



JOB
Values
GUIDE



EASTIN CENTER
for CAREER READINES

AT SPEARS BUSINESS

WHAT ARE JOB VALUES?

Job Values – the attributes, circumstances, rewards, and benefits related to a job. Values are your beliefs about what is important or desirable. Knowing your job values and finding a job that lines up with these values leads to job satisfaction and confidence. However, when your work conflicts with your job values, it can lead to dissatisfaction, discouragement, and frustration.

Most people make career choices based mainly on only two attributes, actual work performed and salary, but, there are many other factors to consider when choosing a major and/or a career. When contemplating these factors, each of us has a different set of values and beliefs that help determine what is important to us in a job. Being aware of these values allows us to make a much more informed career decision that should also increase job satisfaction.

Here are a few questions to consider during the career exploration process:

- What skills do I have and what skills do I want to develop?
- What areas do I need growth in?
- What type of work environment am I looking for?
- What type of diversity do I hope to have in my work environment and day to day tasks?
- How is the industry I'm considering expected to evolve in the next few years?
- What city, state, or country might I want to live in?
- What have my career goals been and how have they changed?
- What role would I like technology to play in my career?
- How important is stability to me and how willing am I to take risks?
- Am I willing to travel and, if so, how often?
- Where do I see myself in ten years?
- Do my professional goals support my personal goals?

What makes job values difficult to determine is that they involve a unique combination of personality traits, interests, and skills, as well as past, present, and future life circumstances, they are different for each person. Also, your work values can change over time. For example, it may be very important to you right out of college to find a job that allows you to travel. However, a few years into your career, your life circumstances might change (marriage, kids, finances, etc.) and travel might become a negative rather than a positive, while things such as affordable health insurance and adequate vacation time might become much more important job values for you.

JOB VALUES WORKSHEET

A recent article, [Understanding Your Work Values Can Help You Find The Perfect Job](#), on Monster.com by Daniel Bortz included a checklist to help identify job values in which the items to consider were broken down into three categories: intrinsic values, extrinsic values, and lifestyle values. Using that same distinction, the following worksheet will help you consider different attributes that shape your job values. Consider each item and rate its importance to you on a scale of 1 to 5, with 1 being less important to you and 5 being very important to you.

Intrinsic Values – These are the intangible rewards that keep you motivated and engaged at your job. Intrinsic values are what make you wake up in the morning and look forward to going to work.

_____ **Having variety and change at work** – do you prefer a set routine or constant variety?

_____ **Helping others** – are you passionate about working for a cause? Is the charitable work of a specific company significant to you? Do your beliefs line up with those of the company?

_____ **Teamwork/Independent work** – do you work better as a part of a team or individually?

- _____ **Type of work** – how much paperwork is involved in a specific job/career? Do you prefer to not sit at a desk all day? Do you like working with numbers? Are you comfortable with public speaking? Customer interaction? Team leadership? (There are many considerations in this category.)
- _____ **Feeling respected at work** – is your job satisfaction tied to respectful treatment?
- _____ **Taking risks** – are you someone who enjoys risks? For example, would you be comfortable with all or part of your salary being commission based?
- _____ **Having autonomy at work** – do you prefer to work independently with little supervision?
- _____ **Having your work recognized** – is having your work recognized by co-workers or superiors important to you?

Extrinsic Values – These are the tangible rewards or conditions you find at work, including the office setting, vacation policy, and earnings potential.

- _____ **Traveling for work** – is it important to you to be able to travel? Or because of personal obligations, would required travel be a problem?
- _____ **Salary** – have you considered your budget? What amount is necessary for you to live the lifestyle you aspire to? Will this salary allow you to accomplish your life goals, such as home-ownership or early retirement?
- _____ **Setting your own hours** – are flexible hours important to you?
- _____ **Vacation time/Sick Leave** – will this job allow you adequate vacation time and sick leave?
- _____ **Career progression** – do you have specific ideas or goals for the way your career will progress?
- _____ **Opportunity for relocation/Forced relocation** – do you want to have the opportunity to transfer to other locations? Or is the possibility of being relocated a negative to you?
- _____ **Appropriate benefits package** – consider retirement, health insurance, etc.
- _____ **Company-specific job security** – how secure is your job within a specific company?

Lifestyle Values and Workstyle Values – Lifestyle values are the personal values associated with where you want to live, how you choose to spend your free time, and achieving your long-term life goals. Workstyle values address how you like to spend your time at work and the conditions in which you perform best.

- _____ **Work-Life balance** – is overtime required? Expected? Will this career/job allow you to have a healthy balance with your free time?
- _____ **Location** – will you be able to live in the city, state, or country that you want to?
- _____ **Job Security** – what is the short-term and long-term outlook for this industry?
- _____ **Passion** – is this career something you are passionate about? Or does it allow you (financially or timewise) to follow your passion in your personal life?

After considering and rating each of these attributes, make a list of the values that you rated a 5 – these are your top work values. Also, pay attention to the items that you marked a 3 or a 4. Continue to evaluate these job values and others that might affect your career decisions. Identify the values that you think might change for you over the next 5, 10, or 20 years. Keep all of these values in mind as you choose a major, decide on a career, research companies, and ask questions during your interview process.