

ASSESSING YOUR CAREER VALUES



Eddins Counseling Group

ADULT, CHILD, COUPLE & FAMILY COUNSELING

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Assessing Your Career Values

We're doing to take a deeper dive into clarifying your values.

Values are the core principles which give meaning to our lives. When our values are aligned with our work activities and surroundings, we are more satisfied.

Whether you're exploring new career options or developing within your current work, your values can help you make choices that will both satisfy you and motivate you.

As a general guide, when evaluating your career options or making career decisions, use your values to seek opportunities that:

- Satisfy your “must have” career values (very important).
- Have the potential to meet all or some of your “like to have” career values AND
- Minimize the presence of your “avoid” career values.

In other words, when seeking career satisfaction, it's not enough to only get what you want, you need to avoid what you don't want as well!

Identify Your Values:

This following quiz is designed to help you identify your values.

We have a greater chance of being satisfied and effective in our work when we can identify our own unique pattern of values and understand how they may or may not match those of the organization with which we work.

Following is a series of values that could be important in your career, organized into four categories:

Work Environment, Work Relationship, Intrinsic Values and Work Content.

Move quickly through and prioritize the values in each section by ranking them from not important to very important.

Try not to think too much on each question, go with your gut response.



Work Environment Values*

What **working conditions** provide an optimum environment in which I can do my best work?

Put an x in the box which represents the importance of each value to you.

1 - Not Important 2 3 4 - Very Important				
	1	2	3	4
Advancement - Be able to get ahead rapidly, gaining opportunities for growth and seniority from work well done.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authority & Control - Have the power to decide courses of action, policies, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Autonomy & Independence - Be able to determine the nature of my work without significant direction of others. Not have to follow instructions or conform to regulations. Item 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fast Paced - Work in circumstances where there is a high pace of activity; work must be done rapidly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High Earnings - Earn enough money for the extras and luxuries I want.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge & Learning - Engage myself in the pursuit of knowledge; have the opportunity to learn new, unique, or difficult tasks or ideas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nature - Spend some time outdoors or work on tasks that have a positive effect on the natural environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pleasure & Excitement - Experience stimulation, novelty or enjoyment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quiet - To work in a minimally stimulating environment with personal space for quiet and privacy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relaxed - To work in a casual and less restrictive environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security - Be assured of keeping my job and reasonable financial reward.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sense of Community - Feel a sense of belonging, that I matter to the group and together we can rely on one other.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stability - Have a work routine and job duties that are largely predictable, with clear expectations that are not likely to change over a long period of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structure & Predictability - Do work with a high level of structure and predictability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Freedom - Have responsibilities at which I can work according to my time schedule; no specific working hours required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work Relationship Values*

What **characteristics of interaction** with others in my workplace are most important to me? Put an x in the box which represents the importance of each value to you.

1 - Not Important 2 3 4 - Very Important				
	1	2	3	4
Competition - Engage in activities which pit my abilities against others. Have competition to motivate me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation & Team Work - Have close working relationships with others. Work as a team towards a goal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diversity - Work in a setting that includes or supports individuals of diverse backgrounds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feedback - Receiving frequent feedback from others about my work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friendships - Develop close personal relationships with people as a result of work activity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fun & Humor - Work in a setting where it is possible (and appropriate) to joke and have fun.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harmony - Avoid pressure and "the rat race" in my job role and work setting. Harmony amongst co-workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Honesty & Trust - Work in a setting where honesty is an asset, in an environment of trust.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Justice - Fairness; adherence to rules, regulations or guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership - Opportunity to direct, guide or create the vision for the organization or group of people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loyalty - Work for an organization that values and displays loyalty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management - Opportunity to oversee and supervise employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognition - Get positive feedback and/or public credit for work well done.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Status - Impress or gain the respect of friends, family and community by the nature and/or level of responsibility of my work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Alone - Do projects by myself, without any significant amount of contact with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Intrinsic Values*

What **motivates me** to truly love my work day after day? Put an x in the box which represents the importance of each value to you.

1 - Not Important 2 3 4 - Very Important				
	1	2	3	4
Achievement & Accomplishment - Doing work that yields results.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balance - A job that allows me adequate time for family, hobbies, social activities and other interests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Belonging & Affiliation - Belong to or be recognized as a member of a particular organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competence - Demonstrate a high degree of proficiency in job skills and knowledge; show above average effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contribution - Do something to contribute to the betterment of the world.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Duty & Obligation - Moral commitment; doing the right thing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family - Ensure that the type of work I do and the hours I work fit with time for family.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Influence people - Be in a position to change attitudes or opinions of others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity - Work in a setting or environment with integrity and ethics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meaning - Feel that my work is contributing to ideals I feel are very important.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Growth - Have work which enables me to grow as a person.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respect - Actions and conduct by others that show esteem, admiration or deference.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility - Have control or a high level of responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service - Give to or be of service to others, organization or community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spirituality - Work in a setting that shares or is supportive of my spiritual beliefs or practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Status - Impress or gain the respect of friends, family and community by the nature and/or level of responsibility of my work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work Content Values*

What makes my **work activities most satisfying and engaging** to me? Put an x in the box which represents the importance of each value to you.

1 - Not Important 2 3 4 - Very Important				
	1	2	3	4
Adventure or Risk Taking - Have job duties which involve frequent risk taking or travel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change & Variety - Have work responsibilities frequently changed in content or setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Challenge - Engage continually with intellectually complex questions and demanding tasks, trouble-shooting and problem solving as a core part of my job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity (General) - Create new ideas, programs, organized structures or anything else not following a format developed by others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decision Making - Have power to decide courses of action, policies, etc. or make decisions regarding the work activities of others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detailed - Deal with tasks that have exact specifications that require careful, accurate attention to detail.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help Others - Be involved in helping people directly, either individually or in small groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leading Edge - Work in research and development or progressive organization, generating information and new ideas in the academic, scientific, or business communities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical - Have a job that requires bodily strength, speed, dexterity, or agility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Contact - Have a lot of day-to-day contact with people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Alone - Do projects by myself, without any significant amount of contact with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Artistic/Creative Expression - Be able to express in writing and in person my ideas concerning my job and how I might improve it; have opportunities for experimentation and innovation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beauty / Aesthetics - Be involved in studying or appreciating the beauty of things or ideas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Discipline - Work that values having control over one's self in a focused way.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Your Values Profile:

Review all the values you've marked on the previous pages. Choose your overall top ten values. In priority, write your top ten values in the spaces provided below. Describe each value in your own words, developing a description which has meaning for you.

Example:

1. Flexible Opportunity to structure my own work hours.
2. Recognition Acknowledged by others for my own work and contribution.

My Top 10 Values:

Value	Specific Meaning to Me
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10.	_____

Summary:

1. Which of the four value areas was the strongest in your top ten? (i.e., environment, relationships, intrinsic values, or content?)
2. What insight does this give you about what is most important to you in your work?
3. In your current work, which of your top ten values are being satisfied?
4. Are there any areas in which you could improve your level of satisfaction?

Next week we will look at putting all the pieces of your self-assessment puzzle together so you can begin to evaluate your career opportunities.



STEP 1: IDENTIFY YOUR 10 MOST IMPORTANT VALUES

Select your **10 most important values** from all the categories combined based on the list you ranked or print out your results page and highlight your top 10. Write a few words or a phrase about what each of the top values mean to you to clarify them further. As you write your definitions, consider the following questions:

1. Is this value crucial to my job satisfaction? Write C for critical or NC next to each value word).
2. Is this value present in my current work situation? (Write P for present or NP for not present next to each value word).
3. Indicate the value area next to each: **E = environment** (working conditions), **IV = intrinsic values** (motivation), **C = content** (work activities), **R = relationship** (characteristics of interaction with others). Notice which **value area** was the strongest in your top 10 list.

Value	C/NC P/NP	Value Area	Specific Meaning to Me
1.			
2.			
3.			
4.			

5.			
6.			
7.			
8.			
9.			
10.			

“The fit between person-organization values has been shown to be a predictor of job satisfaction and organizational turnover.”

– Posner

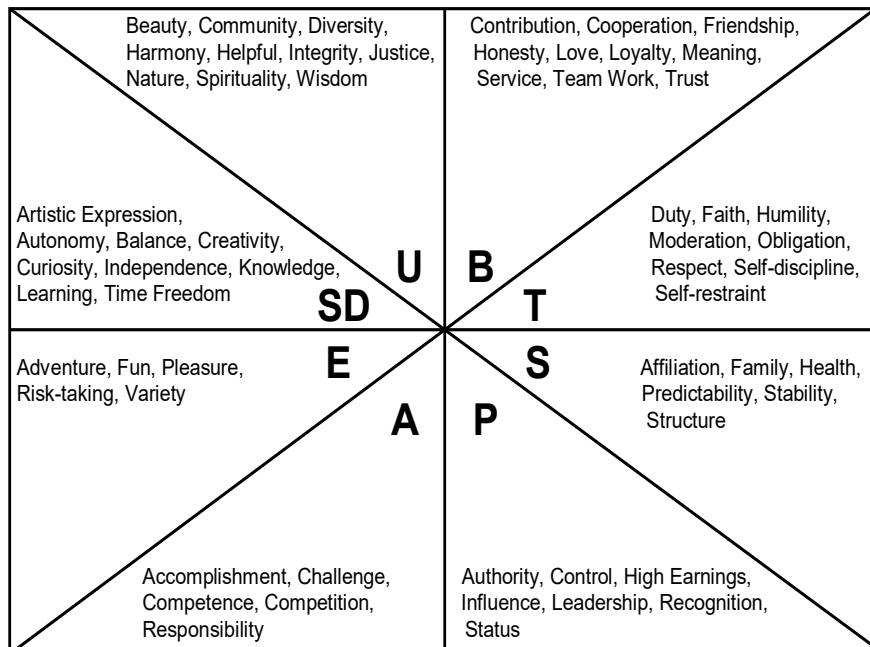
STEP 2: MAPPING YOUR VALUES

In the following ValueSearch Map* (*developed by Terry Karp and Mark Guterman), there are eight value categories defined.

Most people can categorize their specific values as indicated on the map. However, your value definitions may reflect a different category than those shown here. Balance, spirituality and family are examples of values people often move to different categories. Highlight or circle each of your top ten values in the suggested categories only if the category represents your personal definition of the value. If another category feels like a better fit, simply write the value word in that category.

Now see if your top 10 values cluster in one or more categories. If they do not cluster, go back to your values quiz results and select your next 10 most important values. Categorize them on the map.

ValueSearch Map: I





Universality (U): Understanding, appreciation, tolerance and protection for the welfare of *all* people and for nature.

Benevolence (B): Concern for the protection and enhancement of the welfare of people with whom one is in frequent contact.

Tradition (T): Respect, commitment, and acceptance of the customs and ideas that one's culture or religion expects of individuals.

Security (S): Desire for safety, harmony, and stability of society, relationships, and self.

Power (P): Attainment of social status, prestige, influence, authority, or leadership of people and resources.

Achievement (A): Desire for personal success or accomplishment. Need to demonstrate competency in everyday life.

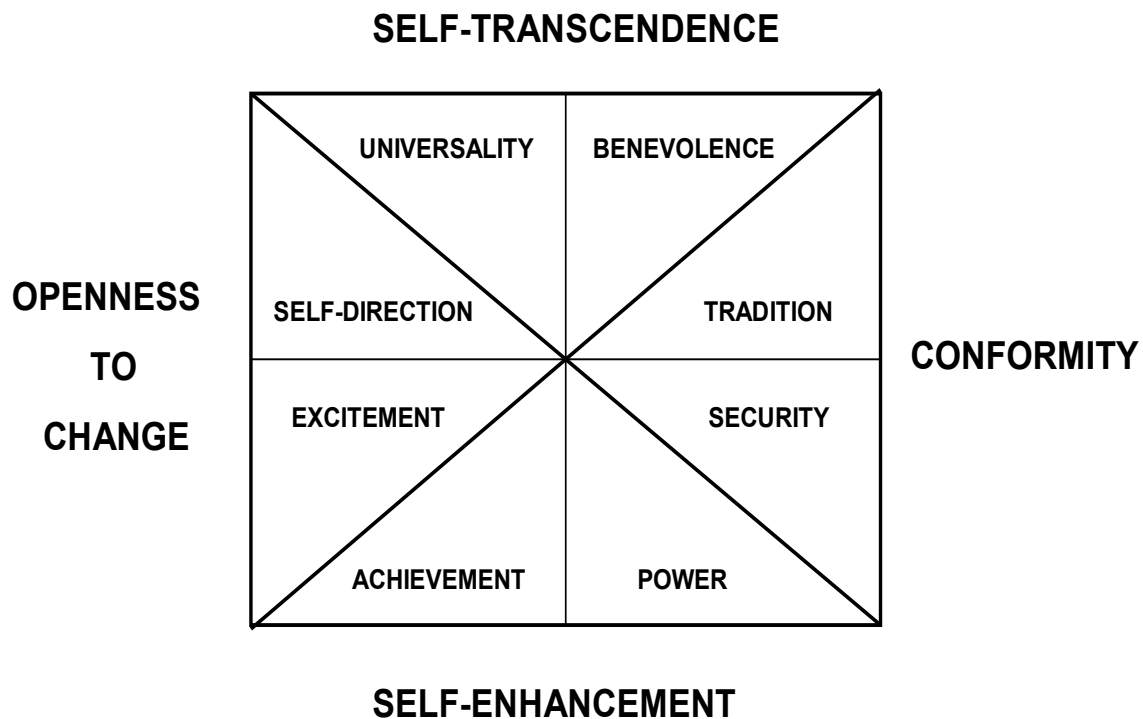
Excitement (E): Seeks pleasure or sensuous gratification. Enjoys unpredictability and variety in life.

Self-Direction (SD): Pursues independent thought or action. Enjoys the ability to choose, create, and explore.

STEP 3: IDENTIFY YOUR VALUE TYPE

Values, as you now realize, strongly influence your behavior, decisions, and actions. This process of defining and mapping your values can help you better understand how your values can influence and motivate your career decisions. A simpler way to understand your values is to see the Map as being comprised of four value types.

ValueSearch Map: II



FOUR VALUE TYPES:

- 1. Self Transcendence:** Combines universality and benevolence values which motivate people to transcend selfish concerns and promote the welfare of others, both close and distant, and of nature.

Possible careers include nonprofit organizations, helping professions, or management positions enabling you to mentor or coach others. Working on a well-functioning project team or for a company or department with a compatible organizational culture may also satisfy these values.

- 2. Conformity:** Combines tradition and security values leading to a desire to preserve the status quo and the predictability this provides in relationships with other people, institutions, and traditions.

If your values cluster in this area, stability might be quite important to you. You may also need to have a clear sense of your job's required tasks and responsibilities.

- 3. Self-Enhancement:** Combines achievement and power values by indicating a desire of individuals to enhance their own personal interests.

If your values fall into this category, you may need to perform a job that is quite challenging or work where you feel as if you are accomplishing something. Also, your career satisfaction may be dependent on the opportunity for increasing levels of responsibility and/or power.

- 4. Openness to Change:** Combines self-direction and excitement values indicating a desire by individuals to follow their own intellectual and emotional interests in unpredictable and uncertain directions.

Many creative people fall within this category, as well as those who value intellectual challenge and stimulation. Flexibility may be an important factor for your career satisfaction. You may find it appealing to have some degree of variety or unpredictability in your life.

STEP 4: CONNECT YOUR VALUES TO WORK AND LIFE

Work may not necessarily fulfill all your top values equally, but that may not mean you need to change jobs or careers. Other areas of life complement your work life, providing opportunities to fulfill your values. Viewing the balance in your life from this larger perspective can be important in evaluating the alignment between your values and your work and life.

1. Review your top 10 values list again.
2. Write down 5 areas of life that are important to you or use the example below. For each of the 5 areas, write the values that are **being met** below the heading.

Work	Friends	Family	Hobbies	Spiritual

Consider the following questions:

1. Which values are vitally important for me to be satisfied in my work?
2. What changes could I make in other areas of my life to satisfy my top values?
3. Are some values being met at the expense of others?
4. Are any of your top values not met in any of the columns? If so, what can be done about it?
5. Have my priorities changed over the last few years? What values have shifted in importance for me recently?

STEP 6: EVALUATE YOUR VALUES AGAINST A CURRENT CAREER DECISION

Review the top 10 values you prioritized as well as your value search type and identify which of them are present in your current job or career decision that you are evaluating. Make a note about how each value supports or conflicts with the career decision you are evaluating.

1. How are your top ten values currently being met in your work?
2. What's missing in your current work environment or career?
3. What does this tell you about the work you may want to do in the future?
4. What type of organization or environment might be a better fit?
5. How would your working conditions change if you incorporated your most important values?



6. How would your job duties change if you incorporated your most important values?

7. What are the implications for current and future decisions?

STEP 7: USING VALUES IN YOUR JOB/CAREER SEARCH

Ask questions related to your career values when interviewing for jobs, or when discussing potential opportunities with others. Be mindful of asking questions in a way that supports your candidacy while obtaining valuable information about the position. For example, if **independent** is a high value of yours rather than saying, "will I be micro-managed?" Or, "will i have to report to someone?" Ask, "can you describe the management style?" "How are decisions typically made?" [See this link for specific examples.](#)

The Occupational Network classifies occupations based on a number of factors including VALUES. [Visit this site to search for occupations based on primary value areas](#) (or search onet online work values). You can also search occupations by interests and skills.

STEP 8: CONSIDER OTHER ASSESSMENT TOOLS

The elements of a satisfying career include alignment with [your most important values](#), fit with [your personality type](#), match with [your career interests](#) and alignment with your skills and strengths. Visit <https://eddinscounseling.com/career-testing/> to find out more about available personality and interest assessment tests.

“Being true to your values can liberate creative energy and make you more capable of finding your way intact through a tough transition.”

- Everett



STEP 9: WORK WITH A CAREER COUNSELOR

At Eddins Counseling Group, we help people find direction in their career when just starting out or going through a career transition. Your career counselor can help you explore all aspects of your life and develop a career goal that fits your unique self. You have resources, skills and strengths within yourself. Your career counselor can help you cultivate those resources and find a meaningful way to utilize them in a career. With guidance, support and a willingness to engage in the process, you can begin your next career step.

We can work with you via phone, videoconference or in person regardless of where you live. [Call our office to find out more or to schedule an initial appointment.](#) We're happy to discuss your specific needs.

For additional information on selecting a good-fit career, consider our free report, ["7 Steps to Making a Career Choice."](#)



VALUES SUMMARY:

Seek opportunities that satisfy or have the potential to meet your top values AND minimize the presence of your least important values.

MY TOP 10 MOST IMPORTANT VALUES

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

My Top 3 Least Important Values:

1. _____

2. _____

3. _____



Primary Values Area (Intrinsic Motivation, Environment, Content, Relationship):

Primary ValueSearch Category: [Universality (U), Benevolence (B), Tradition (T), Security (S), Power (P), Achievement (A), Excitement (E), Self-Direction (SD)]

Value Type (Self-Transcendence, Openness to Change, Conformity, Self-Enhancement):

Other Clues of Important Values / Needs?
