



# Work Values Inventory

## Major & Career Exploration

What are you looking for in a job? What is important to you personally and can you find it through the work that you do?

Job satisfaction is determined more by how your values align with a work environment than by any other factor; therefore, it is important to take the time to analyze the following list of common workplace values to clarify where your priorities lie. Rate the degree of importance that you place on each of the following workplace values using this scale:

4 = **Extremely important** | My job must have this feature in order to ensure satisfaction.

3 = **Important** | I'd like to have a job with this feature, but I can live without it if necessary.

2 = **Not important** | Having this feature would be a nice bonus, but I don't need it.

1 = **Not necessary** | This feature won't impact my job satisfaction in any way.

\_\_\_\_\_ **Advancement** – Clear advancement tracks within the organization or ample opportunities for promotion.

\_\_\_\_\_ **Autonomy** – The ability to do things on your own, at your own pace, and in line with your own standards.

\_\_\_\_\_ **Balance** – The ability to avoid conflicts between family considerations, career objectives, and individual goals.

\_\_\_\_\_ **Benefits** – Access to the use of health insurance, a retirement plan, stock options, fitness club memberships, etc.

\_\_\_\_\_ **Challenge** – The opportunity to overcome difficult obstacles and solve difficult problems.

\_\_\_\_\_ **Commute** – The amount of time you are willing to spend traveling to and from your place of employment.

\_\_\_\_\_ **Company Loyalty** – Receiving awards for your dependability and long-term contributions.

\_\_\_\_\_ **Competition** – Having a high degree of competition with the organization you work for or between rival organizations.

\_\_\_\_\_ **Creativity** – The ability to make something that has not previously existed; being able to identify new approaches to doing something.

\_\_\_\_\_ **Decision Making** – Having power to decide course of action.

\_\_\_\_\_ **Excitement** – Working in an environment that takes you beyond standard comfort levels.

\_\_\_\_\_ **Expertise** – Possessing specific abilities or knowledge not common to other employees.

\_\_\_\_\_ **Family** – Having the flexibility for family life within the framework of the work environment (for example, hours and vacation time amenable to having a family).

\_\_\_\_\_ **Flexibility** – The ability to adjust schedules, routines, and procedures without seeking approval.

\_\_\_\_\_ **Honesty** – Working in an environment where there is an expectation of truth.

\_\_\_\_\_ **Hours** – Having set hours with little requirement for overtime.

\_\_\_\_\_ **Independence** – Being able to perform daily functions unsupervised.

\_\_\_\_\_ **Innovation** – Having the ability to use cutting edge or pioneering technologies or techniques.

\_\_\_\_\_ **Intellectual Stimulation** – Work which provides opportunity for independent thinking and for learning how and why things work.

\_\_\_\_\_ **Interpersonal Contact** – Having frequent day-to-day contact with the public, co-workers, or others.

\_\_\_\_\_ **Leadership** – Having the opportunity and capacity to guide and shepherd others.

\_\_\_\_\_ **Leisure** – Having the ability to allocate personal time for such things as relationships and hobbies.

- \_\_\_\_\_ **Order** – Having structure and clear lines of communication within an organization.
- \_\_\_\_\_ **Organizational Ethics** – Working for an employer who values integrity and honesty.
- \_\_\_\_\_ **Parking Availability** – The ability to drive to work and to park there without significant hassle or expense.
- \_\_\_\_\_ **Peace** – Being in an environment that offers tranquility, comfort, and where you can avoid pressure.
- \_\_\_\_\_ **Personal Growth** – Having opportunities for self-exploration at work that contribute to other areas of your life.
- \_\_\_\_\_ **Physical Challenge** – Conquering challenges through the use of physical capacity.
- \_\_\_\_\_ **Power** – Having opportunities for influence within your profession, field, or organization.
- \_\_\_\_\_ **Precision** – Work that requires attention to detail and has low lenience for error.
- \_\_\_\_\_ **Pressure** – Having constant deadlines, time demands, and challenges.
- \_\_\_\_\_ **Prestige** – Being viewed by others with honor; being acknowledged as an “expert” in your field.
- \_\_\_\_\_ **Pride** – Having self-respect and taking personal satisfaction in completed work.
- \_\_\_\_\_ **Professional Growth** – Having opportunities for on-going learning and development within your specific profession.
- \_\_\_\_\_ **Public Transportation** – Having access to timely, efficient, and affordable community-funded transportation.
- \_\_\_\_\_ **Recognition** – Receiving visible and public notice for achievements, work tasks, academic honors, community service, etc.
- \_\_\_\_\_ **Respect** – Having a sense of value and worth to the organization.
- \_\_\_\_\_ **Risk** – Having the willingness to forego security to achieve a desired goal.
- \_\_\_\_\_ **Routine** – Work that provides an environment with predictable work projects and tasks.
- \_\_\_\_\_ **Safety** – Having a workplace and surrounding neighborhood free from violence and crime.
- \_\_\_\_\_ **Salary** – Work which pays well, offers periodic raises, and enables a comfortable standard of living.
- \_\_\_\_\_ **Security** – Being assured of job stability, salary, and/or benefits.
- \_\_\_\_\_ **Service** – Contributing to the well-being of others.
- \_\_\_\_\_ **Social Atmosphere** – Forming friendships and warm working relationships within the organization.
- \_\_\_\_\_ **Social Contribution** – Positively influencing others and society as a whole through your work.
- \_\_\_\_\_ **Stability** – Working in an unchanging, predictable career field.
- \_\_\_\_\_ **Status** – Achieving a level of prestige, respect, admiration, or glamour as a result of your work.
- \_\_\_\_\_ **Team Environment** – Relying on teamwork and group efforts to achieve results.
- \_\_\_\_\_ **Travel** – Having the opportunity to go to different geographic locations to accomplish your job.
- \_\_\_\_\_ **Variety** – Work which provides an opportunity to do different types of tasks, and being free from routine.
- \_\_\_\_\_ **Visual Results** – Creating or building things; producing tangible results.



Now that you've examined a number of values and rated them according to their importance, it is time to narrow down those values that are most important to you. Go back through the list on pages 1 and 2 and star those you would consider to be your top 10 most important values.

For the final step of this exercise, narrow your list of 10 values to your 5 highest priority values – think of these core values as those that you absolutely would not be able to work without. List them below in the space provided in order with 1 being your highest priority value:

- 1.
- 2.
- 3.
- 4.
- 5.

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Congratulations! You now have a list of your core workplace values that represent who you are and what you find most important about work. These core values will very likely determine your level of satisfaction in your chosen career field.

As you look to the future and consider how you might use this information when choosing a major or career path, use the following questions to guide your reflection and record your responses below:

***What event or experience helped you to understand that these values were important to you? Consider reflecting on the events or experiences that led to your selecting each of your core values.***

***How well do your core values complement the major or job titles you are considering pursuing? Will the work that is a part of this major (or the work that is a part of this job) allow you to express those things that are most important to you?***

***Expand on the ways in which your values and your intended major and career path match well with your core values.***

***What might be missing from the major or job you are considering? In other words, will this major or job NOT allow you to express one of your core values?***