

Values Checklist & Handout

OVERVIEW: Values are the foundational beliefs we hold, which we use to guide our actions, determine our motivations, provide us purpose, and give us our sense of right and wrong. In essence, our core values tell us how to behave and how to interact with the world around us. From a career lens, knowing what our own values are can help us consider the type of career, work environment, and people we want to surround ourselves with.

Mark the values below that are important for you to have in a career

- | | | |
|---|---|--|
| <input type="checkbox"/> Accountability | <input type="checkbox"/> Excellence | <input type="checkbox"/> Power / Status |
| <input type="checkbox"/> Achievement | <input type="checkbox"/> Faith | <input type="checkbox"/> Prestige |
| <input type="checkbox"/> Adaptability | <input type="checkbox"/> Family | <input type="checkbox"/> Pride |
| <input type="checkbox"/> Adventure | <input type="checkbox"/> Fast pace | <input type="checkbox"/> Problem Solving |
| <input type="checkbox"/> Altruism | <input type="checkbox"/> Flexibility | <input type="checkbox"/> Promotions |
| <input type="checkbox"/> Autonomy | <input type="checkbox"/> Fun | <input type="checkbox"/> Recognition |
| <input type="checkbox"/> Avoiding stress | <input type="checkbox"/> Health | <input type="checkbox"/> Respect |
| <input type="checkbox"/> Belonging | <input type="checkbox"/> Helping others | <input type="checkbox"/> Responsibility |
| <input type="checkbox"/> Benefits | <input type="checkbox"/> Homeownership | <input type="checkbox"/> Risk-taking |
| <input type="checkbox"/> Benevolence | <input type="checkbox"/> Honesty | <input type="checkbox"/> Routine work |
| <input type="checkbox"/> Challenge | <input type="checkbox"/> Inclusion | <input type="checkbox"/> Safety |
| <input type="checkbox"/> Changing the world | <input type="checkbox"/> Income based on productivity | <input type="checkbox"/> Self-Expression |
| <input type="checkbox"/> Climate / Culture | <input type="checkbox"/> Independence | <input type="checkbox"/> Service |
| <input type="checkbox"/> Collaboration | <input type="checkbox"/> Influence | <input type="checkbox"/> Socialization |
| <input type="checkbox"/> Commitment | <input type="checkbox"/> Intellectually Demanding | <input type="checkbox"/> Stability |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Interaction | <input type="checkbox"/> Structure |
| <input type="checkbox"/> Community | <input type="checkbox"/> Job Growth / Advancement | <input type="checkbox"/> Success |
| <input type="checkbox"/> Compensation / Salary / Income | <input type="checkbox"/> Job Security | <input type="checkbox"/> Support |
| <input type="checkbox"/> Competition | <input type="checkbox"/> Justice | <input type="checkbox"/> Teamwork |
| <input type="checkbox"/> Confidence | <input type="checkbox"/> Knowledge | <input type="checkbox"/> Timeliness |
| <input type="checkbox"/> Contribution | <input type="checkbox"/> Leadership | <input type="checkbox"/> Travel |
| <input type="checkbox"/> Creativity | <input type="checkbox"/> Learning | <input type="checkbox"/> Trust |
| <input type="checkbox"/> Critical Thinking | <input type="checkbox"/> Legacy | <input type="checkbox"/> Variety of tasks |
| <input type="checkbox"/> Discipline | <input type="checkbox"/> Leisure | <input type="checkbox"/> Vision |
| <input type="checkbox"/> Diversity / Culture | <input type="checkbox"/> Location | <input type="checkbox"/> Work Conditions |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Moral/spiritual fulfillment | <input type="checkbox"/> Work/Life Balance |
| <input type="checkbox"/> Equality | <input type="checkbox"/> Order | <input type="checkbox"/> Working Alone |
| <input type="checkbox"/> Ethics | <input type="checkbox"/> Physical Activity | <input type="checkbox"/> Working Outside |

Based on the values you have selected, consider these questions...

- How important is each value to you? Can you rank these values in terms of importance?
- Did any of your top values surprise you? Were there values you could eliminate immediately?
 - Are you willing to sacrifice any of these values to keep the others?
- Do you think your top values match your current career goals? Why or why not?
 - What type of work environment would best suit your values?

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Mark the values below that are important for you to have in a career

Note: this is the same list as on the first page but compiled into types of values

Extrinsic Career Values: tangible rewards that exist as byproducts of working

- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> Benefits | <input type="checkbox"/> Job Security | <input type="checkbox"/> Recognition |
| <input type="checkbox"/> Compensation / Salary / Income | <input type="checkbox"/> Prestige | <input type="checkbox"/> Work Conditions |
| <input type="checkbox"/> Income based on productivity | <input type="checkbox"/> Promotions | |

Lifestyle Career Values: factors that contribute to quality of life outside of work

- | | | |
|--|------------------------------------|--|
| <input type="checkbox"/> Diversity / Culture | <input type="checkbox"/> Inclusion | <input type="checkbox"/> Moral/spiritual fulfillment |
| <input type="checkbox"/> Faith | <input type="checkbox"/> Justice | <input type="checkbox"/> Pride |
| <input type="checkbox"/> Family | <input type="checkbox"/> Legacy | <input type="checkbox"/> Work/Life Balance |
| <input type="checkbox"/> Health | <input type="checkbox"/> Leisure | |
| <input type="checkbox"/> Homeownership | <input type="checkbox"/> Location | |

Intrinsic Career Values: intangible rewards that keep you engaged at work

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|---|---|--|---|
| <input type="checkbox"/> Accountability | <input type="checkbox"/> Critical Thinking | <input type="checkbox"/> Interaction | <input type="checkbox"/> Routine work |
| <input type="checkbox"/> Adaptability | <input type="checkbox"/> Discipline | <input type="checkbox"/> Knowledge | <input type="checkbox"/> Structure |
| <input type="checkbox"/> Benevolence | <input type="checkbox"/> Environment | <input type="checkbox"/> Leadership | <input type="checkbox"/> Teamwork |
| <input type="checkbox"/> Challenge | <input type="checkbox"/> Excellence | <input type="checkbox"/> Learning | <input type="checkbox"/> Timeliness |
| <input type="checkbox"/> Collaboration | <input type="checkbox"/> Fast pace | <input type="checkbox"/> Order | <input type="checkbox"/> Variety of tasks |
| <input type="checkbox"/> Commitment | <input type="checkbox"/> Flexibility | <input type="checkbox"/> Physical Activity | <input type="checkbox"/> Vision |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Helping others | <input type="checkbox"/> Power / Status | <input type="checkbox"/> Working Alone |
| <input type="checkbox"/> Competition | <input type="checkbox"/> Independence | <input type="checkbox"/> Problem Solving | <input type="checkbox"/> Working Outside |
| <input type="checkbox"/> Contribution | <input type="checkbox"/> Influence | <input type="checkbox"/> Responsibility | |
| <input type="checkbox"/> Creativity | <input type="checkbox"/> Intellectually Demanding | <input type="checkbox"/> Risk-taking | |

Both Intrinsic & Lifestyle Career Values

- | | | | |
|---|--|---|------------------------------------|
| <input type="checkbox"/> Achievement | <input type="checkbox"/> Climate / Culture | <input type="checkbox"/> Job Growth / Advancement | <input type="checkbox"/> Stability |
| <input type="checkbox"/> Adventure | <input type="checkbox"/> Community | <input type="checkbox"/> Respect | <input type="checkbox"/> Success |
| <input type="checkbox"/> Altruism | <input type="checkbox"/> Confidence | <input type="checkbox"/> Safety | <input type="checkbox"/> Support |
| <input type="checkbox"/> Autonomy | <input type="checkbox"/> Equality | <input type="checkbox"/> Self-Expression | <input type="checkbox"/> Travel |
| <input type="checkbox"/> Avoiding stress | <input type="checkbox"/> Ethics | <input type="checkbox"/> Service | <input type="checkbox"/> Trust |
| <input type="checkbox"/> Belonging | <input type="checkbox"/> Fun | <input type="checkbox"/> Socialization | |
| <input type="checkbox"/> Changing the world | <input type="checkbox"/> Honesty | | |

Values list adapted from the following sources:

- <https://www.glassdoor.com/blog/guide/career-values/>
- <https://www.thebalancemoney.com/what-are-career-values-with-examples-2059752>
- <https://www.indeed.com/career-advice/career-development/career-values#:~:text=What%20are%20career%20values%3F,satisfaction%2C%20career%20advancement%20and%20success.>
- <https://www.simonsezt.com/article/checklist-in-word/>
- <https://www.ethicsage.com/2018/08/what-are-values.html>