personal purpose or meaning, such as creativity or helping others. Extrinsic values are external factors, such as prestige, compensation and leisure time. Completing a values inventory will help you to address issues that are not quite as obvious to measure as skills or interests, but just as important.

Adapted from Randall Hanson, Quintcareers.com