



Values clarification

The following list describes a wide variety of values that people obtain from their jobs. Look at the definitions of these various values and rate the degree of importance that you would assign to each for yourself, using the scale below:

- 1 = Not important at all
- 2 = Not very important
- 3 = Reasonably important
- 4 = Very important in my choice of career

____ **Achievement-Excellence:** Attain a high level of proficiency.

____ **Adventure:** Have work duties that involve frequent risk-taking.

____ **Aesthetics:** Be involved in studying or appreciating the beauty of things, ideas, etc.

____ **Affiliation:** Be recognized as a member of a particular organization.

____ **Artistic Creativity:** Engage in creative work in any of several art forms.

____ **Change and Variety:** Have work responsibilities that frequently change in their content and setting.

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

____ **Creativity (general):** Create new ideas, programs, organizational structures or anything else not following a format previously developed by others.

____ **Excitement:** Experience a high degree of (or frequent) excitement in the course of my work.

____ **Fast Pace:** Work in circumstances where there is a high pace of activity; work must be done quickly.

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

____ **Help Others:** Be involved in helping other people in a direct way, either individually or in small groups.

____ **Help Society:** Do something to contribute to the betterment of the world I live in.

____ **Independence:** Be able to determine the nature of my work without significant direction from others; not have to do what others tell me to do.

- ___ **Influence People:** Be in a position to change attitudes or opinions of other people.
- ___ **Intellectual Status:** Be regarded as a person of high intellectual prowess or an acknowledged expert in a given field.
- ___ **Knowledge:** Engage myself in the pursuit of knowledge, truth and understanding.
- ___ **Make Decisions:** Have the power to decide courses of action, policies, etc.
- ___ **Moral Fulfillment:** Feel that my work is contributing significantly to a set of moral standards that I feel are very important.
- ___ **Physical Challenge:** Have a job that makes physical demands which I would find rewarding.
- ___ **Power and Authority:** Control the work activities or (partially) the destinies of other people.
- ___ **Precision Work:** Work in situations where there is very little tolerance for error.
- ___ **Profit, Gain:** Have a strong likelihood of accumulating large amounts of money or other material gain.
- ___ **Public Contact:** Have a lot of day-to-day contact with people.
- ___ **Recognition:** Be recognized for the quality of my work in some visible or public way.
- ___ **Security:** Be assured of keeping my job and a reasonable financial reward.
- ___ **Self-expression:** Communicate one's vital ideas, attitudes, feelings or artistic impressions.
- ___ **Stability:** Have a work routine and job duties that are largely predictable and not likely to change over a long period of time.
- ___ **Structure:** Have clearly defined tasks; produce a tangible product.
- ___ **Supervision:** Have a job in which I am directly responsible for the work done by others.
- ___ **Time Freedom:** Have work responsibilities which I can work at according to my own time schedule; no specific working hours required.
- ___ **Work Life Balance:** Work that allows a balance between time and energy spent on work/career and on personal commitments such as family, health, leisure, etc.
- ___ **Work Alone:** Do projects by myself, without any significant amount of contact with others.
- ___ **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.
- ___ **Work with Others:** Have close working relationships with a group; work as a team toward common goals.

Gather up all cards you rated #4. Remove cards rated 1-3 and set them aside. Using the #4 cards, arrange them in priority order from more important to less important. Once you've arranged them, list the top 9 below. If you can think of any other work values that are not included in the list above which are especially important to you, add them to the list.



My top work values (most important to less important)
1.
2.
3.
4.
5.
6.
7.

Of your most important paid work values:

1. Which of these do you find in your current position? What about your life outside work (hobbies, volunteer work, etc.)? What does this tell you?

2. Which of your top values are essential to you? Which values would you be willing to trade-off?

3. Do you see any conflicts in your choices?

4. Can you identify any role models whose work expresses values that are important to you?

5. What activities (work, hobbies, volunteer, etc.) might allow you to express some of these work values?

6. What action steps could you take to express your values more fully?