

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. _____