

Defining Your Values

What gives you a sense of purpose or meaning? What would you value in a career or job? Understanding our own work values helps us work out what is important to us personally in our career. The following exercise will help you to better understand your values. **Record each value below in one of the boxes on the Summary sheet, depending on how important it is to you.**

Helping others	Detail	Precision
Public Contact	Physical	Initiating
Adventurous	Variety	Innovation
Challenge	Creative expression	Risk-Taking
Decision-making	Analytical	Research
Expressing new ideas	Problem-solving	Support
Representing Others	Organising	Competition
Independence	Management	Leadership
Trust	Loyalty	Co-operation
Friendships at work	Harmony	Fun
Diversity	Caring	Teamwork
Open Communication	Recognition	Autonomy
Giving to community	Honesty	Spirituality
Responsibility	Commitment	Achievement
Equality	Respect of others	Balance
Environmental Awareness	Belonging	Status
Contributing to society	Integrity	Influencing others
Security	Relaxed	Learning
Personal safety	Structured	Fast-paced
Perks / Bonuses	Flexibility	Time freedom
Sense of community	Predictable/ stable	Quiet/ tranquil
Moral fulfillment	Pleasant Surroundings	Excitement
Comfortable income	Work mostly alone	Promotion
Continual Improvement	High income	Location

Summary of Work-Related Values (with your "ideal job" in mind)

Never important in my work

Sometimes important in my work

Often important in my work

Always important in my work

Work Values Worksheet

The following represents my highest values and what they mean to me. These are taken from the "Always Important" box on the Work Values Summary. In each case, record what each value means to you. How do you define it?

1.....
2.....
3.....
4.....
5.....
6.....
7.....

This information becomes valuable when exploring work options that you are interested in, and can be used in conjunction with a job description. When your top values and meanings for those values are placed side by side next to a job description, the question to ask yourself is: "Will the requirements and content of this job align with my work-related values?" A high level of alignment is likely to provide high level of job satisfaction.