

# Knowdell™ Career Values Worksheet



## Career Values

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The Knowdell™ Career Values Card Sort is a simple tool that allows you to prioritize your values in as little as five minutes.

Fifty-four variables of your work satisfaction - such as time freedom, precision work, power, technical competence, and public contact - are listed and described.

This is an effective tool for job seekers, those fine-tuning their present jobs, and career changers at all ages and stages.

**Created by Career Development Expert Richard L. Knowdell, MS, NCC, NCCC, CCMF**

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# How to Use the Knowdell™ Career Values Card Sort

## Objectives:

This instrument was developed to assist you to:

- Define factors affecting your career satisfaction
- To define the intensity of your feeling about these factors
- To determine areas of value conflict and congruence
- To apply learnings from the card sort to your career decisions

## Career Options Worksheet

The Career Options Worksheet, on the next page, provides a quick and easy way to see how your values affect the career decisions you make

You will see your top 8 career values list in order of importance.

1) At the top of your Career Options Worksheet, write one or more career / life options that you will be considering in the near future (next week, month, year).

2) Weigh each of your career options against each of your 8 prioritized values and note whether your values support, negate, apply equally, or appear irrelevant to each career option. A question mark (?) means you need more information. A high total suggests that your values support a career options and a low total suggests that the option is not supported by your values.

CAREER OPTIONS WORKSHEET								
Career Options Under Consideration								
Career Values	Work/Life Balance	Work Alone	Change and Variety	Excitement	Freedom Work	Exercise Competence	Challenging Problems	Independence
1. WORK/LIFE BALANCE	3	?	?	?	-1	?		
2. WORK ALONE	3	3	-1	-1	-1	-1		
3. CHANGE AND VARIETY	-1	2	3	3	3	3		
4. EXCITEMENT	-1	?	3	3	3	3		
5. FREEDOM WORK	3	3	3	2	3	3		
6. EXERCISE COMPETENCE	3	?	?	?	-1	?		
7. CHALLENGING PROBLEMS	2	3	3	3	3	3		
8. INDEPENDENCE	2	?	?	?	2	3		
TOTALS	14	14	13	10	12	17		

How congruent are your career values with the various career options you are considering?  
Assign a "Congruence Number" for each value-option pair and then total each column.

3                      2                      1                      0                      -1  
Way Congruent    Congruent            Moderately Congruent    Incongruent            Way Incongruent

# Career Options Worksheet

(Print this page so you can write on it)

Career Values	Career Options Under Consideration					
1) FAMILY						
2) TIME FREEDOM						
3) KNOWLEDGE						
4) SECURITY						
5) WORK-LIFE BALANCE						
6) LOCATION						
7) JOB TRANQUILITY						
8) PERSONAL SAFETY						
9)						
10)						
Totals						

How congruent are your career values with the various career-options you are considering?  
 Assign a "Congruence Number" to each value-option pair and then total each column.

3	2	?	0	-1
Very Congruent	Congruent	Maybe Congruent	Incongruent	Very Incongruent

# YOUR PRIORITIZED TOP 8 CAREER VALUES

This is what you value the most.

- 1) **FAMILY**  
Insure that the type of work I do and the hours I work fit with my family responsibilities.
- 2) **TIME FREEDOM**  
Have responsibilities at which I can work according to my time schedule; no specific working hours required.
- 3) **KNOWLEDGE**  
Engage myself in pursuit of knowledge, truth and understanding.
- 4) **SECURITY**  
Be assured of keeping my job and a reasonable financial reward.
- 5) **WORK-LIFE BALANCE**  
A job that allows me adequate time for my family, hobbies and social activities.
- 6) **LOCATION**  
Find a place to live (town or geographic area) conducive to my lifestyle, a desirable home base for my life.
- 7) **JOB TRANQUILITY**  
Avoid pressure and "the rat race" in my job role and work setting.
- 8) **PERSONAL SAFETY**  
Have a high probability of being safe and healthy at work.

# OFTEN VALUED

## **CHALLENGING PROBLEMS**

Engage continually with complex questions, demanding tasks, trouble-shooting and problem-solving as a core part of my job.

## **WORK WITH OTHERS**

Have close working relations with a group and work as a team to common goals.

## **EXCITEMENT**

Experience a high degree of stimulation or frequent novelty and drama on the job.

## **CREATIVITY**

Create new ideas, programs, organized structures or anything else not following a format developed by others.

## **HONESTY & INTEGRITY**

Work in a setting where honesty and integrity are assets.

## **RECOGNITION**

Get positive feedback and public credit for work well done.

## **DIVERSITY**

Work in a setting that includes individuals of diverse religious, racial or social backgrounds.

## **EXERCISE COMPETENCE**

Demonstrate a high degree of proficiency in job skills and knowledge; show above average effectiveness.

## **FUN & HUMOR**

Work in a setting where it is possible (and appropriate) to joke and have fun.

## **GROUP & TEAMS**

Work with a group to obtain team (rather than individual) results.

# SOMETIMES VALUED

## **INDEPENDENCE**

Be able to determine the nature of my work without significant direction from others. Not have to conform to regulations.

## **CREATIVE EXPRESSION**

Be able to express myself creatively in my work and how I go about doing it.

## **PROFIT, GAIN**

Have a strong likelihood of accumulating large amounts of material gain through ownership, commissions, merit increases.

## **PHYSICAL CHALLENGE**

Have a job that requires bodily strength, speed, dexterity or agility.

## **MAKE DECISIONS**

Have the power to decide courses of action, policies, etc, - a judgment job.

## **CHANGE & VARIETY**

Have work responsibilities frequently changed in content or setting.

## **STRUCTURE & PREDICTABILITY**

Do work with a high level of structure and predictability.

## **FRIENDSHIPS**

Develop close personal relationships with people as a result of work activity.

## **ARTISTIC CREATIVITY**

Engage in creative work in any of several art forms.

## **HELP OTHERS**

Be involved in helping people directly, either individually or in small groups.

## **WORK ALONE**

Do projects by myself, without any amount of contact or input from others.

## **STEEP LEARNING CURVE**

Be presented with new, unique or difficult tasks to be quickly mastered.

## **MORAL FULLFILMENT**

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

# SELDOM VALUED

## **INFLUENCE PEOPLE**

Be in a position to change attitudes or opinions of others.

## **HELP SOCIETY**

Do something to contribute to the betterment of the world.

## **FAST PACE**

Work in circumstances where there is a high pace of activity and work is done rapidly.

## **STABILITY**

Have a work routine and job duties that are largely predictable and not likely to change over a long period of time.

## **ADVANCEMENT**

Be able to get ahead rapidly, gaining opportunities for growth and seniority from work well-done.

## **POWER & AUTHORITY**

Control the work activities or destinies of others.

## **SUPERVISION**

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

## **COMPETITION**

Engage in activities which pit my abilities against others.

## **HIGH EARNINGS ANTICIPATED**

Be able to purchase essentials and the luxuries of life that I wish.

## **PUBLIC CONTACT**

Have a lot of day-to-day contact with people.

## **PRECISION WORK**

Deal with tasks that have exact specifications, that require careful, accurate attention to detail.

## **PRACTICALITY**

Be involved in work that yields a practical or useful result.

## **AFFILIATION**

Be recognized as a member of a particular organization.

## **AESTHETICS**

Be involved in studying or appreciating the beauty of things or ideas.

# NEVER VALUED

## **INTELLECTUAL STATUS**

Be regarded as very well-informed and a strong theorist, as one acknowledged "expert" in a given field.

## **COMMUNITY**

Live in a town or city where I can meet my neighbors and become active in local politics or service projects.

## **ADVENTURE**

Have job duties which involve frequent risk-taking.

## **FRONTIERS OF KNOWLEDGE**

Work in research and development, generating new ideas in the academic, scientific or business communities.

## **SPIRITUALITY**

Work in a setting that is supportive of my spiritual beliefs.

## **WORK UNDER PRESSURE**

Work in time-pressured circumstances, where there is no margin for error, or with demanding work relationships.

## **STATUS**

Impress or gain the respect of friends, family, and community by the nature and or level of responsibility of my work.

## **ENVIRONMENT**

Work on tasks that have a positive effect on the natural environment.

## **TRADITION**

Be involved in work that is consistent with the social traditions in which I was brought up with.



# WHAT'S NEXT

The results of your "Career Values Card Sort" should give you an understanding of those aspects of your job that are most important to you.

You can use this understanding to diagnose why your current job may not be fulfilling, and you can use this to direct future job searches.

When changing your career you should consider these factors:

- 1) Motivation and Transferable Skills ([click here for the Motivated Skills Card Sort](#))
- 2) Occupational Interests ([click here for our Career Interest Test](#))
- 3) Personality Type or Style ([Click here for our Personality Type Test](#))
- 4) Career Values ([Click here for the Career Values Card Sort](#))

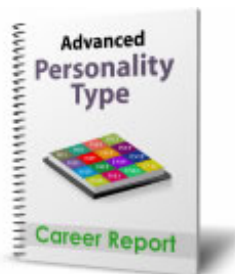
Only after you have accurate information about those four dimensions should you move forward with the career planning process. That process is:

- Assessment - What are your skills, motivation, values, interests, and personality style?
- Exploration - What is the range of available and appropriate jobs and careers?
- Focus - Which specific job or career fits your skills, motivation, values, interests and personality?
- Strategy/Implementation - What specific behaviors will you engage in to get to your goal?

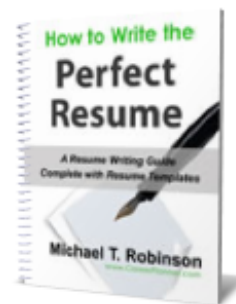
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