

## Values Inventory

We all have a core set of values – the beliefs and ideas that are most important to us. Values are essential to personal happiness and satisfaction. **Therefore, taking your values into account when you are considering a career change is an important factor in determining whether or not you will be happy with your transition.**

Below is a list of values. Read each value and decide if it is always important to you, sort of important, or not important to you. Place an “X” in the appropriate box. Base your response on your first, gut-level reaction.

Values Inventory	Rate Importance		
	Always Important	Sort of Important	Not Important
1. The <b>core values</b> that are important in my life are:			
<b>Achievement:</b> Being able to meet my goals.	___	___	___
<b>Balance:</b> Time for family, work and play.	___	___	___
<b>Independence:</b> Control of my own destiny.	___	___	___
<b>Influence:</b> Able to have an impact on others.	___	___	___
<b>Integrity:</b> Stand up for my beliefs.	___	___	___
<b>Honesty:</b> Telling the truth and knowing that others are truthful.	___	___	___
<b>Power:</b> Control over others.	___	___	___
<b>Respect:</b> Care and trust of self and others.	___	___	___
<b>Spirituality</b>	___	___	___
<b>Status:</b> Being seen as powerful and important.	___	___	___

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2. I value <b>work environments</b> that are:			
<b>Fast Paced:</b> Work where many things happen at once.	___	___	___
<b>Flexible:</b> Work that is not set to a specific schedule.	___	___	___
<b>Intellectually Challenging:</b> Work that uses my brain.	___	___	___
<b>Nearby:</b> Work that is easy to commute to.	___	___	___
<b>Predictable:</b> Work where I know what will happen each day.	___	___	___
<b>Quiet:</b> Work where there are few disruptions during the day.	___	___	___
<b>Relaxed:</b> Work with little pressure to get things done.	___	___	___
<b>Structured:</b> Work that is organized and time specific.	___	___	___
<b>Open Scheduled:</b> Work where you set your own schedule and plan what to do each day.	___	___	___

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3. I value <b>work interactions</b> with people who support:			
<b>Competition:</b> Work where I compete with others.	___	___	___
<b>Friendship:</b> Work where I socialize with my co-workers.	___	___	___
<b>Leadership:</b> Work where good leaders run the organization.	___	___	___
<b>Management:</b> Work where there is strong management.	___	___	___
<b>Open Communication:</b> Work where information is shared with employees.	___	___	___
<b>Recognition:</b> Work where I am appreciated and acknowledged by management.	___	___	___
<b>Support:</b> Work where I am supported and can support others.	___	___	___
<b>Teamwork:</b> Work where working together is important.	___	___	___
<b>Trust:</b> Work where we can count on each other.	___	___	___

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4. I value <b>work activities</b> that are:			
<b>Analytical:</b> Work that requires interpretation of data and information.	_____	_____	_____
<b>Challenging:</b> Work that is mentally or physically challenging.	_____	_____	_____
<b>Creative:</b> Work that uses imagination and creative talents to produce results.	_____	_____	_____
<b>Helping:</b> Work that helps other people.	_____	_____	_____
<b>Leading Edge:</b> Work on new and innovative products or projects.	_____	_____	_____
<b>Physical:</b> Work that has a lot of physical activity.	_____	_____	_____
<b>Public Contact:</b> Work that has daily interaction with the public.	_____	_____	_____
<b>Research:</b> Work that searches for new information.	_____	_____	_____
<b>Risk Taking:</b> Work that may be dangerous or involve risk.	_____	_____	_____
<b>Variety:</b> Work where multiple tasks are done each day.	_____	_____	_____

List all the values you rated as "Always Important:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Now pick five values from the list above that you consider the most important. Prioritize them in the order of most important ( 1)to least important (5).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

When you search for a job, think about how closely it matches the values you listed above. It is unlikely that you will find a job that matches all your values. Do not be disappointed, most of us have made compromises when choosing a job. But being aware of your values and reflecting upon which ones are most important will help you find a job that is a good fit for you. Your job satisfaction will depend on how well you manage to incorporate your most important values into your new employment.