

CAREER OPTIONS WORKSHEET

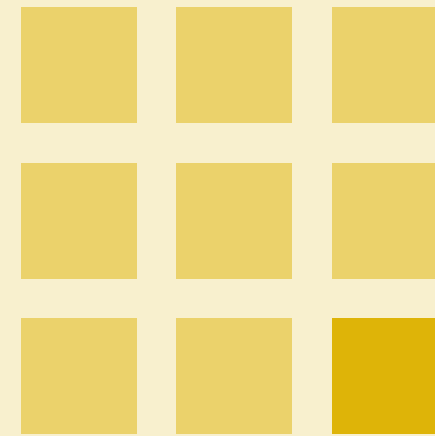
Career Options Under Consideration

| Career Values | | | | | | |
|---------------|--|--|--|--|--|--|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| TOTALS | | | | | | |

How congruent are your career values with the various career-options you are considering? Assign a "Congruence Number" to each value-option pair and then total each column.

3 **2** **?** **0** **-1**
Very Congruent *Congruent* *Maybe Congruent* *Incongruent* *Very Incongruent*

KNOWDELL™ CAREER VALUES WORKSHEET



Career Values

THIS WORKSHEET BELONGS TO:

The Knowdell™ Career Values Card Sort is a simple tool that allows you to prioritize your values in as little as five minutes. Fifty-four variables of work satisfaction—such as time freedom, precision work, power, technical competence and public contact—are listed and described. This is an effective tool for job seekers, those fine-tuning their present jobs and career changers at all ages and stages.

Created by Career Development Expert
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CAREER RESEARCH & TESTING, INC.

How to Use the Knowdell™ Career Values Card Sort

OBJECTIVES:

This instrument was developed to assist you to: define factors affecting your career satisfaction; to define the intensity of your feeling about these factors; to determine areas of value conflict and congruence; and to apply learnings from the card sort to your career decisions.

INTRODUCTION:

The Knowdell™ Career Values Card Sort provides a quick and easy way to clarify what you want in a job or career. Accomplishing this activity is like playing solitaire. You have a deck of cards and will deal them out into several categories. Where you put the cards will depend upon your feelings. Identify what is important to you, without regard for what you think other people would say or want you to say.

STEP 1

SUMMARY SHEET OF PRIORITIZED VALUES

(On the page to the right.)

The Summary Sheet of Prioritized Values provides a quick and easy way to clarify what you want in a career.

1. Be sure you have a good-sized space where you can lay out a full deck of cards in front of you.
2. Establish five column headings, arranging the following cards from left to right: Always Values, Often Valued, Sometimes Valued, Seldom Valued and Never Valued.

There are 54 cards in your deck, each listing a value and a brief description of that value.

3. Deal your cards into the appropriate column (Always Valued, Often Valued, etc.). Your Always Valued column should have no more than eight or ten cards in it. Lay cards out so that you can see all of your choices in one glance. Move quickly, following your feelings.
4. Next, prioritize your cards within each outer column, putting the value you feel most strongly about at the top and arranging the rest in decreasing order of importance.
5. Copy the headings of your values cards onto your Summary Sheet of Prioritized Values, as below.

| ALWAYS VALUED | OFTEN VALUED | SOMETIMES VALUED | SELDOM VALUED | NEVER VALUED |
|----------------------|------------------|---------------------|---------------|---------------------|
| WORK-LIFE BALANCE | PRACTICALITY | FAST PACE | TRADITION | SUPERVISION |
| WORK ALONE | COMMUNITY | ENVIRONMENT | HIGH EARNINGS | PHYSICAL CHALLENGE |
| CHANGE AND VARIETY | EXCITEMENT | ARTISTIC CREATIVITY | FAMILY | PERSONAL SAFETY |
| EXCITEMENT | HELP SOCIETY | AFFILIATION | STABILITY | POWER AND AUTHORITY |
| PRECISION WORK | INFLUENCE PEOPLE | WORK UNDER PRESSURE | SECURITY | MAKE DECISIONS |
| EXERCISE COMPETENCE | ADVANCEMENT | PUBLIC CONTACT | STATUS | |
| CHALLENGING PROBLEMS | CREATIVITY | FRIENDSHIPS | ADVENTURE | |
| INDEPENDENCE | LOC ATION | DIVERSITY | PROFIT GAIN | |
| | SPIRITUALITY | INTELLECTUAL STATUS | AESTHETICS | |
| | | JOB TRANQUILITY | | |
| | | MORAL FULFILLMENT | | |
| | | RECOGNITION | | |
| | | FUN AND HUMOR | | |
| | | TIME FREEDOM | | |
| | | KNOWLEDGE | | |
| | | HELP OTHERS | | |

SUMMARY SHEET OF PRIORITIZED VALUES
Knowdell™ Career Values Card Sort

STEP 2

CAREER OPTIONS WORKSHEET

(On the back of this handout.)

This Career Options Worksheet provides a quick and easy way to see how your values affect the career decisions you make.

1. Using your Summary Sheet of Prioritized Values (on the inside of the handout) for your reference, copy your ALWAYS VALUED column of Prioritized Values in the spaces provided below. Write your most highly prized value on the 1. line and the second most highly prized value on the 2. line, and so on for each line.
2. At the top of your Career Options Worksheet, write one or more career/life options that you will be considering in the near future (next week, month, or year).
3. Weigh each of your career options against each of your eight prioritized values, and note whether your values support, negate, apply equally, or appear irrelevant to each career option. A question mark (?) means you need more information. A high total suggests that your values support an option and a low total suggests that the option is not supported by your values.

| Career Values | Career Options Under Consideration | | | | | | | |
|-------------------------|--|---|-----------------|---------------|---------------------|------------------------|------------|------------------|
| | Career in the Public Administration Sector | Business, Finance, Marketing, Sales, etc. | Health Services | Manufacturing | Marketing/Promotion | Engineering/Technology | Consulting | Entrepreneurship |
| 1. WORK-LIFE BALANCE | 3 | ? | ? | ? | -1 | ? | | |
| 2. WORK ALONE | 3 | 3 | -1 | -1 | -1 | -1 | | |
| 3. CHANGE AND VARIETY | -1 | 2 | 3 | 3 | 3 | 3 | | |
| 4. EXCITEMENT | -1 | ? | 3 | 3 | 3 | 3 | | |
| 5. PRECISION WORK | 3 | 3 | 3 | 2 | 3 | 3 | | |
| 6. EXERCISE COMPETENCE | 3 | ? | ? | ? | -1 | ? | | |
| 7. CHALLENGING PROBLEMS | 2 | 3 | 3 | 3 | 3 | 3 | | |
| 8. INDEPENDENCE | 2 | ? | ? | ? | 2 | 3 | | |
| TOTALS | 14 | 14 | 13 | 10 | 12 | 17 | | |

How congruent are your career values with the various career-options you are considering? Assign a "Congruence Number" to each value-option pair and then total each column.

3 Very Congruent 2 Congruent 1 Maybe Congruent 0 Incongruent -1 Very Incongruent

NEVER VALUED

SELDOM VALUED

SOMETIMES VALUED

OFTEN VALUED

ALWAYS VALUED

The directions on this sheet will guide you to a quick and simple look at your career values and how those values affect career decisions. For a more in-depth examination, go to the Knowdell™ Career Values Workbook and look at the worksheets and five supplementary activities.