

Values Audit

Values concern how you feel about things and what you see as important. They are closely aligned to motivation and therefore are central in career exploration. Whilst they don't affect your ability to do something, they do influence where you feel comfortable doing it. They may say something about the type of work you will find rewarding. This work is likely to be where you have the motivation to contribute your best efforts. Some types of work clearly fit with certain values. Some types of employer fit with certain values.

What might you value in a career? How do these connect with career options that you're considering? Ask yourself what is important to you; consider the lifestyle that you seek and reflect on the type of work environment that you'd prefer and any geographical preferences that you have.

Remember though, that your values and needs are likely to change over time. What seems important to you at this stage in your life may give way to other concerns later. As a result, you may want to keep a record of the work that you do on this and periodically revisit and re-evaluate it again as your career progresses.

To begin to explore your values take a look at those listed in the table below and tick all those that you feel would be important to you in your work:

In my ideal job I will have...

Scope for helping others	Job security	
The respect of others	Influence	
Variety	Achievement	
Creativity	Scope for advancement	
Teamwork	Work independent of others	
Status	Structure	
Friendship	Authority	
Knowledge	Recognition	
Good earnings potential	A sense of belonging	
Community spirit	Opportunities for altruism	
Fun	Fairness	
Competition	Challenge	
Integrity	Openness	
Autonomy	Balance	
Opportunity to take risks	Accountability	
A high salary	Scope to travel for work	
Little stress	Work that is socially useful	
Training/development opportunities	Power	





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Now, use the table below to add any other values that are important to you:

Looking at each of your most important values, what would you say you mean by them? For example:

Value Means to me...

Authority Work where I am responsible and accountable for making decisions; for setting tasks for

others and for influencing the direction of the organisation

Openness A work culture where diverse attitudes or opinions are accommodated and communication

lines are clear; where all contributions are encouraged and heard and one where the reasons

for decisions taken are explained and communicated to all.

In this table, record a brief (two or three sentence) definition of your five most important values:

	Value	Means to me
1		
2		
3		
4		
5		





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Having identified and defined your most important values, it can be useful to consider why they are important to you. Use the spaces below to write a brief paragraph on each of your three most important values:

	Value	This is important to me because
1		
2		
3		

Now, consider three values that are not important to you. Consider why these values might be important to someone else and write a brief paragraph on why someone else might think them important.

	Value	This could be important to others because			
1					
2					
3					

You'll want to try to ensure that your career choices are a good match for the values that you've identified as important. In addition though, they should also be a match for your skills; interests and personality. Massey's Career and Employment Service (http://careers.massey.ac.nz) can offer you resources to assist with analysing these factors and generating resultant career ideas.





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Now however, you may want to use the work done in this particular audit to draft questions about how your values relate to particular careers and potential employers. You should refer to these questions as you research careers through:

- The information on a wide range of types of work found in 'jobs database' section of the Careers NZ site (http://www.careers.govt.nz)
- Attending career fairs and employer presentations for details of those taking place on campus use the 'view all events' at http://careerhub.massey.ac.nz regularly
- Reading newspapers; industry magazines; company brochures and employer websites
- Undertaking relevant work experience or voluntary work
- The NZ Ministry of Business, Innovation and Employment's Occupation Outlook Reports accessible at: http://www.mbie.govt.nz/
- Joining any relevant professional associations that operate in the career areas concerned. See: http://www.indexnz.com/Top/Business-and-Economy/Services/Professional-Associations
- Networking and informational interviews. The latter involves contacting people already working in the
 careers that interest you and interviewing them for information. The Career and Employment Service staff
 can offer you advice on this technique.

