

# Graduate Career Services

The Graduate School and Division of Student Affairs

## Self-Assessment: Defining Your Values

Determining the qualities that you value most in your work can help guide your search for a meaningful career. Start by assigning each of the values on this list a number from 1 to 4.

1. Absolutely essential to me
2. Desirable, but not essential
3. Of neutral value—neither important nor unimportant to me
4. Not of value to me, I would prefer to avoid

Don't worry about spreading the numbers out evenly, but do try to limit yourself to just a few 1's and, most importantly, make sure to be candid with yourself about your current priorities.

### Mission and Impact

- \_\_\_ Social change: I want to make a contribution to society at large.
- \_\_\_ Service: I want to be directly involved in helping individuals.
- \_\_\_ Influence: I want to play a meaningful role in directing the thinking of others in my field.
- \_\_\_ Ethics: I want my work to connect directly with my own principles and morals.
- \_\_\_ Community: I want my work to be of direct benefit to the community in which I live.

### Social Interaction, Collaboration, and Teamwork

- \_\_\_ Sociability: I want to engage regularly with people as part of my daily work.
- \_\_\_ Solitude: I want to work alone or mostly alone, without substantial engagement with others.
- \_\_\_ Teamwork: I want to work as part of a collaborative team on projects and assignments.
- \_\_\_ Management: I want to lead and directly supervise the work of others.
- \_\_\_ Autonomy: I want to work independently with minimal direction or supervision.

### Routine and Stability

- \_\_\_ Pace: I want to work under time-sensitive conditions where there is pressure to deliver.
- \_\_\_ Variation: I want my tasks and responsibilities to vary regularly.
- \_\_\_ Consistency: I want a routine of tasks and responsibilities that remains largely the same.
- \_\_\_ Detail: I want to engage in work that requires attention to detail, precision, and/or accuracy.
- \_\_\_ Flexibility: I want the ability to influence my schedule in a way that works for me.
- \_\_\_ Travel: I want to travel regularly for work, experiencing new places.
- \_\_\_ Location: I want to have control over the geographic location where I work.
- \_\_\_ Balance: I want to have plenty of time to spend with family or other pursuits outside of work.

### Reward

- \_\_\_ Recognition: I want to receive public acknowledgment for my professional accomplishments.
- \_\_\_ Compensation: I want my work to deliver significant financial reward.
- \_\_\_ Security: I want a position and a salary that are likely to remain secure.
- \_\_\_ Prestige: I want to work in a role or at a company that is valued by others.
- \_\_\_ Advancement: I want to have the opportunity to advance rapidly in my field.

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## Challenge and Expression

- \_\_\_ Expertise: I want to work hard toward expertise and mastery in my field.
- \_\_\_ Creativity: I want my work to have a strong element of creativity.
- \_\_\_ Competition: I want a work environment that tests my skills against the skills of others.
- \_\_\_ Adventure: I want to experience a sense of excitement and risk-taking in my work.
- \_\_\_ Entrepreneurship: I want to develop my own projects and ideas.
- \_\_\_ Physical engagement: I want my work to involve physical activity and skills.

List all of the values you've ranked as 1 and write them here:

\_\_\_\_\_

\_\_\_\_\_

## Functions and Industries

Now use the following list of functions and industries to identify several areas where your professional interests lie. Try to check several boxes in each section.

### Functions

- |   |  |   |                                |
|---|--|---|--------------------------------|
| <input type="checkbox"/> Academics & Teaching     | <input type="checkbox"/> Engineering                   | <input type="checkbox"/> Marketing & Advertising  | <input type="checkbox"/> PR    |
| <input type="checkbox"/> Administrative & Support | <input type="checkbox"/> Entrepreneurship              | <input type="checkbox"/> Operations               | <input type="checkbox"/> IT    |
| <input type="checkbox"/> Business & Strategy      | <input type="checkbox"/> Finance & Accounting          | <input type="checkbox"/> Editorial                | <input type="checkbox"/> Sales |
| <input type="checkbox"/> Consulting & Advising    | <input type="checkbox"/> Fundraising & Development     | <input type="checkbox"/> Project Management       | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Creative and Design      | <input type="checkbox"/> General Management            | <input type="checkbox"/> Education                |                                |
| <input type="checkbox"/> Customer Service         | <input type="checkbox"/> Healthcare & Medical Practice | <input type="checkbox"/> Science/R&D              |                                |
| <input type="checkbox"/> Data Science & Analytics | <input type="checkbox"/> HR & Recruiting               | <input type="checkbox"/> Social Media & Community |                                |

### Industries

- |   |   |   |                                  |
|---|---|---|----------------------------------|
| <input type="checkbox"/> Advertising & Agencies | <input type="checkbox"/> Fashion & Beauty             | <input type="checkbox"/> Military                   | <input type="checkbox"/> Law     |
| <input type="checkbox"/> Architecture & Design  | <input type="checkbox"/> Food & Beverage              | <input type="checkbox"/> Nonprofit & Social Good    | <input type="checkbox"/> Tech    |
| <input type="checkbox"/> Arts & Music           | <input type="checkbox"/> Government & Policy          | <input type="checkbox"/> Pharma & Biotech           | <input type="checkbox"/> Finance |
| <input type="checkbox"/> Healthcare             | <input type="checkbox"/> Client Services & Consulting | <input type="checkbox"/> Real Estate                |                                  |
| <input type="checkbox"/> Consumer               | <input type="checkbox"/> Journalism                   | <input type="checkbox"/> Social Media               |                                  |
| <input type="checkbox"/> Media & Publishing     | <input type="checkbox"/> Education (K-12 & Higher Ed) | <input type="checkbox"/> Staffing & Recruiting      |                                  |
| <input type="checkbox"/> Travel & Hospitality   | <input type="checkbox"/> Energy & Natural Resources   | <input type="checkbox"/> Law Enforcement & Security |                                  |
| <input type="checkbox"/> Entertainment & Gaming | <input type="checkbox"/> Manufacturing & Industrials  | <input type="checkbox"/> Telecommunications         |                                  |

Jot down the functions and industries that stood out to you as most interesting or exciting.

\_\_\_\_\_

\_\_\_\_\_

Now that you've identified some guiding values and pinpointed some potential industry and position types, use this information as a springboard for exploring potential careers. Because your values will likely change over time, we recommend revisiting this exercise every few years to make sure your current path aligns with your evolving priorities.

Worksheets adapted from The New Rules of Work, Kathryn Minshew and Alex Cavoulacos.

Original worksheets available at <https://www.themuse.com/thenewrulesofwork>.