**Prioritizing Your Values**

There are many things that we value or look for as we search for the “perfect” job. Sometimes we can find ourselves struggling to find the right fit when we have competing values. The exercise below is designed to help you prioritize your values so you can begin to move in a forward direction.

Values that tend to help determine if a job is a good fit or not include…

* Job function/Your role
* Workplace culture
* Location of the job
* Being able to find a job fast
* Work-life balance / Lifestyle
* High earnings
* Financial stability

1. **Clarify what you are looking for when you evaluate a position or the function of a job**. Cross out those things that you are not seeking. Circle the top 5 elements of the position that you are seeking. Number your top three.

* Helping others
* Being the expert
* Having independence
* Influencing others
* Prestige
* Help Society
* Variety in work
* Sense of accomplishment
* Continued learning
* Time freedom
* Leadership
* Structure
* Creativity
* Intellectual challenge
* Opportunities to be innovative
* Physical challenge
* Work with the public
* Detailed work
* Doing work that has practical application

1. **Clarify what you are looking for in the workplace culture/environment.** Cross out those things you are not seeking. Circle the top 5 characteristics you prefer in a workplace. Number your top three.

* Friendships/relationships
* Environmental
* Recognition/advancement
* Tranquil/slow pace
* Structured
* Diverse
* Honesty and integrity
* Values tradition
* Adventure/excitement
* Competitive
* Fun and humor
* Personal safety
* Fast paced
* Teamwork
* Contributes to society

1. **Making Choices**. At any given time, the way you prioritize your values may change. If you had to choose today, between the following competing values, how would you choose? Circle your choice.

Job function / Role or Financial stability

Workplace culture or Finding work quickly

High earnings or Work-life balance

Location or High earnings

Job function/Role or Finding work quickly

Workplace culture or Location

Financial Stability or Work-life balance

1. **What’s most important to you**? Number from 1-7 (1 being most important and 7 being least important.)

Location

Financial stability

Workplace culture

High earnings

Work-life balance

Finding work quickly

Job function/Role