

WORK VALUES

A person must be employable before anyone will hire them. You must have the qualities a company is looking for in an employee. Please rate your own personal traits, personality characteristics, work values, and work needs below.

Physical

Excellent Average Needs Improvement

Appearance	_____	_____	_____
Eye Hand Coordination	_____	_____	_____
Eyesight	_____	_____	_____
Finger Dexterity	_____	_____	_____
Fitness	_____	_____	_____
Hearing	_____	_____	_____
Motor Coordination	_____	_____	_____
Stamina	_____	_____	_____
Strength	_____	_____	_____
Verbal Communication	_____	_____	_____

Personality

Attitude	_____	_____	_____
Consideration	_____	_____	_____
Courteousness	_____	_____	_____
Creativity	_____	_____	_____
Decisiveness	_____	_____	_____
Dependability	_____	_____	_____
Emotional Stability	_____	_____	_____
Enthusiasm	_____	_____	_____
Flexibility	_____	_____	_____
Friendliness	_____	_____	_____
Goal Oriented	_____	_____	_____
Helpfulness	_____	_____	_____
Honesty	_____	_____	_____
Independence	_____	_____	_____
Initiative	_____	_____	_____
Inquisitive	_____	_____	_____
Stress	_____	_____	_____
Moral fulfillment	_____	_____	_____
Open Minded	_____	_____	_____
Organization	_____	_____	_____
Perseverance	_____	_____	_____
Problem Solving	_____	_____	_____
Punctuality	_____	_____	_____
Adventure	_____	_____	_____

Work Needs

	<u>Very Important</u>	<u>Important</u>	<u>Not Important</u>
Full-time	_____	_____	_____
Part-time	_____	_____	_____
Seasonal	_____	_____	_____
Entrepreneurial	_____	_____	_____
Volunteer	_____	_____	_____
Home Based	_____	_____	_____
Outdoor Based	_____	_____	_____
Office Based	_____	_____	_____
Mixed Based	_____	_____	_____
Transferring	_____	_____	_____
Routine	_____	_____	_____
Non-Routine	_____	_____	_____
Technical	_____	_____	_____
Vocational	_____	_____	_____
Professional	_____	_____	_____
Military	_____	_____	_____
Social	_____	_____	_____
Physical	_____	_____	_____
Intellectual	_____	_____	_____
Supervised	_____	_____	_____
Independent	_____	_____	_____
Leading	_____	_____	_____
Team Oriented	_____	_____	_____
Hourly Wages	_____	_____	_____
Commission	_____	_____	_____
Salary	_____	_____	_____
Retirement	_____	_____	_____
Stock Options	_____	_____	_____
Health Benefits	_____	_____	_____
Safety	_____	_____	_____
Time Off	_____	_____	_____
Clean Environment	_____	_____	_____
Quiet Environment	_____	_____	_____
Organized/Orderly	_____	_____	_____
Accomplishment	_____	_____	_____
Helpful/Caring	_____	_____	_____
Artistic/Creative	_____	_____	_____
Entertain/Perform	_____	_____	_____
Building/Repairing	_____	_____	_____
Designing/Planning	_____	_____	_____
Enforcing/Protecting	_____	_____	_____
Inventing/Testing	_____	_____	_____
Teaching/Coaching	_____	_____	_____
Selling/Promoting	_____	_____	_____

Definitions important to work values:

Physical

Appearance – The overall appearance as desired by an employer

Eye hand coordination – The ability to move the hands quickly and accurately assembling parts or maneuvering objects

Eyesight – The ability to read fine print and see things in the distance

Finger dexterity – The ability to move the fingers quickly and accurately without mistakes

Fitness – The overall physical well-being, not being overweight or underweight with the ability to work physical jobs lifting, carrying, walking, climbing and stooping

Hearing – The ability to hear faint noises from both ears

Motor Coordination – The ability to perform using large muscles

Stamina – The ability to perform an activity for long periods of time

Strength – The ability to lift and carry heavy objects

Verbal communication – The ability to speak clearly, enunciating and pronouncing words and effectively communicating

Personality

Attitude – One's outlook on life

Consideration - Thinking of the needs of others

Courteousness - Helping others that may be in need

Creativity – Thinking of new ways of doing things

Decisiveness – Making decisions quickly

Dependability – Being counted upon to do what is expected

Emotional Stability – Remaining calm without losing one's temper, crying or pouting

Enthusiasm – Excitement about doing something

Flexibility – The willingness to change plans and schedules without getting upset

Friendliness – The desire to make friends and be friendly to others

Goal Oriented – Having set plans and are working

Helpfulness – Willing to assist others without getting anything in return

Honesty – The value of being true to others

Independence - The ability to work by oneself without needing help

Initiative – The desire to begin without being prodded

Inquisitive – The desire to learn and ask questions

Stress – The ability to work high pressure situations

Moral fulfillment – The desire to feel like one has contributed to society

Open Minded – The willingness to listen to the ideas of others

Organization – The ability to keep things orderly

Perseverance – The desire to work until something is completed

Problem Solving – The ability to find a solution to any problem

Punctuality – The value of being on time

Adventure – The desire to travel and see new places

Work Needs

Full-time – Working at least 32 hours per week, generally 40 per week

Part-time – Working less than 32 hours per week, generally 20 or fewer

Seasonal – Working temporarily for a part of the year

Entrepreneurial – Starting and running one's own business

Volunteer – To work without receiving benefits

Home Based – To work at home for oneself or others

Outdoor Based – To work outdoors in all kinds of weather conditions

Office Based – To work indoors under climate controlled conditions

Mixed Based – To work indoors and outdoors during the workday

Transferring – The willingness to move for the company

Routine – Doing repetitive tasks without change

Non-Routine – Varying work load

Technical – Knowledge of electronics required

Vocational – Physical work load requiring training

Professional – Intellectual work load requiring a college degree

Military – Armed forces

Social – The desire and ability to work with people

Physical – The desire and ability to work manually

Intellectual – The desire and ability to work professionally

Supervised – The willingness to work under close scrutiny of others

Independent – The willingness to work alone without consistent help

Leading – The desire and ability to supervise others

Team Oriented – The desire to work equally with others

Hourly Wages - The willingness to work being paid per hour worked

Commission – The willingness to work paid on a percentage of sales

Salary - The willingness to work paid on a full-time bases regardless of hours

Retirement – The desire to build a pension plan

Stock Options – The desire to build value in company stock

Health Benefits – The need for a good health plan

Safety - The need to work under safe conditions

Time Off – The need to be able to take time off as desired

Clean Environment – The need to work in clean sanitary conditions

Quiet Environment – The need to work in calm quiet conditions

Organized/Orderly – The desire to be neat and organized

Accomplishment – The desire to complete projects

Helpful/Caring – The desire to tend to the needs of others

Artistic/Creative – The desire to create news ideas, projects, or ways of doing things

Entertain/Perform – The desire to entertain and influence others

Building/Repairing – The desire to work with one's hands to make something

Designing/Planning – The desire to create a project

Enforcing/Protecting – The desire to help save or protect others

Inventing/Testing – The desire to scientifically create something

Teaching/Coaching – The desire to teach and train others

Selling/Promoting – The desire to sell products or services to others