**CHAPTER THREE**

**WORK VALUES**

A major part of the Career Search Process is taking time to learn who you are. There are no easy shortcuts. You need to invest some time in learning about yourself. It would be easy to skip this activity, but that would undermine the effectiveness of your career search.

Right now you should sit back, relax, and think about yourself -- your past experiences, education and activities, and define your skills, interests and values to focus on how you wish to sell them. Take inventory of yourself: you need to know clearly what kind of person you are.

Self-assessment is not a one-time activity; it is something you do throughout your career. The more aware you are of yourself, the easier the task will become of "selling" yourself to a prospective employer. You will also be more likely to find the type of position you are seeking, to match your talents.

Your value system is unique, and it specifically relates to your career search. Family members, teachers, and friends began influencing your value system at an early age. Values play a large role in your happiness as an employee in a company, organization, non-profit entity or as an entrepreneur.

**WORK VALUES**

People work for a variety of reasons. What is important to you? Why do you work where you do? You must be aware of your personal value system and how it correlates to the organization's philosophy. Job dissatisfaction results when one's value system is in conflict with the organizational philosophy.

Your work values are a part of you. You develop these values as you grow and mature. You must be aware of values that are stressed by employers when you are interviewing for positions, and how your personal values may correlate to those of the organization.

If you are now satisfied with your present position, chances are that your personal work values are similar to those of your employer. If you are anxious to change jobs, your dissatisfaction may indicate a conflict with your employer's value system. Conflicts create anxiety and can detract from your effectiveness on the job.

**WORK VALUES ACTIVITY**

(From Howard E. Figler, PATH, A Career Workbook for Liberal Arts Students, (2nd ed. Cranston, RI, Carroll Press,

1979, p. 45-46.)

The following list describes a variety of values that provide job satisfaction. Identify four (4) positive values which you feel make you happy and giving you good feelings to think about these, by checking them in the first column. Next, identify four (4) negative values which create a unhappy or stressful feeling in you by checking them in the second column.

**WORK VALUES LIST**

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\_\_\_ \_\_\_ **HELP SOCIETY** - do something to contribute to the improvement of the world I live in.

\_\_\_ \_\_\_ **HELP OTHERS** - provide service to other people individually or in small groups.

\_\_\_ \_\_\_ **PUBLIC CONTACT** - visibly work with people on a daily basis.

\_\_\_ \_\_\_ **AFFILIATION** - be recognized as a member of a particular organization or department.

\_\_\_ \_\_\_ **FRIENDSHIPS** - develop close personal relationships with colleagues from work.

\_\_\_ \_\_\_ **COMPETITION** - engage in activities where there are win/loss outcomes.

\_\_\_ \_\_\_ **MAKE DECISIONS** - have the power to decide courses of actions or policies.

\_\_\_ \_\_\_ **WORK UNDER PRESSURE** - work in situations where time pressure is prevalent or

 the quality of work is constantly being judged.

\_\_\_ \_\_\_ **POWER AND AUTHORITY** - control work activities of self and others.

\_\_\_ \_\_\_ **INFLUENCE PEOPLE** - change attitudes or opinions of other people.

\_\_\_ \_\_\_ **WORK INDEPENDENTLY** - do projects alone without other people.

\_\_\_ \_\_\_ **KNOWLEDGE** - strive to constantly learn about information, truth and understanding.

\_\_\_ \_\_\_ **INTELLECTUAL STATUS** - be regarded as an "expert" in the field.

\_\_\_ \_\_\_ **GENERAL CREATIVITY** - create new ideas, programs or organizational structures.

\_\_\_ \_\_\_ **ARTISTIC CREATIVITY** - develop new art in a fine arts field such as music,

 photography, painting or sketching.

\_\_\_ \_\_\_ **AESTHETICS** - appreciate the beauty of the environment around you.

\_\_\_ \_\_\_ **SUPERVISION** - be directly responsible for work done by others.

\_\_\_ \_\_\_ **CHANGE AND VARIETY** - work responsibilities frequently change in content and

 setting; unstructured work environment.

\_\_\_ \_\_\_ **PRECISION WORK** - work in situations requiring exact measurements to be attained

 with machinery or tools.

\_\_ \_\_\_ **STABILITY** - work environment involving routine activities; guaranteed work hours.

**WORK VALUES** (continued)

\_\_\_ \_\_\_ **SECURITY** - assurance of keeping my job within reasonable payment for services.

\_\_\_ \_\_\_ **FAST PACE** - environment where the work must be done quickly at a high pace

 of activity.

\_\_\_ \_\_\_ **RECOGNITION** - people are aware of my accomplishments.

\_\_\_ \_\_\_ **EXCITEMENT** - experience high degree of stimulation in my work.

\_\_\_ \_\_\_ **ADVENTURE** - work duties require physical or mental risk-taking.

\_\_\_ \_\_\_ **PROFIT / GAIN** - likely to accumulate large amounts of money or other material gain.

\_\_\_ \_\_\_ **INDEPENDENCE** - able to determine the nature of work without significant direction

 from others.

\_\_\_ \_\_\_ **MORAL FULFILLMENT** - my work is contributing to a set of moral standards which

 I feel are important.

 \_\_\_ \_\_\_**LOCATION** - life in a town, city, or other geographical area conducive to my

 lifestyle which allows me to do the things I enjoy most.

\_\_\_ \_\_\_ **COMMUNITY** - live in a town/city/region where I can get involved in local

 programs and issues.

\_\_\_ \_\_\_ **PHYSICAL CHALLENGE** - a job that requires physical exertion.

\_\_\_ \_\_\_ **TIME FREEDOM** - responsibilities I can carry out according to my own time schedule.

\_\_\_ \_\_\_ **HONESTY** - being frank and genuinely yourself with everyone.

\_\_\_ \_\_\_ **TRAVEL** - involved with frequent out-of-town travel.

\_\_\_ \_\_\_ **COMMUTE** - place of employment is near my home (less than 1/2 hour commute).

\_\_\_ \_\_\_ **EARLY RETIREMENT** - able to stop working before age 65, with a good pension.

\_\_\_ \_\_\_ **ADVANCEMENT** - work offers many opportunities for continued education and

 professional training.

\_\_\_ \_\_\_ **WORK ENVIRONMENT** - pleasant, comfortable, quiet.

\_\_\_ \_\_\_ **TRUSTWORTHINESS** - ability to be honest, straightforward and caring.

\_\_\_ \_\_\_ **RELIGIOUS FAITH** - having a religious belief.

\_\_\_ \_\_\_ **LOYALTY** - maintaining allegiance to a person, group or institution.

\_\_\_ \_\_\_ **JUSTICE** - treating others fairly or impartially, conforming to truth, fact, reason.

\_\_\_ \_\_\_ **EMOTIONAL WELL-BEING** - peace of mind, inner security, ability to recognize and

 handle inner conflicts.

From Howard E. Figler, PATH, A Career Workbook for Liberal Arts Students, (2nd ed. Cranston, RI, Carroll Press,

1979, p. 45-46.

1. List the values that you selected to be very positive in your career. Please also indicate

 the reason that you selected them.

 **POSITIVE VALUES Reason**

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B. List the four values that you selected that are a negative factor in your working style.

 Comment as to why these are detrimental to you.

 **NEGATIVE VALUES Reason**

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