

Lesson 3: Exploring Work Values



Overview

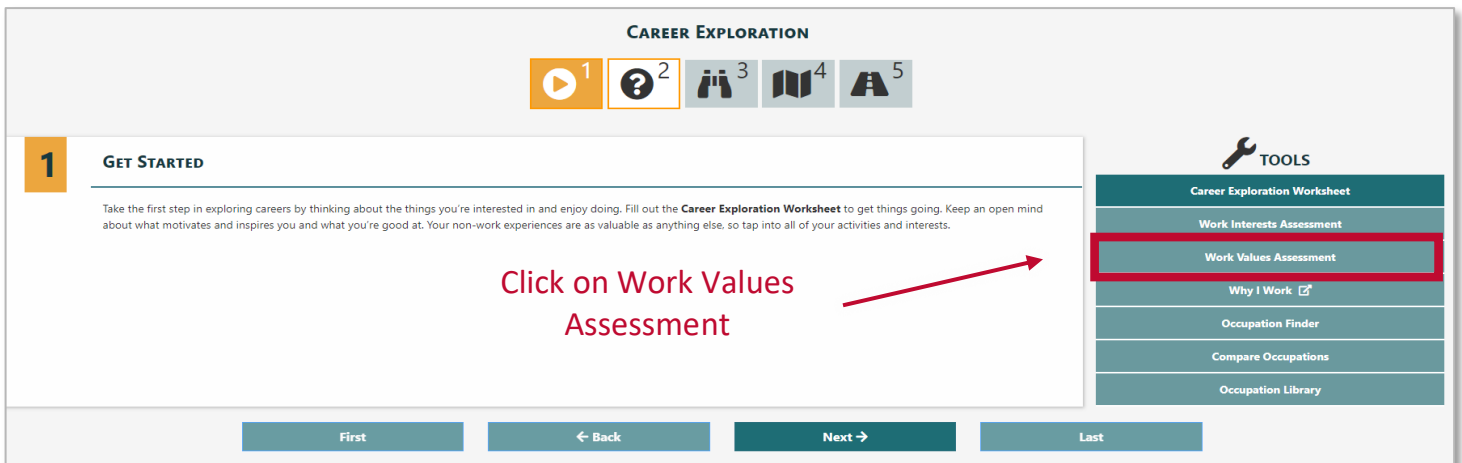
There are several types of career assessments, with each providing insight into unique personal factors that can affect job satisfaction and workplace performance. The Work Values Assessment, available within the Career Solutions system, helps jobseekers learn more about their needs with regard to the type of work they do. In other words, it helps individuals understand what motivates them to work and what they need to feel satisfied in their work environments. The Work Values Assessment is relatively brief survey, taking about fifteen minutes, and can be completed online with instant results. Students can benefit greatly from this assessment in gaining a deeper understanding of what they need from their job.

This lesson contains....

- A summary of how to access and use the Work Values Assessment.
- A review of information to share with students about assessments and personal factors.
- Strategies for using the Work Values Assessment with students.
- Methods for exploring and applying assessment results.
- A review of next steps for students using insights gained from this lesson.

How to Use This Tool

Before beginning, be sure to sign into the system. The Work Values Assessment is located within the Career Exploration section. Simply click the Work Values Assessment link in the list of tools to the right.



The screenshot displays the 'CAREER EXPLORATION' interface. At the top, there are five numbered icons: 1 (play button), 2 (question mark), 3 (person icon), 4 (book icon), and 5 (trophy icon). The main content area is divided into two sections. On the left, under the heading '1 GET STARTED', there is a paragraph of text: 'Take the first step in exploring careers by thinking about the things you're interested in and enjoy doing. Fill out the **Career Exploration Worksheet** to get things going. Keep an open mind about what motivates and inspires you and what you're good at. Your non-work experiences are as valuable as anything else, so tap into all of your activities and interests.' On the right, under the heading 'TOOLS' (with a wrench icon), there is a list of tools: 'Career Exploration Worksheet', 'Work Interests Assessment', 'Work Values Assessment' (highlighted with a red box), 'Why I Work' (with a checkmark icon), 'Occupation Finder', 'Compare Occupations', and 'Occupation Library'. A red arrow points from the text 'Click on Work Values Assessment' to the 'Work Values Assessment' link. At the bottom of the interface, there are four buttons: 'First', '< Back', 'Next >', and 'Last'.

The page below will appear. Instructions for completing the assessment are located in the center of the screen. These instructions should be reviewed carefully before starting the assessment.

Helpful Tip: All twenty cards must be read and clicked through before the *Begin* button will appear. While reading the cards, think about the personal importance of each item in selecting a career.

Helpful Tip: The Work Values Assessment available in this system was developed by O*NET. For additional information on this assessment, as well as print versions of this tool, click [here](https://www.onetcenter.org/WIL.html) or go to <https://www.onetcenter.org/WIL.html>.

Step 1: Start the Work Values Analyzer

The Work Values Analyzer can help you learn more about your work values and help you decide what is important to you in a job. It does this by asking you to rank different aspects of work that represent six important work values. Knowing your work values can help you decide what kinds of jobs and careers you might want to explore.

When you complete the Analyzer, you will get scores for six work values. These scores indicate how important each of the work values is to you. In addition to your scores, you will receive a list of occupations that are linked with your work values. This list can help you explore career options. The more a job agrees with your work values, the more likely you are to be satisfied in that job.

The Work Values Analyzer is different from other surveys you may have taken in the past. Instead of questions, the Work Values Analyzer uses cards with statements about the different aspects of work. You are to sort the cards into groups based on how important the statement on each card is to you on your ideal job -- the kind of job you would most like to have. There are no right or wrong answers to the Analyzer. Different people may feel differently about the statements. You are being asked how you feel. Please answer honestly and carefully.

This is not a test and you may take your time. When you are ready to start click the *Begin the Values Analyzer* button below.

Read each card before you proceed.

Review instructions carefully

Card 20
I could plan my work with little supervision

Begin the Values Analyzer

All 20 cards must be read and clicked through before the *Begin* button will appear

After starting the assessment, a page will appear with the opportunity to sort all twenty cards into five different columns. The sorting can be done either by clicking the rating scale under each card or by dragging and dropping the cards into the columns.

Helpful Tip: Only four cards can be placed in each column, meaning that difficult decisions may need to be made about some of the items on the cards. If needed, cards can be dragged to other columns at any time.

From the [O*NET Importance Locator manual](#):

Put exactly 4 cards in each column. When you are done, the four most important statements should be in Column 5, the four next most important should be in Column 4, and so on. The four least important statements should be in Column 1. You may have to move the cards around until you have exactly 4 cards in each column.

Step 2: Sort the Cards

Click the appropriate button next to the card or use your mouse to drag each card to the column that best matches how important it is for you to have a job like the one described on the card. You must click and hold to drag the card. Where you place the cards within each column does not matter. Please place the top left corner of the card within the desired square.

On My Ideal Job it is Important That ...

Rate each card using the scale or dragging and dropping the card into the columns below

Card 1
I make use of my abilities

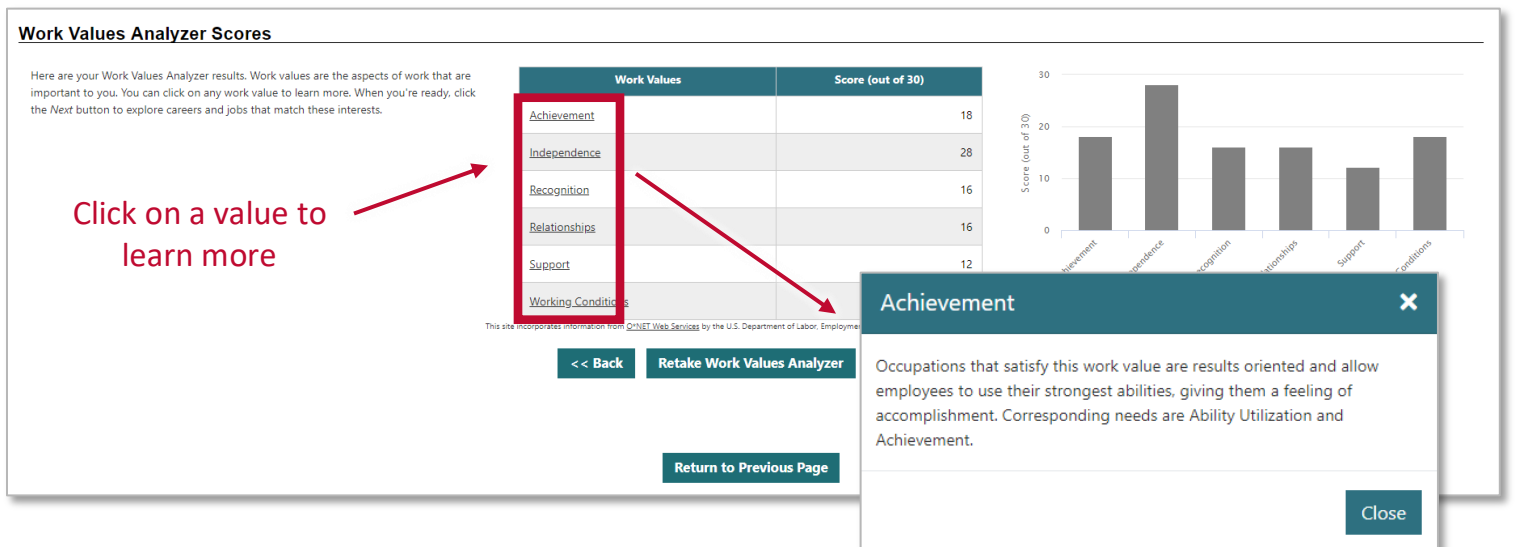
Only four cards can be placed in each column

5 Most Important 4 Very Important 3 Moderate Important 2 Important 1 Least Important

<< Back

Most Important	Very Important	Moderate Important	Important	Least Important
5	4	3	2	1
Place card here	Place card here	Place card here	Place card here	Place card here

After completing the assessment, the results will appear on a page that looks similar to the image below. Work values will be listed and some will have higher scores than others. Students should be encouraged to review their top values with the highest scores, as these are most indicative of their personal work values.



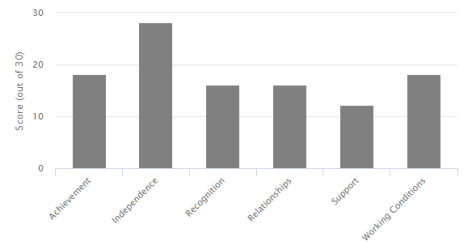
Helpful Tip: Signing into the system before starting will ensure the results are saved and accessible later.

Work Values Analyzer Scores

Here are your Work Values Analyzer results. Work values are the aspects of work that are important to you. You can click on any work value to learn more. When you're ready, click the Next button to explore careers and jobs that match these interests.

Work Values	Score (out of 30)
Achievement	18
Independence	28
Recognition	16
Relationships	16
Support	12
Working Conditions	18

This site incorporates information from OnWET Web Services by the U.S. Department of Labor, Employment and Training Administration (USDOL/ETA).



<< Back

Retake Work Values Analyzer

Next >>

Click Next to continue

Return to Previous Page

After exploring top work values, click Next to continue. A page will appear with the option to select the match level for the occupations that align with the work values results. The stronger the match selected, the shorter the list. Likewise, the weaker the match, the longer the list.

Helpful Tip: The strength of the match selected does not change the occupations that appear at the top of the list. Rather, it simply adjusts the length of the list displayed. If a close match is selected, the list will just be shorter than if a loose match was selected.

Match Level

- ☐ Closely match your Work Importance
- ☒ Moderately match your Work Importance
- ☐ Loosely match your Work Importance
- ☐ Show all occupations

Select the match level for occupations list

Continue

Return to Assessments

Once a match level is selected, a page like the one below will appear. The occupations with the strongest correlation to the top work values identified in the assessment are presented in alphabetical order.

Some notable features of this page include...

- Sorting occupations by clicking on category headings.
- Symbols next to each occupation to identify Bright Outlook and green occupations.
- Filters on the top left that can help narrow and focus the list of occupations.
- A menu on the top right that allows for different types of data to be displayed.

Helpful Tip: The features available in the occupation list that appears are similar to those that were presented in Lesson 2. For your convenience, the instructions have been copied below.

Occupations that Match Your Work Values

• indicates required fields. For help click the information icon.

Area (click to change): [New Mexico](#)

Show Filter Criteria (Showing all records)

BRIGHT OUTLOOK NATIONALLY | **BRIGHT OUTLOOK STATEWIDE** | **GREEN OCCUPATIONS**

Symbols next to occupations identify Bright Outlook and green occupations

Data to Display : Work Importance


	Achievement	Independence	Recognition	Relationships	Support	Working Conditions	Correlation	Job Openings (Jul 17, 2019)
Buyers and Purchasing Agents, Farm Products	15.0	21.7	13.4	15.0	13.4	15.9	Strong	1
Biomedical Engineers	21.7	25.0	20.0	20.0	20.0	21.7	Strong	2
Locksmiths and Safe Repairers	11.7	18.4	10.0	11.7	10.0	13.4	Strong	1

BRIGHT OUTLOOK NATIONALLY | **BRIGHT OUTLOOK STATEWIDE** | **GREEN OCCUPATIONS**

Helpful Tip: Bright Outlook occupations are defined by O*NET as having at least one of the following criteria.

- Projected to grow faster than average (employment increase of 10% or more) over the period 2018-2028
- Projected to have 100,000 or more job openings over the period 2018-2028

Occupations that Match Your Work Values

• indicates required fields.  For help click the information icon.

Area (click to change): [New Mexico](#)

[Show Filter Criteria](#) (Showing all records)

Click a column title to sort.


[BRIGHT OUTLOOK NATIONALLY](#) | [BRIGHT OUTLOOK STATEWIDE](#) | [GREEN OCCUPATIONS](#)

Click on category to sort occupations

Data to Display: Work Importance

Occupation Title	Achievement	Independence	Recognition	Relationships	Support	Working Conditions	Correlation	Job Openings (Jul 17, 2019)
Buyers and Purchasing Agents, Farm Products	15.0	21.7	13.4	15.0	13.4	15.9	Strong	1
Biomedical Engineers	21.7	25.0	20.0	20.0	20.0	21.7	Strong	3
Locksmiths and Safe Repairers	11.7	18.4	10.0	11.7	10.0	13.4	Strong	1

Occupations that Match Your Work Values

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Area (click to change): [New Mexico](#)

[Show Filter Criteria](#) (Showing all records)

Click a column title to sort.


[BRIGHT OUTLOOK NATIONALLY](#) | [BRIGHT OUTLOOK STATEWIDE](#) | [GREEN OCCUPATIONS](#)

Narrow and focus the occupation list using filters

Data to Display: Work Importance

Occupation Title	Achievement	Independence	Recognition	Relationships	Support	Working Conditions	Correlation	Job Openings (Jul 17, 2019)
Buyers and Purchasing Agents, Farm Products	15.0	21.7	13.4	15.0	13.4	15.9	Strong	1
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Occupations that Match Your Work Values

• indicates required fields.  For help click the information icon.

Area (click to change): [New Mexico](#)

[Show Filter Criteria](#) (Showing all records)

Click a column title to sort.

[BRIGHT OUTLOOK NATIONALLY](#) | [BRIGHT OUTLOOK STATEWIDE](#) | [GREEN OCCUPATIONS](#)

Display different types of data

Data to Display: Work Importance

Occupation Title	Achievement	Independence	Recognition	Relationships	Support	Working Conditions	Correlation	Job Openings (Jul 17, 2019)
Buyers and Purchasing Agents, Farm Products	15.0	21.7	13.4	15.0	13.4	15.9	Strong	1
Biomedical Engineers	21.7	25.0	20.0	20.0	20.0	21.7	Strong	3
Locksmiths and Safe Repairers	11.7	18.4	10.0	11.7	10.0	13.4	Strong	1

Helpful Tip: When selecting data types, a message may appear that says, “There were no occupations that matched your criteria.” If this happens go to the dropdown menu and select the data type again. On this second attempt, a list should appear.

There were no occupations that matched your criteria.

Helpful Tip: When selecting labor market information as a data type, the list may automatically sort from lowest to highest, which means a lot of data categories will say, “Confidential.” Data is often labeled “confidential” when there is a limited number of people in an occupation. Clicking on any of the category headings will sort the list from highest to lowest and data will appear.

When selecting Labor Market Information, data categories may say, “Confidential”

Data to Display : Labor Market Information

Occupation Title	Estimated Employment	Projected Employment	Total Annual Percent Change	Annual Openings	Median Wage	Job Openings (Jul 14, 2019)
Buyers and Purchasing Agents, Farm Products	Confidential	Confidential	Confidential	Confidential	Confidential	1
Wholesale and Retail Buyers, Except Farm Products	Confidential	Confidential	Confidential	Confidential	Confidential	15
Purchasing Agents, Except Wholesale, Retail, and Farm Products	Confidential	Confidential	Confidential	Confidential	Confidential	23
Biologists	Confidential	Confidential	Confidential	Confidential	Confidential	5
Substance Abuse and Behavioral Disorder Counselors	Confidential	Confidential	Confidential	Confidential	Confidential	44
Mental Health Counselors	Confidential	Confidential	Confidential	Confidential	Confidential	37

Click on category headings to sort the list from highest to lowest

To examine each occupation in more detail, click on the occupation title that appears in the list. The next page that appears will contain a wealth of information about the occupation, including a summary of work activities/duties, labor market information, education requirements, and more.

Occupations that Match Your Work Values

Click on occupation title to reveal detailed information

Area (click to change): New Mexico

Show Filter Criteria (Showing all records)

Click a column title to sort:

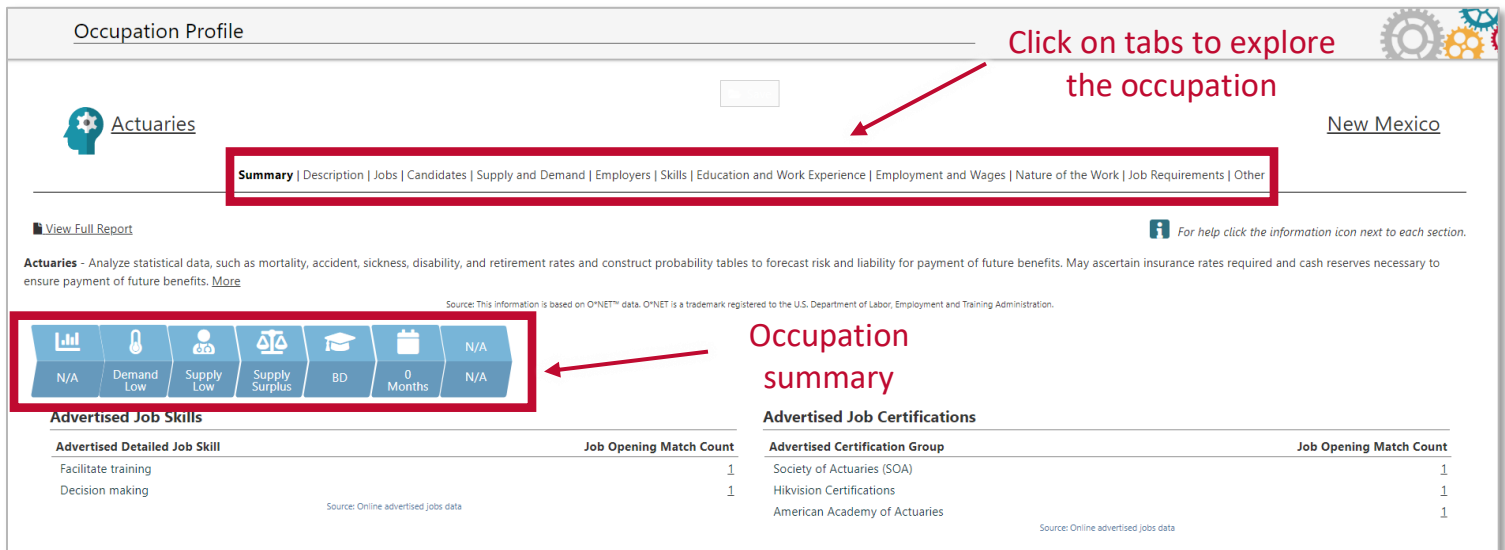
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To explore the occupation profile, scroll down the page or click on the tabs that appear at the top of the profile. An occupation summary (under the job description) provides a very quick idea of the market for the occupation, as well as the required education and work experience.

Helpful Tip: The information displayed on this page is based on O*NET data. If additional information is needed, it may be helpful to visit the O*NET site at onetonline.org.



Occupation Profile

Actuaries

New Mexico

Summary | Description | Jobs | Candidates | Supply and Demand | Employers | Skills | Education and Work Experience | Employment and Wages | Nature of the Work | Job Requirements | Other

View Full Report

For help click the information icon next to each section.

Actuaries - Analyze statistical data, such as mortality, accident, sickness, disability, and retirement rates and construct probability tables to forecast risk and liability for payment of future benefits. May ascertain insurance rates required and cash reserves necessary to ensure payment of future benefits. [More](#)

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Occupation summary

Advertised Job Skills

Advertised Detailed Job Skill	Job Opening Match Count
Facilitate training	1
Decision making	1

Source: Online advertised jobs data

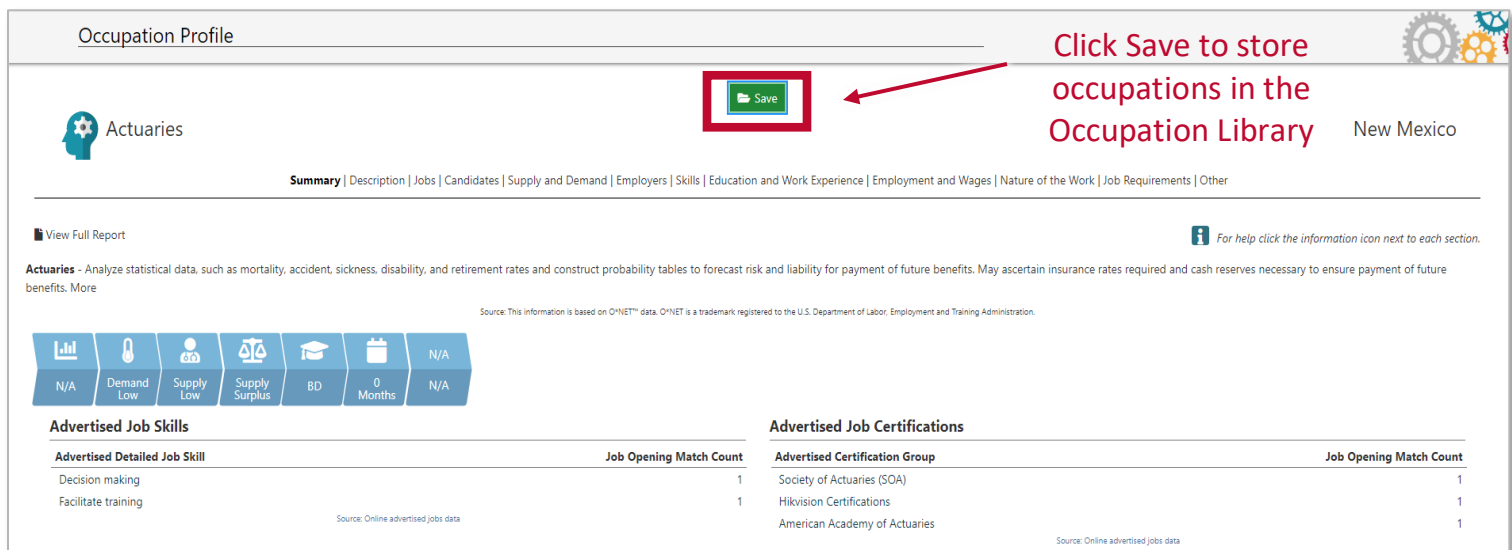
Advertised Job Certifications

Advertised Certification Group	Job Opening Match Count
Society of Actuaries (SOA)	1
Hikvision Certifications	1
American Academy of Actuaries	1

Source: Online advertised jobs data

IMPORTANT: As students complete the activities within each lesson, they need to save occupations they believe are a good match. These saved occupations will be referenced in future lessons.

Helpful Tip: If the option to save does not appear, click the white box at the top of the screen. It will turn green. Clicking it again will save the occupation.



Occupation Profile

Actuaries

New Mexico

Summary | Description | Jobs | Candidates | Supply and Demand | Employers | Skills | Education and Work Experience | Employment and Wages | Nature of the Work | Job Requirements | Other

View Full Report

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Occupation summary

Advertised Job Skills

Advertised Detailed Job Skill	Job Opening Match Count
Decision making	1
Facilitate training	1

Source: Online advertised jobs data

Advertised Job Certifications

Advertised Certification Group	Job Opening Match Count
Society of Actuaries (SOA)	1
Hikvision Certifications	1
American Academy of Actuaries	1

Source: Online advertised jobs data

Connecting with Students

Learning Objectives

In this lesson, students will be given the opportunity to...

- Review the components of an informed career decision.
- Discuss the benefits of career assessments in choosing a career.
- Evaluate work values and their connection to work satisfaction.
- Identify personal work values and apply these to the career selection process.
- Assess careers based on their work values.
- Determine next steps in exploring career opportunities and developing a career plan.

Classroom Discussions and Presentations

Introduction

At this point in the career exploration process, it can be helpful to delve a little deeper into career assessments and their use in developing informed career decisions. To encourage the effective use of these tools, students will need to understand why they are useful and how they should be applied to the career exploration process. Importantly, however, students also need to be aware of the limitations of these tools so they can avoid common misuses of the information. Taking time to provide this foundation can help students develop a healthy relationship with self-discovery tools and embrace their use in effective planning.

Talking Points

Below are some helpful comments to share with students.

- Recall that the ultimate goal of career exploration is making an informed career decision. This often involves careful consideration of both personal and external factors.
- While there are many ways to begin the career exploration process, we have chosen to start with the identification of personal factors to help establish a more personal connection early in the process.
- Career assessments are common tools used to uncover personal interests and values that can be important to consider when choosing a career that you will find meaningful and fulfilling.
- These assessments typically involve brief surveys or activities that produce results that can suggest the presence of particular traits, attributes, values, and interests.
- It is important to keep in mind that assessments are not perfect and they can sometimes be wrong. Also, results from assessments can change over time as you accumulate life experiences. Because of these limitations, assessment results should never be considered as the primary or sole factor when determining career pathways that are right for you.
- Assessments are best viewed as hint or a clue to attributes that you may possess. They merely suggest factors that you may want to consider when selecting a career.
- The Work Values Assessment is frequently used in the career exploration process. It helps you identify what is most important to you when engaging in work activities.

- Understanding what you value in a job can help you seek occupations that align with these values. For example, if you value working with others, it would make sense to consider social occupations.
- The Work Values Assessment is useful in identifying your values and applying these to occupations.

Discussion Questions

As a class or in small groups, have students reflect on the following questions. Help students talk about and work through their positive and negative feelings regarding career exploration.

- What is your general opinion of surveys or tests designed to measure personal attributes?
- How can you determine if a survey is trustworthy, with the ability to produce valid results?
- How might something like the Work Values Assessment be helpful to you?
- When you engage in work-related activities (at home, school, or elsewhere), what motivates you to complete the task? How might you increase your motivation to finish the task?
- When you engage in work-related activities (at home, school, or elsewhere), what helps make the work more enjoyable? What makes the work less enjoyable?
- How might these motivating and enjoyable elements of work play a role in your career selection?
- What do you hope to learn from using career assessments, like the Work Values Assessment?

Exploring the System

After discussing the advantages and disadvantages of career assessments and helping students work through their positive and negative perspectives on them, students can be introduced to the Work Values Assessment in Career Solutions.

The “How to Use this Tool” section above provides a summary of useful information to share with students.

It is recommended that teachers and instructors...

- Encourage students to sign into the site to ensure their data is saved.
- Help students locate the Work Values Assessment.
- Carefully review the instructions posted with the assessment with students.
- Discuss what results will look like and what students should focus on.
- Review features available in the system to explore the results and matching careers.

Classroom Activity

Work Values Assessment and Occupation Comparison

The Work Values Assessment is a common tool that is frequently completed in career exploration activities. Many find this assessment useful in learning about what the need to find satisfaction and fulfillment in the work they do. Students should be encouraged to complete this assessment to gain a deeper understanding about what motivates them to work and what promotes enjoyment in their work activities. When this information is used to identify potential career matches, students can gain a sense of jobs they may like.

To locate the assessment, review the “How to Use this Tool” section above.

It is recommended that teachers and instructors...

- Introduce the purpose of the Work Values Assessment as a tool that can help jobseekers identify what is most important in achieving satisfaction and fulfillment in their work.
- Review the instructions posted with the assessment in Career Solutions.
- Provide an opportunity for students to complete the assessment in the classroom or at home.
- Review the results of the assessment with students.
- Encourage students to complete the Occupation Comparison Sheet (see below).
- **Remind students to save occupations they believe are a good match.**

Exploring the Results

After completing the Work Values Assessment, there are typically one or two values that will emerge that will have higher scores. Students should be encouraged to focus their attention on these top work values and learn more about what these values mean. When interpreting these results from this assessment, the use of the [O*NET Score Report](#) may be helpful. This report provides a summary of the different work values and how to apply the results to the selection of careers. For your convenience, a page from this report that lists definitions of each of the work values is provided below. As a reminder, detailed information on the Work Values Assessment used in the Career Solutions system can be found by clicking [here](#) or visiting <https://www.onetcenter.org/WIL.html#overview>.

Once the top one or two work values have been identified and students have taken time to explore definitions for these values (by clicking on the value titles in the results chart or exploring other sources), the next step is to apply this information to the selection of careers. The Career Solutions system automatically displays careers that have the strongest correlation with the student’s work values. The occupations listed will differ in the content of work, but should be similar in the values that are present in the main work activities. Thus, students should be encouraged to explore careers in content areas they find most interesting. For example, they may find a career in the field of agriculture more interesting than one in finance.

In making career comparisons, the comparison sheet below is a sample of an activity that students should engage in frequently. Creating a side-by-side comparison helps tease apart the finer details of an occupation. This will help them get practice making career choices and identifying what is most important. There are no right or wrong answers in these comparison activities. Their chosen career in this activity is not meant to be their ultimate career choice. It is best viewed as an example of a career match that is stronger than others and can be evaluated to determine features that make it a more desirable career choice.

Occupation Comparison Sheet

Instructions: Complete the Work Values Assessment in Career Solutions. Identify two occupations for which you have a strong correlation. Answer the questions below for each occupation.

Occupation 1:	Occupation 2:
What are some of the job duties for this occupation?	What are some of the job duties for this occupation?
Describe the work environment for this occupation.	Describe the work environment for this occupation.
Describe some of the requirements for this job, including skills, licensing, knowledge, and abilities.	Describe some of the requirements for this job, including skills, licensing, knowledge, and abilities.
List three jobs that are related to this occupation.	List three jobs that are related to this occupation.

Do you think you would find the daily work of these occupations enjoyable and fulfilling? Why or why not?

Which occupation do you think would be the best fit for you? Why?

What Your Work Values Mean

You can think of work values as aspects of work that are important to you. The Work Importance Locator measures the importance to you of the six work values listed below. At the very least, please read the definitions for your two highest work values to get a better understanding of these work values for exploring jobs.

Achievement

If **Achievement** is your highest work value, look for jobs that let you use your best abilities. Look for work where you can see the results of your efforts. Explore jobs where you can get the feeling of accomplishment.

Independence

If **Independence** is your highest work value, look for jobs where they let you do things on your own initiative. Explore work where you can make decisions on your own.

Recognition

If **Recognition** is your highest work value, explore jobs with good possibilities for advancement. Look for work with prestige or with the potential for leadership.

Relationships

If **Relationships** is your highest work value, look for jobs where your co-workers are friendly. Look for work that lets you be of service to others. Explore jobs that do not make you do anything that goes against your sense of right and wrong.

Support

If **Support** is your highest work value, look for jobs where the company stands behind its workers and where the workers are comfortable with management's style of supervision. Explore work in companies with a reputation for competent, considerate, and fair management.

Working Conditions

If **Working Conditions** is your highest work value, consider pay, job security, and good working conditions when looking at jobs. Look for work that suits your work style. Some people like to be busy all the time, or work alone, or have many different things to do. Explore jobs where you can take best advantage of your particular work style.

Next Steps

At the end of the lesson, take a moment to review and assess the learning objectives. Engage students in a brief discussion of the learning opportunities that were made available in the classroom.

In this lesson, students were provided the opportunity to...

- Review the components of an informed career decision.
- Discuss the benefits of career assessments in choosing a career.
- Evaluate work values and their connection to work satisfaction.
- Identify personal work values and apply these to the career selection process.
- Assess careers based on their work values.

After providing a brief overview, encourage students to...

- Continue the self-reflection process.
- Think about their work values and the types of occupations that fit these values.
- Determine how they might use this information in selecting a career.
- Prepare for future lessons that will involve additional self-discovery activities.

The Career Exploration Process

