

Values Worksheet

Place the abbreviation for each of the values listed in the Work Values Inventory into one of the categories below to indicate how important each value is to you in your work.

Highly Important	Moderately Important	Not Important
<p>Rank order the values in this category.</p>		

Work Values Inventory¹

- | | | |
|------------------------|-----------------------------|--|
| Achievement (ACH) | Health (HAE) | Mechanical and physical activity (MPA) |
| Advancement (AVA) | High income (HIN) | Moral and religious concerns (MRC) |
| Adventure (AVE) | Home and leisure life (HLL) | Outdoor work (OUT) |
| Aesthetics (AES) | Independence (IND) | Physical appearance (PHA) |
| Predictable work (PRE) | Friendships at work (FRI) | People contact (PEC) |
| Competition (COM) | Interesting work (INT) | Recognition (REC) |
| Early entry (EAN) | Leadership (LEA) | Security (SEC) |
| Altruism (ALT) | Exhibition (EXH) | Status/prestige (STP) |
| Creativity (CRE) | Lifestyle (LIF) | Variety (VAR) |
| Fairness (FAI) | Location of work (LOC) | Work environment (WEN) |

Top Ten Work Values

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

¹ Lock, R. D. (2004). Taking charge of your career direction: Career planning guide, book 1 (5th ed.). Belmont, CA: Thomson/Brooks Cole

Career Decision-Making Matrix

The Decision Making Matrix worksheet will help you summarize many factors that can affect your decision to accept a position. Before feeling confident about what choices you will make, you also may want to use additional decision-making models, gather more information, or talk to others. Follow the steps below to complete the chart on the next page.

Step 1	At the top of the worksheet, list up to three options you are considering and comparing.
Step 2	In the left hand column, list up to seven values or factors that impact your decision, for example, hours per day, cost of living, impact, prestige, work-life-balance, etc.
Step 3	In the “Importance of Value” column, rate how important the value is in your decision on a scale of 1-5. (1 = not very important 5 = absolutely critical)
Step 4	In the “probability” column, rate the likelihood that each option will fulfill each value on a scale of 1-5. (1 = very little chance the value will be fulfilled 5 = no doubt the value will be fulfilled)
Step 5	Multiply the Importance number by the Probability number and enter that into the Subtotal column for each option.
Step 6	Add the subtotals for each column and enter the amount at the bottom underneath each option.
Step 7	Compare the totals of each option. Note which option has the highest total.
Step 8	Some students and postdocs feel comfortable that the highest score represents their best option. Other students and postdocs use the worksheet more than once during the decision making process for a number of reasons. For example, they may find that the values they initially used have shifted in priority, or they may add or delete values to their list, which might offer a different set of ratings.

Sample:

Options:		1. Pursue Teaching Position in Liberal Arts School		2. Pursue Career in Management Consulting		3. Pursue postdoctoral positions to continue to build research record	
Values	Importance	Probability	Subtotal	Probability	Subtotal	Probability	Subtotal
1. Prestige (STP)	3	4	12	5	15	2	6
2. My family will respect me (REC)	4	5	20	3	12	3	12
3. Intellectually stimulating (INT)	3	4	12	3	9	4	12
4. Location (LOC)	5	3	15	3	15	4	20
5. Advancement opportunities (AVA)	2	2	4	5	10	2	4
6. Impact society (ALT)	4	5	20	4	16	2	8
7. Financial security (SEC)	5	3	15	5	25	2	10
Totals:			98		102		72

Options:		1.		2.		3.	
Values	Importance	Probability	Subtotal	Probability	Subtotal	Probability	Subtotal
1.							
2.							
3.							
4.							
5.							
6.							
7.							
Totals:							