

### CAREER ACTION 3-4

## Values, Preferences, and Personal Qualities Inventory (Outcome 2)

Use this worksheet to identify and prioritize the values that are important to you. It will help you clarify the kinds of work environments you prefer. Remember, there are no wrong answers in defining what is important to you.

### PART 1: VALUES

Rank the importance of each value as it relates to your career and job goals (H: high; M: medium; L: low).

Value	Ranking (H, M, L)
1. Adventure (risk taking, new challenges)	_____
2. Education/learning/wisdom	_____
3. Social needs (need for relationships with people)	_____
4. Self-respect/integrity/self-discipline	_____
5. Helping/serving	_____
6. Recognition/respect from others	_____
7. Freedom/independence (working independently with minimal supervision)	_____
8. Security (job, family, national, financial)	_____
9. Spiritual needs	_____
10. Expression (creative, artistic)	_____
11. Responsibility (reliability, dependability)	_____
12. Balance in work and personal life	_____

List other values below and rank each one.

## PART 2: WORK ENVIRONMENT PREFERENCES

Place a check mark next to each work environment condition you prefer.

### Work Environment

### Check Those Preferred

- |   |                          |
|---|--------------------------|
| 1. Indoor work  | <input type="checkbox"/> |
| 2. Outdoor work   | <input type="checkbox"/> |
| 3. Industrial/manufacturing setting   | <input type="checkbox"/> |
| 4. Office setting   | <input type="checkbox"/> |
| 5. Working alone  | <input type="checkbox"/> |
| 6. Working with people  | <input type="checkbox"/> |
| 7. Working with things  | <input type="checkbox"/> |
| 8. Working with data  | <input type="checkbox"/> |
| 9. Working with ideas   | <input type="checkbox"/> |
| 10. Challenging opportunities   | <input type="checkbox"/> |
| 11. Predictable, orderly, structured work                                     | <input type="checkbox"/> |
| 12. Pressures at work   | <input type="checkbox"/> |
| 13. Problem solving   | <input type="checkbox"/> |
| 14. Standing while working  | <input type="checkbox"/> |
| 15. Sitting while working   | <input type="checkbox"/> |
| 16. Busy surroundings   | <input type="checkbox"/> |
| 17. Quiet surroundings  | <input type="checkbox"/> |
| 18. Exciting, adventurous conditions  | <input type="checkbox"/> |
| 19. Safe working conditions/environment                                       | <input type="checkbox"/> |
| 20. Creative environment  | <input type="checkbox"/> |
| 21. Opportunities for professional development and ongoing training/education | <input type="checkbox"/> |
| 22. Flexibility in work structure   | <input type="checkbox"/> |
| 23. Teamwork and work groups  | <input type="checkbox"/> |
| 24. Opportunities to supervise, lead, advance                                 | <input type="checkbox"/> |
| 25. Opportunities to make a meaningful difference or to help others           | <input type="checkbox"/> |
| 26. Using cutting-edge technology or techniques                               | <input type="checkbox"/> |
| 27. Integrity and truth in work environment                                   | <input type="checkbox"/> |

- 28. Stability and security
- 29. High-level earnings potential
- 30. Opportunities to participate in community affairs

List other conditions you are seeking in your job target.

**PART 3: PERSONAL QUALITIES AND WORK PERFORMANCE TRAITS**

Rate yourself on the personal qualities and work performance traits listed below using a scale of high (H), average (A), or low (L). Respond to the statements at the end of the form.

<b>Personal Quality or Work Performance Trait</b>	<b>Rating (H, A, L)</b>
1. Initiative/Resourcefulness/Motivation	_____
2. Dependability	_____
3. Punctuality	_____
4. Flexibility	_____
5. Creativity	_____
6. Patience	_____
7. Perseverance	_____
8. Humor	_____
9. Diplomacy	_____
10. Intelligence	_____
11. High energy level	_____
12. Ability to work well with a team	_____
13. Ability to set and achieve goals	_____
14. Ability to plan, organize, prioritize work	_____
15. Outgoing personality	_____
16. Ability to handle conflict	_____
17. Optimistic attitude	_____

18. Realistic attitude

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19. Enthusiastic attitude

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20. Willingness to work

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21. Orderliness of work

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22. Attention to detail

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23. Ability to manage time well

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24. Honesty and integrity

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25. Ability to multitask

List and rank other positive personal qualities or work performance traits.

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List at least five positive examples of how you have used some of these qualities and traits in the past.

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