Workplace Environment

_____ Safe and Secure- free from danger and harassment
_____ Pleasant setting
_____ Working outside
_____ Relaxed atmosphere- little pressure, few deadlines
_____ Urban setting
_____ Suburban setting
_____ Rural setting
_____ Self-employment
_____ Large company
_____ Small company
_____ Private office
_____ Shared working area
_____ Caring co-workers- people who get along with and care personally about each other
_____ Respectful Supervisor- a boss who understands and respects your needs
_____ Competitive atmosphere- staff performance is evaluated against other staff
_____ Self-competition- work that tests your abilities against your own past performance
_____ Energetic Work- fast pace, busy, working to meet deadlines
_____ Variety- assignments change frequently, multiple locations, audiences, etc.
_____ Travel- job requires significant amount of travel
_____ Working alone- most projects are completed by yourself with little input from others
_____ Teamwork- most projects are completed by teams, with lots of input and contact with co-workers

Workplace Values

_____ Independence
_____ Adventure/risk-taking- activities with high risk/reward
_____ Ethical standards- ethical behavior is expected and rewarded
_____ Expertise/Competence- expectation that you will excel at your work, and continue to improve
_____ Utilize Skills- making the most of the skills you have at your job
_____ Manual dexterity- making things, fixing things, micro-techniques, jobs that require good hand/eye coordination
_____ Creativity

Adapted from Keith Micoli’s "Hope is Not a Plan" Workshop
Planning Your Path to a Satisfying Career

Values Assessment

___ Problem-solving
___ Precision work - requires extreme attention to detail, with little margin for error
___ Intellectual challenge - requires constant learning and thought to be effective
___ Social contribution - work that focuses on improving society
___ Influencing others - work that affects how others think and behave
___ Supervisor role
___ Friendships - workplace is also source of personal relationships with co-workers
___ Personal fulfillment - work that gives a sense of personal satisfaction, with or without external recognition or reward

Workplace Rewards

___ High compensation - pay allows for a more than comfortable lifestyle
___ Benefits - health insurance, tuition payment, child care, etc. are included
___ Equitable pay - compensation is fair for the type and amount of work done
___ Advancement potential
___ Job Security
___ Recognition/prestige - others will perceive your work as important and you as an expert
___ Learning/Growth opportunities
___ Progressive - environment encourages liberal or forward-thinking ideals
___ Technology - work in advanced or cutting edge sectors
___ Results - your job allows you to see the end product of your work

Personal Values

___ Job sharing - your duties may be split or performed with other people as needed
___ Regular hours - working a set number of hours per week on a set schedule
___ Flexible hours - allows you to choose the time and days you work, so long as the project is completed
___ Easy commute
___ Work at home option
___ Diversity in the workplace
___ Leisure opportunities - good vacation benefits, balance between work and home is expected and valued
___ Location - the job fits my desire to live in a certain region, city, or climate
___ Family-friendly - the workplace values people with families, and makes allowances that do not negatively affect their evaluations

Adapted from Keith Micoli’s “Hope is Not a Plan” Workshop