

Applying Work Values

After completing the [Work Values Ranking Activity](#), list the 12 Work Values from most (#1) to least (#12) important for you:

1. _____

7. _____

2. _____

8. _____

3. _____

9. _____

4. _____

10. _____

5. _____

11. _____

6. _____

12. _____

Pick your top 3 or 4 values from this list. You will focus on using these values to make decisions.

Follow the instructions below for each of your top 3 or 4 values to determine the degree to which each of the occupations remaining on your Occupations Roster are congruent with each top value. Based on what you learn, give each occupation a letter grades for how well it matches each of your top values (e.g., Achievement: A-, Challenge: C+). You can record these letter grades on the Roster itself.

Achievement: having a job where I can know or see that I have accomplished something. Having a feeling of success in the workplace.

1. On the ONET Online website, look up the summary profile of one of the occupations remaining on your Roster.
2. First, scroll down to the Work Values section and look to see whether “Achievement” is listed. If it is listed, there is a good chance that this occupation would satisfy the Work Value of Achievement.
3. Second, look at the Tasks section at the top of the summary profile page and ask yourself how likely it is that you would have a feeling of success by doing these tasks.

Moral Fulfillment: Feel that my work is contributing to ideals I feel are very important.

1. On the ONET Online website, look up the summary profile of one of the occupations remaining on your Roster.
2. Look at the Tasks and Work Activities sections and ask yourself how likely it is that you would feel that doing this kind of work would be contributing to ideals you feel are very important.

Challenge: having a job that tests what I already know and keeps me learning. A job that is not routine and keeps me mentally sharp.

1. On the ONET Online website, look up the summary profile of one of the occupations remaining on your Roster.
2. First, scroll down to the Skills section and look to see whether “Critical Thinking” (<http://www.onetonline.org/find/descriptor/result/2.A.2.a?a=1>), “Active Learning” (<http://www.onetonline.org/find/descriptor/result/2.A.2.b?a=1>), and/or “Complex Problem Solving” (<http://www.onetonline.org/find/descriptor/result/2.B.2.i?a=1>) are listed. If one or more of these are listed, there is a good chance that this occupation would satisfy the Work Value of Challenge.
3. Second, scroll down to the Work Activities section and look to see whether “Updating and Using Relevant Knowledge” (<http://www.onetonline.org/find/descriptor/result/4.A.2.b.3>) is listed. If it is, there is a good chance that this occupation would satisfy the Work Value of Challenge.

4. Third, scroll down to the Work Styles section and look to see whether “Adaptability/Flexibility”, “Analytical Thinking”, “Achievement/Effort”, “Innovation”, and/or “Initiative” are listed. If one or more of these are listed, then there is a good chance that this occupation would satisfy the Work Value of Challenge.
5. Fourth, look at the Tasks, Knowledge, Skills, Abilities, and Work Activities sections and ask yourself how likely it is that these things would test what you already know and keep you learning.
6. Fifth, on the OOH website, look up the profile of this occupation. Go to the How to Become One tab, and scroll down to the Licensure section and look to see what sort of “continuing education” and/or ongoing training is required.

Variety: having a job that is not routine, and allows me to do many different things. A job that may have a wide range of duties.

1. On the ONET Online website, look up the summary profile of one of the occupations remaining on your Roster.
2. First, scroll down to the Work Styles section and look to see whether “Adaptability/Flexibility” is listed. If one or more of these are listed, then there is a good chance that this occupation would satisfy the Work Value of Variety.
3. Second, look at the Tasks section at the top of the summary profile page and ask yourself how much variety there appears to be across these tasks.
4. Third, go to this page (<http://www.onetonline.org/find/descriptor/result/4.C.3.b.7?a=1>) and click the “control” and “f” keys on your keyboard simultaneously to open a search box and search for the occupation’s name to find that occupation and its rating for “*How important repeating the same physical activities (e.g., key entry) or mental activities (e.g., checking entries in a ledger) over and over, without stopping, is to working in this occupation*” The higher the occupation’s rating, the less likely that this occupation would satisfy the Work Value of Variety.
5. Fourth, on the OOH website, look up the profile of this occupation. Read the information on the What They Do and Work Environment tabs to get a sense of how much variety may be a part of this occupation.

Independence: having a job where I might be my own boss, or where I am trusted to make decisions on my own and not have to report to someone on a regular basis.

1. On the ONET Online website, look up the summary profile of one of the occupations remaining on your Roster.
2. First, scroll down to the Work Values section and look to see whether “Independence” is listed. If it is listed, there is a good chance that this occupation would satisfy this Work Value.
3. Second, scroll down to the Work Styles section and look to see whether “Independence” is listed. If one or more of these are listed, then there is a good chance that this occupation would satisfy this Work Value.
4. Third, go to this page (<http://www.onetonline.org/find/descriptor/result/4.C.3.a.4?a=1>) and click the “control” and “f” keys on your keyboard simultaneously to open a search box and search for the occupation’s name to find that occupation and its rating for “*how much decision making freedom, without supervision, the occupation offers.*” The higher the occupation’s rating, the more likely that this occupation would satisfy the Work Value of Independence.
5. Fourth, go to this page (<http://www.onetonline.org/find/descriptor/result/4.C.3.b.8?a=1>) and click the “control” and “f” keys on your keyboard simultaneously to open a search box and search for the occupation’s name to find that occupation and its rating for “*the extent to which this occupation is structured for the worker, rather than allowing the worker to determine tasks, priorities, and goals.*” The higher the occupation’s rating, the more likely that this occupation would satisfy the Work Value of Independence.
6. Fifth, on the OOH website, look up the profile of this occupation. Go to the Work Environment tab and read about the kind of setting the work is conducted in, which will give you a sense of how much independence is involved in this occupation.

Supervise Others: Have a job in which I am directly responsible for work done by others.

1. On the ONET Online website, look up the summary profile of one of the occupations remaining on your Roster.
2. First, scroll down to the Work Styles section and look to see whether “Leadership” is listed. If it is listed, there is a good chance that this occupation would satisfy this Work Value of Supervise Others.
3. Second, go to this page (<http://www.onetonline.org/find/descriptor/result/4.C.1.b.1.g?a=1>) and click the “control” and “f” keys on your keyboard simultaneously to open a search box and search for the occupation’s name to find that occupation and its rating for “*how much this occupation requires coordinating or leading others in accomplishing work activities in this occupation*” The higher the occupation’s rating, the more likely that this occupation would satisfy the Work Value of Supervise Others.

4. Third, go to this page (<http://www.onetonline.org/find/descriptor/result/4.C.1.c.2?a=1>) and click the “control” and “f” keys on your keyboard simultaneously to open a search box and search for the occupation’s name to find that occupation and its rating for *“how responsible the worker is for work outcomes and the results of other workers”*. The higher the occupation’s rating, the less likely that this occupation would satisfy the Work Value of Supervise Others.
5. Fourth, go to this page (<http://www.onetonline.org/find/descriptor/result/4.A.4.b.2?a=1>) and click the “control” and “f” keys on your keyboard simultaneously to open a search box and search for the occupation’s name to find that occupation and its rating for *“how much this occupation requires encouraging and building mutual trust, respect, and cooperation among team members”*. The higher the occupation’s rating, the less likely that this occupation would satisfy the Work Value of Supervise Others.
6. Fifth, go to this page (<http://www.onetonline.org/find/descriptor/result/4.A.4.b.1?a=1>) and click the “control” and “f” keys on your keyboard simultaneously to open a search box and search for the occupation’s name to find that occupation and its rating for *“how much this occupation requires getting members of a group to work together to accomplish tasks”*. The higher the occupation’s rating, the less likely that this occupation would satisfy the Work Value of Supervise Others.
7. Sixth, go to this page (<http://www.onetonline.org/find/descriptor/result/4.A.4.b.4?a=1>) and click the “control” and “f” keys on your keyboard simultaneously to open a search box and search for the occupation’s name to find that occupation and its rating for *“how much this occupation requires providing guidance and direction to subordinates, including setting performance standards and monitoring performance.”* The higher the occupation’s rating, the less likely that this occupation would satisfy the Work Value of Supervise Others.

Safe and Comfortable Environment: having a job where my safety is not a concern. A job that allows me to work in a clean and comfortable setting.

1. On the ONET Online website, look up the summary profile of one of the occupations remaining on your Roster.
2. First, scroll down to the Work Values section and look to see whether “Working Conditions” is listed. If it is listed, there is a good chance that this occupation would satisfy the Work Value of Safe and Comfortable Environment.
3. Next, go to this page (http://www.onetonline.org/find/descriptor/browse/Work_Context/4.C.2/). Click on the relevant physical work conditions (e.g., “Indoors, Environmentally Controlled”) that matter to you, and then click “Show All Occupations” in the lower left hand corner of the page to display a ranking of all occupations based on where they fall on the continuum related to that particular work condition. Click the “control” and “f” keys on your keyboard simultaneously to open a search box and search for the occupation’s name to find that occupation, and its rating on that continuum.
4. Look up each of your remaining occupations on OOH, go to the work environment tab and write down the workplace characteristics for each occupation. Compare occupations on the type and level of safety associated with each occupation.

Job Tranquility: Avoid pressure and the “rat race” in my job role and work setting.

1. Pick an occupation remaining on your Roster to investigate further.
2. Go to this page (<http://www.onetonline.org/find/descriptor/result/4.C.3.c.1?a=1>) and click the “control” and “f” keys on your keyboard simultaneously to open a search box and search for the occupation’s name to find that occupation and its rating for *“the extent to which this occupation requires the worker to compete or be aware of competitive pressures”*. The higher the occupation’s rating, the less likely that this occupation would satisfy the Work Value of Job Tranquility.
3. Go to this page (<http://www.onetonline.org/find/descriptor/result/4.C.3.d.1?a=1>) and click the “control” and “f” keys on your keyboard simultaneously to open a search box and search for the occupation’s name to find that occupation and its rating for *“how often this occupation requires the worker to meet strict deadlines”*. The higher the occupation’s rating, the less likely that this occupation would satisfy the Work Value of Job Tranquility.
4. Go to this page (<http://www.onetonline.org/find/descriptor/result/4.C.3.a.1?a=1>) and click the “control” and “f” keys on your keyboard simultaneously to open a search box and search for the occupation’s name to find that occupation and its rating for *“how serious the result would usually be if the worker made a mistake that was not readily correctable”*. The higher the occupation’s rating, the less likely that this occupation would satisfy the Work Value of Job Tranquility.

5. Go to this page (<http://www.onetonline.org/find/descriptor/result/4.C.3.a.2.a?a=1>) and click the “control” and “f” keys on your keyboard simultaneously to open a search box and search for the occupation’s name to find that occupation and its rating for “*how strongly the decisions you make in that occupation impact the results of co-workers, clients, or the company*” The higher the occupation’s rating, the less likely that this occupation would satisfy the Work Value of Job Tranquility.

Job Security: having a job that I know I will be able to keep and won’t have to worry about getting laid off. Working for a company that is stable.

1. On the ONET Online website, look up the summary profile of one of the occupations remaining on your Roster.
2. First, scroll down to the Wages & Employment Trends section and write down the statistics for “Employment”, “Projected Growth”, and “Projected Job Openings”.
3. Second, scroll down the Work Values section and look to see whether “Working Conditions” is listed. If it is listed, there is a good chance that this occupation would satisfy the Work Value of Job Security.
4. Third, on the OOH website, look up the profile of this occupation. Go to the Job Outlook tab to learn about the current and projected demand for workers in this occupation (and, if applicable, its sub-specialties), as well as the degree of competition that job seekers in this occupation may face.

High Income: having a job that will pay me a top wage, and allow me to live the way I want.

1. On the OOH website, look up the summary profile of one of the occupations remaining on your Roster.
2. Go to the Pay tab, look at the bar chart on the right hand side of the page, and write down the median annual wages amount for the sub-specialties(s) relevant to you. Also, read the other information on the page to discover the degree of variation in wages, and, when applicable, the variation across industries or sub-specialties.

Prestige: having a job where I am looked up to whether in the workplace or in a social setting. A job that is important and people respect me.

1. On the ONET Online website, look up the summary profile of one of the occupations remaining on your Roster.
2. First, scroll down to the Work Values section and look to see whether “Recognition” is listed. If it is listed, there is a good chance that this occupation would satisfy the Work Value of Prestige.
3. Second, look up the occupation’s prestige rating (learn more here: http://en.wikipedia.org/wiki/Occupational_prestige) by going to the following website: <http://ibgwww.colorado.edu/~agross/NNSD/prestige%20scores.html> . Click the “control” and “f” keys on your keyboard simultaneously to open a search box and search for the occupation’s name to find that occupation, and its prestige rating (the second column of numbers) in this list.
4. Third, most everyone has a general sense of which occupations carry more prestige than others. So, feel free to use your personal knowledge of occupational prestige as well.

Work-Life Balance: having a job that allow me to have time for family or friends and provides me enough time off for leisure activities. A job that does not compete with my personal time.

1. Pick an occupation remaining on your Roster to investigate further.
2. First, go to this page (<http://www.onetonline.org/find/descriptor/result/4.C.3.d.8?a=1>) and click the “control” and “f” keys on your keyboard simultaneously to open a search box and search for the occupation’s name to find that occupation and its rating for “*number of hours typically worked in one week.*” The higher the occupation’s rating, the less likely that this occupation would satisfy the Work Value of Work-Life Balance.
3. Second, go to this page (<http://www.onetonline.org/find/descriptor/result/4.C.3.d.4?a=1>) and click the “control” and “f” keys on your keyboard simultaneously to open a search box and search for the occupation’s name to find that occupation and its rating for “*how regular the work schedules for this occupation are.*” The higher the occupation’s rating, the less likely that this occupation would satisfy the Work Value of Work-Life Balance.
4. Third, on the OOH website, look up the profile of this occupation. Go to the Work Environment tab and scroll down to the Work Schedules section. Write down the usual work hours and travel requirements—make note of how demanding the occupation is.