

Job Values Inventory

This exercise helps you identify which job qualities you value most.

Rank the items below from 1 to 12 with 1 being most important and 12 the least important. Once you begin exploring job possibilities, focus only on jobs that meet your highest ranked values.

- _____ Good salary
- _____ Good benefits (insurance, retirement, etc.)
- _____ Job security
- _____ Work hours that meet your needs
- _____ Satisfactory location
- _____ Compatible coworkers, supervisors, customers
- _____ Opportunity to learn and develop skills
- _____ Challenging and satisfying work
- _____ Good working conditions / environment
- _____ Like / believe in what the organization does
- _____ Chance for promotion / advancement
- _____ Prestige and respect

My top three job values (what's most important to me in a job):

- 1.
- 2.
- 3.

Job Values Inventory Summary

List your top six "job values" you consider very important to have in your job.

Top Six Job Values

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Out of these six "job values" listed above, explain for at least three why you feel you cannot manage without them.

I cannot be without these Job Values because:

1. _____
2. _____
3. _____

Your "job values" may appear in other small ways within your life, but have the most significance in your career. Spending time evaluating their importance can lead to self-understanding and fulfilling work.