



Values Checklist

Whether we realize it or not, often our career choice is based on values - the beliefs, attitudes and judgments we prize. Use this checklist to carefully consider what is most important to you in making your career choice.

Personal Values: These are the intangible rewards, those related to motivation and satisfaction at work on a daily basis. They provide the inner satisfaction and motivation that make people say, "I love getting up and going to work!"

How important (on a scale of one to five; five being most important) are these intrinsic values to you?

1. _____ Variety and change at work
2. _____ Be an expert
3. _____ Work on the frontiers of knowledge
4. _____ Help others
5. _____ Help society
6. _____ Experience adventure/excitement
7. _____ Take risks/have physical challenges
8. _____ Feel respected for your work
9. _____ Compete with others
10. _____ Have lots of public contact
11. _____ Influence others
12. _____ Engage in precision work
13. _____ Gain a sense of achievement
14. _____ Opportunities to express your creativity
15. _____ Work for a good cause

Work Values: These are the tangible rewards or conditions you find at work, including the physical setting, job titles, benefits and earnings/earning potential. Extrinsic values can trap people into staying at jobs they don't like, saying: "I just can't give up that paycheck!"

How important (on a scale of one to five; five being most important) are work conditions to you?

1. _____ Have control/power/authority
2. _____ Travel often
3. _____ Be rewarded monetarily
4. _____ Be an entrepreneur
5. _____ Work as a team
6. _____ Work in a fast-paced environment



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7. _____ Have regular work hours
8. _____ Set your own hours/have flexibility
9. _____ Be wealthy
10. _____ Have prestige or social status
11. _____ Have intellectual status
12. _____ Have recognition through awards/honors/bonuses
13. _____ Wear a uniform
14. _____ Work in an aesthetically pleasing environment
15. _____ Work on the edge, in a high-risk environment

Lifestyle Values: These are the personal values associated with how and where you want to live, how you choose to spend your leisure time and how you feel about money.

How important (on a scale of one to five; five being most important) are these lifestyle values to you?

1. _____ Spend time with family
2. _____ Save money
3. _____ Own a nice home
4. _____ Have a low commute time
5. _____ Be active in your community
6. _____ Have fun in your life
7. _____ Be involved in politics
8. _____ Live simply
9. _____ Vacation at exotic locations
10. _____ Live in a big city
11. _____ Live close to sports/recreational facilities
12. _____ Have time for spirituality/personal growth
13. _____ Have access to educational/cultural opportunities
14. _____ Live in a country setting
15. _____ Entertain at home

Once you have completed all three checklists, write down all the values you rated as 5s. If you have less than five, add the values you rated as 4s to the list. If your list of 4s and 5s has more than 20 values, you need to stop and prioritize your list.

To prioritize, select no more than four or five values from each category.

Next, analyze which of the three categories is most important to you. Consider how each is reflected in the work you currently do or in the position you would like to find.



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Look for overlap or values that seem to go together, such as "be wealthy" from Extrinsic Values and "save money" from Lifestyle Values. If there is no overlap or compatibility between categories, or if everything is important to you, then reprioritize your list by selecting your top 10 values. Then narrow that list down to the five values you absolutely need both on and off the job.

Finally, write two or three sentences describing or summarizing how your values will translate into your ideal job. Knowing what's important will help you prepare for your next interview or help you find increased satisfaction with the job you have.

As you follow the process, if you notice that what motivates you is actually a reward or already part of your lifestyle, it means you're living your values.