

Job Values Inventory Worksheet

This exercise helps you identify which job qualities you value most. Remember, these may change over time depending on your life situation. Once you begin exploring job possibilities, focus only on jobs that meet your highest ranked values.

Directions:

Rank the items below from 1 to 12, with 1 being most important and 12 the least important.

- _____ 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

Here is a question to think about:

If you are employed or have worked before, are your job values different today than when you first started working?

Next step to complete your *Career and Education Planning Worksheet*:

- In the section marked “Self-Exploration,” fill in the top three job and work values that you identified above.

Adapted from the California Career Planning Guide 2003–2005