

Values are the things that are most important to us in our lives and careers. Our values are formed in a variety of ways through our life experiences, our feelings and our families. In the context of Career Planning, values generally refer to the things we value in a career. For example, some people value job security, money, structure and a regular schedule. Others value flexibility, excitement, independence and variety.

Values are things we feel very strongly about. For example, most of us will say that having enough money to live comfortably is important to us, but many are willing to work for less because what they value most is not money, it's something else such as working for a specific cause, helping people or having free time. Being aware of what we value in our lives is important because a career choice that is in-line with our core beliefs and values is more likely to be a lasting and positive choice. To help gain awareness of your work values, complete the following checklist.

Directions

In the following checklist consider each work value carefully and indicate whether it is Very Important (1), Somewhat Important (2), or Not Important (3) to you.

It's important to me to:	Value	Importance		
		1	2	3
experience change and enjoy a variety of tasks	Variety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
have little chance of job loss or loss of income	Security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
have defined responsibilities and a hierarchy in the workplace	Structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
have a high income	Money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
keep a routine without too many surprises	Stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
be given opportunities to travel and see new places	Travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
work with a diverse group of people and share ideas	Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
make my own hours and have little direct supervision	Independence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
take part in higher education and ongoing training and upgrading	Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
experience adventure, changes and challenges	Excitement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
take on responsibility and help a group reach collective goals	Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
have time and energy to spend with family and close friends	Family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
spend time on hobbies and interests outside of work	Leisure Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
work in an occupation that fits with my religious beliefs	Religious Beliefs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
be recognized and respected for the work I do	Prestige	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

work outside, close to nature	Working Outside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
work in comfortable surroundings, inside	Working Indoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
have my own tools and working space	Personal Space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
meet a variety of people and work with and/or for others	People	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
work with facts and abstract concepts	Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
work with concrete items	Things	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
make a difference in people's lives individually	Helping Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
make the world a better place on a grand scale	Community Impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
have little chance of on-the-job injury or danger	Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
have positive and friendly relationships with colleagues	Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
learn and develop a variety of skills in my work	Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
use my artistic talents in the work I do	Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
be in charge	Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
work in a casual and relaxed atmosphere	Informality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
become completely wrapped up in the work that I'm doing	Passion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Type out the values that are most important to you (every number 1 that you selected) and then, if you wish, print out the page for future reference:

My Work Values

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____
7. _____ 8. _____ 9. _____

Job Related Skills

When identifying your job related skills, special emphasis must be given on how you handled data, people, things, and ideas.

Data: This includes any type of factual information. Numbers of any sort (percentages, volume, area, frequency, measurements, lengths of time, monetary value, etc.). Data also includes: specifications, codes, surveys, drawing interpretations or any other type of research or data based information.

People: There are two questions to ask when evaluating your people skills.

- With what type of people were you involved (supervisors, customers, vendors, etc.)
- What do you do with, for, or to each of them?

Things: Every occupation uses some type of tool, machine, or piece of equipment. No tool or piece of equipment should go overlooked. Remember, people are paid to answer the phone, drive nails and dig up dirt with shovels.

Ideas: This is the most overlooked part of peoples' evaluation of their own work and educational experience. It's also one that might be the most valuable. Ask yourself if you've ever come up with a good idea to make the job easier, more profitable, safer, etc.

Now take a few minutes and make a list of the job specific skills that you have used in your various jobs. Keep this list in your career portfolio and add to it as you learn and use new skills. Be prepared to give an example.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Transferable Skills

Transferable skills may be used in many occupations, regardless of the type of work. They are a soft skill that you can transfer from one type of work to another without much training from the employer. We've made it easy on you. Just pick the skills that apply from the list below. (Be aware of one thing - you may be asked when you have used a particular skill, so don't pick one that you can't back up.)

Look at the following list of transferable skills and choose those that apply to you.

act/perform	copy information	gather information
adapt to situations	correspond w/others	gather materials
advise people	create	generate
analyze data	delegate	guide/lead
anticipate problems	deliver	handle complaints
appraise service	demonstrate	handle equipment
arrange functions	design	handle money
assess situations	detect	illustrate
audit records	determine	imagine solutions
bargain/barter	develop	implement
be cost conscious	direct others	improve
be responsible for	dispense information	improvise
budget money	distribute	inform people
build	do precision work	initiate actions
buy products/services	do public relations work	inspect products
calculate numbers	draft	install
chart information	drive	instruct
check for accuracy	edit	interpret data
classify information	encourage	interview people
collect money	endure long hours	invent
communicate	enforce	inventory
compute data	estimate	learn
conceptualize	evaluate	learn quickly
conduct	examine	liaise
construct buildings	exhibit	lift (moderate)
consult w/others	expand	listen
contact others	expedite	locate information
contact w/others	explain	log information
control costs	explore	make/create
control people	file records	make decisions
control situations	find information	make policy
converse w/others	fix/repair	manage a business
coordinate activities	follow directions	manage people
cope w/deadlines	follow through	measure boundaries
mediate problems	recruit people	supply
meet the public	rectify	support
memorize information	reduce costs	survey
mentor others	refer people	synthesize

monitor progress	rehabilitate people	tabulate
motivate others	remember information	take instructions
move materials	remove	tend equipment
negotiate	repair	test
nurse	replace	think ahead
nurture	report information	think logically
observe	research	tolerate interruptions
obtain	resolve problems	track
operate equipment	restore	train/teach
order goods/supplies	retrieve information	transcribe
organize data	review	transfer
organize people	run meetings	translate
organize tasks	schedule	travel
own/operate business	seek out	treat
paint	select	troubleshoot
perceive needs	sell	tutor
perform routine work	separate	type
persuade others	sequence	understand
plan	service customers	unite people
plant	service equipment	update information
prepare materials	set goals/objectives	hand/eye coordination
print	set up equipment	use words correctly
process information	set up systems	verify
process materials	sew	visit
produce	shape	visualize
program	signal	volunteer
promote	size up situations	weigh
protect property	sketch	work quickly
provide maintenance	socialize	write procedures
question others	solve problems	write promo material
raise money	sort	write proposals
read reference books	speak in public	write reports
recommend	study	write technical work
record data	supervise	

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____
7. _____ 8. _____ 9. _____

Self-Management Skills

These are also soft skills. They tell the employer whether or not your personality fits the personality of the company, the bosses, and the co-workers. Many employers would rather hire an inexperienced worker with good self-management skills than an experienced worker who might cause problems. We've made it easy on you. Just pick the skills that apply from the list below. (Be aware of one thing - you may be asked when you have used a particular skill, so don't pick one that you can't back up.)

academic	active	accurate
adaptable	adventurous	affectionate
aggressive	alert	ambitious
artistic	assertive	attractive
bold	broad-minded	businesslike
calm	careful	cautious
charming	cheerful	clear-thinking
clever	competent	competitive
confident	conscientious	conservative
considerate	cool	cooperative
courageous	creative	curious
daring	deliberate	democratic
dependable	determined	dignified
discreet	dominant	eager
easygoing	efficient	emotional
energetic	enterprising	enthusiastic
fair-minded	farsighted	firm
flexible	forceful	formal
frank	friendly	generous
gentle	good-natured	healthy
helpful	honest	humorous
idealistic	imaginative	independent
ingenious	industrious	informal
inventive	intellectual	intelligent
lighthearted	kind	leisurely
loyal	likable	logical
meticulous	mature	methodical
modest	mild	moderate
open-minded	natural	obliging
organized	opportunistic	optimistic
painstaking	original	outgoing
persevering	patient	poised
polite	practical	precise
progressive	pressure resistant	punctual
productive	rational	realistic
reliable	resourceful	responsible
self-confident	sensible	sensitive
serious	sharp-witted	sincere

sociable	spontaneous	spunky
stable	steady	strong
strong-minded	sympathetic	tactful
teachable	tenacious	thorough
thoughtful	tolerant	tough
trusting	trustworthy	unaffected
unassuming	understanding	unexcitable
uninhibited	verbal	versatile
warm	wholesome	wise
witty	zany	

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

7. _____ 8. _____ 9. _____