

CAREERSMARTZ

Values and Personality Trait Options

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Values (also known as needs)

Directions: Review the list of values and needs below that have been identified by many people as important work-related factors for a rewarding and successful career. Select those items that are most important to you. Be selective – only select those items that are truly important to you.

- **Aspiration:** It is important to you that through hard work and determination you can achieve higher and higher levels of career success.
- **Authority/Leadership:** It is important to you that you are in charge of other workers and make decisions that other workers will follow.
- **Challenge:** It is important to you that your work requires you to solve difficult problems, to use your knowledge and skills to their maximum, and to continually develop new knowledge and skills.
- **Change/Variety:** It is important to you that your work and/or how you carry out your work changes frequently.
- **Competition:** It is important to you that your work requires you to compete with others to keep your job, or that your salary depends upon how well you can compete with colleagues.
- **Creativity:** It is important to you that your work allows you to use your own creative imagination in carrying out your work, rather than following the plans and ideas others have previously developed.
- **Cutting-edge knowledge:** It is important to you that your work requires you to deal with concepts, knowledge and skills that are on the frontier or cutting edge of your profession.
- **Data orientation:** It is important to you that the main focus of your work is on the collection and interpretation of data, facts or information, with interaction with people and/or things a secondary focus.
- **Dress code – casual:** It is important to you that you can dress casually at work.
- **Dress code – professional:** It is important to you that you must dress professionally at work.
- **Environment:** It is important to you where your work is located and/or what your work environment looks like (examples: indoors vs. outdoors, big city vs. small town, fancy office vs. basic office, big office vs. small office, etc.).
- **Excitement:** It is important to you that your work offers an above average amount of exciting events, pressure situations, or even emergency situations.
- **Expert knowledge:** It is important to you that your work requires you to have a high level of expertise (knowledge and skills) in order to carry out your work.
- **Flexible schedule:** It is important to you that you can determine your work days and/or hours.

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- **Freedom from stress:** It is important to you that your work does not expose you to high levels of stress, or frequent exposure to stressful situations.
- **High salary:** It is important to you that your work pays you a salary considerably higher than most workers.
- **Independence:** It is important to you that you are in charge of determining how you will carry out your duties and responsibilities.
- **Influence others:** It is important to you that your work gives you the opportunity to influence the opinions and behaviors of others.
- **Innovation:** It is important to you that your work allows you to try new ideas, procedures and technologies in order to successfully carry out your work.
- **Job security:** It is important to you that your work is rarely affected by changes in the economy - that your work is always needed and that jobs are always available.
- **Moral fulfillment:** It is important to you that your work matches, supports and does not conflict with your moral beliefs.
- **Objective = profit:** It is important to you that the main objective and focus of your work is to help your company earn financial profit.
- **Objective = help others:** It is important to you that the main objective and focus of your work is to help people solve their needs and problems.
- **People orientation:** It is important to you that the main focus of your work requires you to interact frequently with people, with interaction with data and/or things a secondary focus.
- **Physical fitness:** It is important to you that your work requires a lot of physical activity that will help you maintain good physical health.
- **Precision work:** It is important to you that your work requires a high level of accuracy and attention to detail.
- **Public contact/recognition:** It is important to you that your work offers frequent interaction with the general public, and that you are often in the public eye.
- **Routine work:** It is important to you that your duties and/or how you carry out your duties rarely change.
- **Team player:** It is important to you that your work requires you to work as part of a team in order to complete your work successfully.
- **Technology = low:** It is important to you that your work does not require you to understand and use today's leading-edge technology, such as computers and the Internet.
- **Technology = high:** It is important to you that your work does require you to understand and use today's leading-edge technology, such as computers and the Internet.

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- **Travel:** It is important to you that your work frequently requires you to travel (locally, regionally, nationally, or internationally) in order to successfully carry out your work.
- **Things orientation:** It is important to you that the main focus of your work is on working with things (using your hands), with interaction with people, data and/or information a secondary focus.
- **Work alone:** It is important to you that your work allows you to work alone most of the time, independent from interaction with colleagues and/or clients.
- **Work from home (telecommute):** It is important to you that your employer will allow you to work from home either part-time or full-time.

Personality traits

Directions: Review the list of personality traits below that have been identified by many people as indicators of how they operate (behave) when working. Check those items that ***best describe*** how you behave when working (or in general).

- **Achievement oriented:** You constantly strive to accomplish goals and objectives.
- **Adaptable/Flexible:** You can easily adjust to new routines, systems, situations, procedures and people.
- **Ambitious:** You are dedicated to climbing the corporate ladder.
- **Analytical:** You use facts, data and logic when making decisions.
- **Calm:** You are able to maintain composure during stressful times or in emergency situations.
- **Conventional thinker:** You usually follow traditional, standard methods of behavior and beliefs.
- **Cooperative:** You are willing to work with and help others whenever possible or necessary.
- **Delegate minded:** You are willing and capable of assigning work tasks to subordinates.
- **Dependable:** You can always be counted on to get the work done.
- **Detail oriented:** You can easily spot minute details in written materials, pictures, graphics, etc.
- **Diplomatic:** You are skilled at dealing with sensitive matters without offending others.
- **Direct:** You are capable of dealing honestly and openly with others, regardless of the subject matter.
- **Extrovert:** You are outgoing, sociable and prefer to work with people.
- **Fast paced/high energy:** You prefer to work quickly and at a high level of energy.
- **Independent:** You prefer working alone, following your own lead and setting your own direction.
- **Innovative:** You are skilled at creating new products, services, or ways of doing things.
- **Introvert:** You are reserved, shy and prefer to work by yourself.

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- **Intuitive:** You have a strong internal sense of what's right without relying on facts or data.
- **Leader:** You are willing and capable of taking charge and leading others.
- **Moralistic:** You prefer to follow conventional, traditional beliefs that are accepted by most people.
- **People oriented:** You are sensitive and responsive to the needs of others.
- **Persuasive:** You can easily persuade other people to agree with your line of thinking.
- **Open minded:** You are willing to consider ideas, beliefs and practices different from your own.
- **Persistent:** You rarely give up until you've succeeded at your work.
- **Proactive:** You instinctively anticipate what might or should happen and usually act earlier than others.
- **Reactive:** You prefer to wait until things happen before you decide how to react.
- **Risk taker:** You are willing to take chances even when the odds are against you.
- **Routine oriented:** You prefer work that rarely ever changes.
- **Stress tolerance:** You are capable of handling stressful situations without it affecting you negatively.
- **Team player:** You are willing and capable of working with a group of others to reach a common goal.

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