

eDay LESSON 1-SENIORS
Work Values Inventory

Name _____

Class _____

OVERVIEW:

This lesson focuses on the student's self-identification of important work values that will assist in determining what types of work environments, activities, and rewards will help him/her to feel most satisfied with his/her professional choices and in his/her professional environment.

DIRECTIONS:

STEP ONE

The statements below represent values which people consider important to their work. These are satisfactions that people often seek in their jobs or as a result of their jobs. They are not all considered equally important. Some work values are very important to certain people but of little importance to others. Read each statement carefully and indicate how important it is for you by using the following scale.

- 5 means Very Important
- 4 means Important
- 3 means Moderately important
- 2 means Of little importance
- 1 means Unimportant

WORK IN WHICH YOU...

1. _____ Have to keep solving problems
2. _____ Help others
3. _____ Can get a raise
4. _____ Look forward to changes in your job
5. _____ Have freedom in your own area
6. _____ Gain prestige in your field
7. _____ Need to have artistic ability
8. _____ Are one of the gang
9. _____ Know your job will last
10. _____ Can be the kind of person you like to be
11. _____ Have a boss who gives you a fair chance
12. _____ Like the environment where your job is done
13. _____ Get the feeling of having done a good day's work
14. _____ Have authority over others
15. _____ Try out new ideas and suggestions
16. _____ Create something new
17. _____ Know by the results when you've done a good job
18. _____ Have a boss who is reasonable

19. _____ Are sure of always having a job
20. _____ Add beauty to the world
21. _____ Make your own decisions
22. _____ Have pay increases that keep going up with the cost of living
23. _____ Are mentally challenged
24. _____ Use leadership abilities
25. _____ Have adequate lounge, toilet, and other facilities
26. _____ Have a way of life, while not on the job, that you like
27. _____ Form friendships with your fellow employees
28. _____ Know that others consider your work important
29. _____ Do not do the same thing all the time
30. _____ Feel you have helped another person
31. _____ Add to the well-being of other people
32. _____ Do many different things
33. _____ Are looked up to by others
34. _____ Have good contacts with fellow employees
35. _____ Lead the kind of life you most enjoy
36. _____ Have a good place in which to work (good lighting, quiet, clean, enough space etc.)
37. _____ Plan and organize the work of others
38. _____ Need to be mentally alert
39. _____ Are paid enough to live a certain lifestyle
40. _____ Are your own boss
41. _____ Make attractive products
42. _____ Are sure of another job in the company if your present job ends
43. _____ Have a supervisor
44. _____ See the results of your efforts
45. _____ Contribute new ideas

STEP TWO

Using the following score sheet, place the number of your importance ranking (the 5, 4, 3, 2, or 1) on the line next to the corresponding question. For example, if you rated question 15 as a 3 indicating it was only moderately important to you, you would put a 3 on the line next to 15. Place the score for each number listed in the blank space provided. **ADD YOUR SCORES ONLY** (the 5, 4, 3, 2, or 1) across each line and put the total at the end. Then, rank your scores from highest to lowest.

				TOTAL	RANK							
1.	Creativity	15	_____	+	16	_____	+	45	_____	=	_____	_____
2.	Management	14	_____	+	24	_____	+	37	_____	=	_____	_____
3.	Achievement	13	_____	+	17	_____	+	44	_____	=	_____	_____
4.	Surroundings	12	_____	+	25	_____	+	36	_____	=	_____	_____
5.	Supervisory Relations	11	_____	+	18	_____	+	43	_____	=	_____	_____
6.	Way of Life	10	_____	+	26	_____	+	35	_____	=	_____	_____
7.	Security	9	_____	+	19	_____	+	42	_____	=	_____	_____
8.	Associates	8	_____	+	27	_____	+	34	_____	=	_____	_____
9.	Esthetics	7	_____	+	20	_____	+	41	_____	=	_____	_____
10.	Prestige	6	_____	+	28	_____	+	33	_____	=	_____	_____
11.	Independence	5	_____	+	21	_____	+	40	_____	=	_____	_____
12.	Variety	4	_____	+	29	_____	+	32	_____	=	_____	_____
13.	Economic Return	3	_____	+	22	_____	+	39	_____	=	_____	_____
14.	Altruism	2	_____	+	30	_____	+	31	_____	=	_____	_____
15.	Intellectual Stimulation	1	_____	+	23	_____	+	38	_____	=	_____	_____

STEP THREE

Identify your top three rankings and the one/two word description that corresponds with each. Take a look at the following descriptions and detailed explanations of your top three rankings below. Do you agree with the survey's assessment of your top three work values?

CREATIVITY:

- Associated with work that permits you to invent new things, design new products, or develop new ideas
- Related to both artistic and scientific (investigative) interests
- Work is often seen as a means of self-expression
- A job that provides an outlet for this work value must give you a chance to create new things, to be original, and to be unrestricted in your work and expressions of ideas.
- Artists, writers, scientists, and engineers would value creativity

MANAGEMENT:

- Associated with work that permits you to plan, lay out, and organize work for others
- Related to enterprising occupations involving supervising others and leading
- Value would be important in business-management occupations such as a salesperson, politician, business person, supervisor, or executive

ACHIEVEMENT:

- Associated with work that gives you a feeling of accomplishment in doing a job well
- Do you like to complete tasks? Do you feel bound to work hard?
- Do you have a liking for visible, tangible results after you work?
- People in professional, technical, or clerical fields value achievement highly.
- Remember, achievement has different meanings to different people (typing a stack of letters, helping people find jobs, or completing a large construction project)

SURROUNDINGS:

- Associated with jobs that are carried out in pleasant conditions such as a nice office that is not too hot or too cold, too noisy or too dirty
- A construction site or a mill may be hot/cold or noisy/dirty environment. Could you tolerate working there? Do you need a specific type of environment to perform well?

SUPERVISORY RELATIONS:

- Associated with the importance of having a boss who is fair and with whom you can get along
- Can you work for someone you don't like?
- This may depend on the closeness of contact with your boss and how much is your boss overseeing your work. Do you mind being told what to do?

WAY OF LIFE:

- Associated with work that allows you the freedom to choose to be the type of person you want to be
- Do the demands of the job require you to live in a way you cannot accept like working nights, weekends, or holidays?
- Some jobs ask people to play a particular role or conform to particular standards...will you be able to do that?

SECURITY:

- Associated with work that provides an employee with the certainty of having a job
- These people are concerned with chances of being laid off or fired.
- These issues become more important as you get bigger bills and a family.

ASSOCIATES:

- Associated with work that brings you into constant contact with fellow workers and stresses working on a team.
- In social and clerical fields, co-workers are in constant contact and therefore value this highly.
- If you prefer to work alone, this would not score highly on your work values list.

ESTHETICS:

- Associated with work that permits you to make beautiful things and contribute to the beauty of the world
- Esthetic values are strongly related to artistic interests.
- Artists, writers, musicians, architects, and landscape designers would all score highly in esthetics.

PRESTIGE:

- Associated with work that gives you standing in the eyes of others and evokes respect
- Do other people think your job is important? Are you respected in the community?
- This is related to many business and enterprising occupations such as sales and law.

INDEPENDENCE:

- Associated with work that permits you to work your own way doing what you want and according to your own schedule, level of achievement, and direction.
- If you like to work alone, as fast or as slow as you want, this might be very important to you.
- If this is important to you, you may not like having a job where you are told what to do.

VARIETY:

- Associated with work that provides you with the opportunity to complete different kinds of duties and tasks throughout the day
- In other words, these people could not handle sitting in the same spot and doing the same thing over and over again. These people need different tasks and different opportunities to keep them on their toes.

STEP THREE

Please answer the following questions about your results on the work values inventory.

Do you agree with the survey's assessment of your top three work values? Why or why not?

What are two other work values that, while not in your top three, are also very important to you?

How can you use this information when you are out searching for career opportunities?

How can you use some of this information when interviewing for a position or when talking about the kind of employee you are?

Based on the results of your work values inventory, what would your ideal work day look like? Where would you be going, what types of things would you be doing, how would people view you, etc.?