Studies show that students who explore their own interests, values, likes and dislikes tend to make career choices that lead to greater job satisfaction. This handout will help you analyze your values, interests, skills, and work preferences.

### VALUES

The following list describes a wide variety of satisfactions that people obtain from their jobs. Look at the definitions of these satisfactions and rate the degree of importance that you would assign to each for yourself, using the scale below:

1 = Not important at all  
2 = Not very important  
3 = Reasonably important  
4 = Very important in my choice of career

- **HELP SOCIETY**: Do something to contribute to the betterment of the world I live in.
- **HELP OTHERS**: Be involved in helping other people in a direct way, either individually or in small groups.
- **PUBLIC CONTACT**: Have a lot of day-to-day contact with people.
- **WORK WITH OTHERS**: Have close working relationships with a group; work as a team toward common goals.
- **AFFILIATION**: Be recognized as a member of a particular organization.
- **FRIENDSHIPS**: Develop close personal relationships with people as a result of my work activities.
- **COMPETITION**: Engage in activities that pit my abilities against others where there are clear win-and-lose outcomes.
- **MAKE DECISIONS**: Have the power to decide courses of action, policies, etc.
- **WORK UNDER PRESSURE**: Work in situations where time pressure is prevalent and/or the quality of my work is judged critically by supervisors, customers or others.
- **POWER AND AUTHORITY**: Control the work activities or (partially) the destinies of other people.
- **INFLUENCE PEOPLE**: Be in a position to change attitudes or opinions of other people.
- **WORK ALONE**: Do projects by myself, without any significant amount of contact with others.
- **KNOWLEDGE**: Engage myself in the pursuit of knowledge, truth, and understanding.
- **INTELLECTUAL STATUS**: Be rewarded as a person of high intellectual prowess or as someone who is an acknowledged "expert" in a given field.
- **ARTISTIC CREATIVITY**: Engage in creative work in any of several artistic forms.
- **CREATIVITY (general)**: Create new ideas, programs, organizational structures, or anything else not following a format previously developed by others.
- **AESTHETICS**: Be involved in studying or appreciating the beauty of things, ideas, etc.
- **SUPERVISION**: Have a job in which I am directly responsible for the work done by others.
- **CHANGE AND VARIETY**: Have work responsibilities which frequently change in their content and setting.
- **PRECISION WORK**: Work in situations where there is very little tolerance for error.
- **STABILITY**: Have a work routine and job duties that are largely predictable and not likely to change over a long period of time.
- **SECURITY**: Be assured of keeping my job and a reasonable financial reward.
- **FAST PACE**: Work in circumstances where there is a high pace of activity, in which work must be done rapidly.
- **RECOGNITION**: Be recognized for the quality of my work in some visible or public way.
- **EXCITEMENT**: Experience a high degree of (or frequent) excitement in the course of my work.
- **ADVENTURE**: Have work duties which involve frequent risk-taking.
- **PROFIT, GAIN**: Have a strong likelihood of accumulating large amounts of money or other material gain.
- **INDEPENDENCE**: Be able to determine the nature of my work without significant direction from others; not have to do what others tell me to do.
- **MORAL FULFILLMENT**: Feel that my work is contributing significantly to a set of moral standards that I feel are very important.

Now choose five of these work values that are the most important to you and write them on the lines below. If you can think of any other work values (desired satisfactions) that are not included in the list, but are especially important to you, feel free to list them as well on the lines below.

1. [ ]
2. [ ]
3. [ ]
4. [ ]
5. [ ]
### INTERESTS

Most people demonstrate their interests by how they spend their time. Review the list below and place a check next to those activities that you currently enjoy doing. Place an asterisk (*) beside the things that you enjoy, but don't presently have the time and/or the opportunity to do. Think about which of these interests might translate into a fulfilling career.

<table>
<thead>
<tr>
<th>INTERESTS</th>
<th>SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>studying nature</td>
<td>bookkeeping</td>
</tr>
<tr>
<td>exchanging ideas</td>
<td>creating new things</td>
</tr>
<tr>
<td>operating computers</td>
<td>listening to music</td>
</tr>
<tr>
<td>being outdoors</td>
<td>working with animals</td>
</tr>
<tr>
<td>conserving natural resources</td>
<td>learning how things work</td>
</tr>
<tr>
<td>observing human behavior</td>
<td>traveling to new places</td>
</tr>
<tr>
<td>rearranging furniture</td>
<td>being around animals</td>
</tr>
<tr>
<td>drawing, painting, or sketching</td>
<td>reading philosophy</td>
</tr>
<tr>
<td>church or faith-based activities</td>
<td>playing with children</td>
</tr>
<tr>
<td>decorating things</td>
<td>scientific research</td>
</tr>
<tr>
<td>studying art</td>
<td>dissecting an organism</td>
</tr>
<tr>
<td>working with your hands</td>
<td>solving problems</td>
</tr>
<tr>
<td>collecting things</td>
<td>the media</td>
</tr>
<tr>
<td>dancing</td>
<td>working with numbers</td>
</tr>
<tr>
<td>working for pleasure</td>
<td>ballet</td>
</tr>
<tr>
<td>raises funds for causes</td>
<td>analyzing movies</td>
</tr>
<tr>
<td>bird watching</td>
<td>working on cars/machines</td>
</tr>
<tr>
<td>designing things</td>
<td>growing plants</td>
</tr>
<tr>
<td>anticipating needs of others</td>
<td>budgeting</td>
</tr>
<tr>
<td>growing plants</td>
<td>visiting the elderly</td>
</tr>
<tr>
<td>meeting people</td>
<td>joining public causes</td>
</tr>
<tr>
<td>socializing at parties</td>
<td>reading a spiritual guide</td>
</tr>
<tr>
<td>talking about politics</td>
<td>teaching others</td>
</tr>
<tr>
<td>caring for sick people</td>
<td>building things</td>
</tr>
<tr>
<td>doing electrical work</td>
<td>giving advice</td>
</tr>
<tr>
<td>analyzing systems</td>
<td>analyzing stocks and investments</td>
</tr>
<tr>
<td>planning events</td>
<td>studying languages</td>
</tr>
<tr>
<td>data processing</td>
<td>studying artifacts</td>
</tr>
<tr>
<td>engaging in business activities</td>
<td>reading novels</td>
</tr>
<tr>
<td>using a microscope</td>
<td>bookkeeping</td>
</tr>
<tr>
<td>creating new things</td>
<td>listening to music</td>
</tr>
<tr>
<td>working with animals</td>
<td>analyzing movies</td>
</tr>
<tr>
<td>learning how things work</td>
<td>bird watching</td>
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<tr>
<td>traveling to new places</td>
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<td>playing with children</td>
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<td>scientific research</td>
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<td>dissecting an organism</td>
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<tr>
<td>solving problems</td>
<td>reading a spiritual guide</td>
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<tr>
<td>the media</td>
<td>working with numbers</td>
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<tr>
<td>dancing</td>
<td>working for pleasure</td>
</tr>
<tr>
<td>operating computers</td>
<td>raising funds for causes</td>
</tr>
<tr>
<td>maintaining files</td>
<td>analyzing stocks and investments</td>
</tr>
<tr>
<td>conserving natural resources</td>
<td>planning events</td>
</tr>
<tr>
<td>being outdoors</td>
<td>studying languages</td>
</tr>
<tr>
<td>exchanging ideas</td>
<td>studying artifacts</td>
</tr>
<tr>
<td>budgeting</td>
<td>engaging in business activities</td>
</tr>
<tr>
<td>reading a spiritual guide</td>
<td>talking about politics</td>
</tr>
<tr>
<td>teaching others</td>
<td>writing a spiritual guide</td>
</tr>
<tr>
<td>science fiction</td>
<td>playing team sports</td>
</tr>
<tr>
<td>playing individual sports</td>
<td>exploring new places</td>
</tr>
<tr>
<td>hanging out</td>
<td>visiting forests and streams</td>
</tr>
<tr>
<td>selling things</td>
<td>public speaking</td>
</tr>
<tr>
<td>socializing at parties</td>
<td>writing a spiritual guide</td>
</tr>
<tr>
<td>planning events</td>
<td>auditing</td>
</tr>
<tr>
<td>being outdoors</td>
<td>solving problems</td>
</tr>
<tr>
<td>viewing the world</td>
<td>learning how things work</td>
</tr>
</tbody>
</table>

### COMMUNICATION SKILLS

<table>
<thead>
<tr>
<th>COMMUNICATION SKILLS</th>
<th>NUMERICAL &amp; ANALYTICAL SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRITING – copywriting for sales, creative writing, prose, poetry, expository writing, essays, reports</td>
<td>AUDITING – assessing the financial status of an organization or program</td>
</tr>
<tr>
<td>PROPOSAL WRITING – for government funding; for revising organizational operations</td>
<td>RECORD KEEPING – orderly keeping of numerical data records, keeping log of sequential information, creating and maintaining files, clear and accurate financial records</td>
</tr>
<tr>
<td>EDITING – newspaper, magazine pieces, manuscripts</td>
<td>MEASURING – obtaining accurate scientific measurements</td>
</tr>
<tr>
<td>REWRITING – technical language into popular form, revising articles or manuscripts</td>
<td>CALCULATING – performing mathematical computations, assessing the risks of an activity that is contemplated</td>
</tr>
<tr>
<td>INTERVIEWING – evaluating people orally for specific purpose, obtaining information from others</td>
<td>updating a file of information up-to-date; completing records; acquiring new information on an old topic</td>
</tr>
<tr>
<td>CORRESPONDING – answering inquiries by mail, initiating letters with others, soliciting information by direct mail</td>
<td>BUDGETING – outlining the costs of a project; assuring that spending will not exceed available funds; using money efficiently</td>
</tr>
<tr>
<td>SPEAKING – publicly to an audience, individually to many people, on radio or television</td>
<td>DEVELOPING MATHEMATICAL MODELS – for scientific phenomena; for behavioral phenomena; for economic phenomena</td>
</tr>
<tr>
<td>SELLING – ideas to others, products, policies</td>
<td>WORKING WITH PRECISION – with numerical data, in time and space situations calling for little error</td>
</tr>
<tr>
<td>LISTENING – to extended conversations between others; to extended conversations from one person in order to help him/her</td>
<td>reading a spiritual guide</td>
</tr>
<tr>
<td>REMEMBERING – large quantities of information, names, faces, places, long sequences of events or instruction</td>
<td>Auditing – assessing the financial status of an organization or program</td>
</tr>
</tbody>
</table>

### NUMERICAL & ANALYTICAL SKILLS

- **AUDITING** – assessing the financial status of an organization or program
- **RECORD KEEPING** – orderly keeping of numerical data records, keeping log of sequential information, creating and maintaining files, clear and accurate financial records
- **MEASURING** – obtaining accurate scientific measurements
- **CALCULATING** – performing mathematical computations, assessing the risks of an activity that is contemplated
- **UPDATING** – keeping a file of information up-to-date; completing records; acquiring new information on an old topic
- **BUDGETING** – outlining the costs of a project; assuring that spending will not exceed available funds; using money efficiently
- **DEVELOPING MATHEMATICAL MODELS** – for scientific phenomena; for behavioral phenomena; for economic phenomena
- **WORKING WITH PRECISION** – with numerical data, in time and space situations calling for little error
SKILLS CONTINUED...

INVESTIGATIVE & RESEARCH SKILLS
- **INSPECTING** - physical objects to meet standards, people to determine criteria or detect information
- **APPRAISING** - evaluation programs or services, judging the value of something, evaluating performance of individuals
- **CLASSIFYING** - sorting information into categories, deciding about placement of people into programs
- **RESEARCHING** - extracting information from library, people, physical observations
- **ANALYZING** - quantitative data, physical or scientific data, human/social situations
- **INVESTIGATING** - seeking information which individuals may attempt to keep secret, seeking the underlying causes for a problem
- **INTERPRETING** - other languages, obscure phrases or passages in English, meaning associated with statistical data
- **COMPILING** - gathering numerical, statistical data, accumulating facts in a given topic area
- **REVIEWING** - reassessing the effects of a program, the performance of an individual, evaluating a play, book, movie, etc.
- **EVALUATING** - assessing a program to determine its success in meeting its objectives, judging the performance of an individual
- **FINDING** - information from obscure, remote, or varied sources; finding people who can be helpful to you or others

INTERPERSONAL SKILLS
- **RECRUITING** - attempting to acquire the services or support of other people
- **SERVING** - providing a service to an individual, serving a product to individuals
- **ADVISING** - giving counsel to others
- **COACHING** - guiding the activities of an athletic team, tutoring
- **NEGOTIATING** - between individuals or groups in conflict
- **COMMITTEE WORKING** - attaining objectives through committee processes, creating and implementing committee structures
- **COUNSELING** - helping people with personal/emotional concerns, life development concerns, family matters, etc.
- **CONFRONTING** - obtaining decisions from reluctant others, giving bad news to others, resolving personal conflicts with others
- **GROUP FACILITATING** - facilitating the positive interaction of members of a group; specific facilitation involving therapy
- **HANDLING COMPLAINTS** - from customers, from citizens to government agencies, from parents of students, etc.
- **TEACHING** - in school or college classrooms; individuals to perform certain tasks; tutoring
- **REHABILITATING** - helping people to resume use of physical limbs; working with handicapped people through non-physical media, such as art, music, etc.
- **MEETING THE PUBLIC** - acting as receptionist, giving tours, greeting; being a public representative of an organization; selling products in a public place; polling the public
- **MEDIATING** - being a peacemaker between conflicting parties; acting as a liaison between competing interests

ADMINISTRATIVE & MANAGERIAL SKILLS
- **ADMINISTERING** - a specific project or activity, a test, etc.
- **DECIDING** - making decisions about the use of money, making decisions involving others, making decisions about alternative courses of action
- **TIMING** - organizing time efficiently so that many tasks are completed in a time period
- **COORDINATING** - numerous events involving different people, great quantities of information, activities in different locations, events in time sequence
- **SUPERVISING** - directly overseeing the work of others; overseeing a building, set of apartments, etc.
- **MANAGING** - being responsible for the work of others; having responsibility for the processing of information or data; guiding the activities of a team; having responsibility for meeting the objectives of an organization or department
- **ORGANIZING** - bringing people together for certain tasks; gathering information and arranging it in clear, interpretable form; arranging political activity; rousing the public to action
- **DELEGATING** - distributing tasks to others; giving responsibility to others on a work team

MANUAL & PHYSICAL SKILLS
- **ASSEMBLING** - technical apparatus or equipment
- **USING INSTRUMENTS** - of a scientific nature, or a medical nature, related to motion, transportation
- **REPAIRING** - mechanical devices, equipment, furniture, etc.
- **CONSTRUCTING** - mechanical apparatus, physical objects
- **OPERATING** - scientific equipment, mechanical devices, vehicles, electronic data equipment, etc.
- **MOVING WITH DEXTERITY** - being able to move athletically, with speed and grace
## Work Preferences

Check the following work-related preferences that are important to you. You will feel more strongly about some than others. To note your priorities, write N next to those characteristics which you feel are non-negotiable. Put T (for tradeoffs) to show where you are willing to compromise.

### Characteristics of the Place in Which You Would Like to Live

#### Community/Cultural Opportunities
- museums
- further education
- size of city
- art galleries
- civic clubs
- sporting events
- symphonies
- religious activities
- local government
- movie houses
- social opportunities
- community involvement
- theaters
- others:

#### Geography
- near mountains
- near ski slopes
- near ocean
- near desert
- access to rivers or lakes
- physical proximity to family
- physical proximity to friends
- others:

#### Weather
- all four seasons
- small temperature variation
- widely varied temperature
- little rain
- lots of snow
- little snow
- mostly sunshine
- others:

#### Commuting
- train
- walk
- bus
- bicycle
- carpool
- your car
- others:

#### Time
- less than 15 minutes
- 15-30 minutes
- 30-60 minutes
- 60+ minutes

### Characteristics of the Job and Job Setting

#### Financial Security
- guaranteed salary
- job funded on time-limited basis, eg. grants
- paid by commission
- have enough money just to get by company stability
- live comfortably risks required to achieve
- continue the lifestyle in which raised financial reward
- have strong buying power
- tenured position
- able to make large financial investments merit raises
- be very wealthy self employed
- work in profit making environment

The Bottom Line (salary I seek in a first job):

#### The Work Environment
- outdoors
- fast paced
- have your own office
- have your own secretary
- business-like
- free from health hazards
- physical movement on the job
- seasonal work
- chaotic atmosphere
- easygoing and congenial atmosphere indoors
- fragmented (work on lots of tasks simultaneously)
- low noise level
- others:

#### Time Requirement
- time to pursue leisure activities
- must put in time socializing with employees, customers, and/or supervisors
- firmly fixed workday schedule
- flexible daily schedule
- peak times, slack times
- overtime expected
- summers and school holidays free
- others:

#### Diversification in the Workplace
Consider your belief about working with those who are different from you. Remember, there are many types of diversity:
- cultural background
- ethnic background
- sex
- educational level
- income level
- fields of specialty
- philosophy/religious belief
- political persuasion

### THE ORGANIZATION
- company life insurance plan
- company organized activities
- company health insurance
- retirement plan
- health and gym facilities
- further educational opportunities
- size of organization is important
NOW WHAT?
You have looked at your values, interests, skills, and work preferences. This information will help you explore your career options and also help you market yourself to potential employers. It may be helpful to note the words you have checked, circled, or highlighted throughout this handout. You may wish to go over this handout with a counselor.

Here’s an example of the type of conclusions you might draw from this self-assessment.

“I seek a job in which communicating both verbally and in writing is central. Specifically, I’m good at compiling information from a variety of sources into a final report form. I am better at writing factual rather than persuasive material. I enjoy explaining information to individuals or small groups. My organizing skills, evident in preparing reports, are also demonstrated in my ability to coordinate people and resources to complete a project. In addition to these primary skill areas, I am good at budgeting my time, setting priorities and attending to details.”

ADDITIONAL RESOURCES
career.virginia.edu/explore

There are a number of assessment tools available at The Career Center (both online and print), including:

FOCUS2
career.virginia.edu/Focus2

FOCUS 2 Career is an online assessment tool designed for you to complete a number of self-assessments and independently explore related academic majors and occupations. There are five self-assessments you can complete that provide you with personal insight related to your: work and leisure interests, values, skills, and personality characteristics. Your assessment results are matched to occupations and supporting majors at the University of Virginia that you can research and determine if you’re interested in exploring these options further.

MYERS BRIGGS
The MBTI will increase your awareness of who you are. It will also provide suggestions on how to improve your decision-making and communication style based on your personality type. You can use the results to gather additional information about your career options and work that matches your type.

STRONG INTEREST INVENTORY
Do What You Are, Tieger/Barron-Tieger. Focuses on how to find work that matches your personality type. Specific job-search strategies and lists of occupations popular with people of your personality type. Excellent book to use in conjunction with the Myers-Briggs Type Indicator (personality inventory available at The Career Center).

I COULD DO ANYTHING, IF I ONLY KNEW WHAT IT WAS, SHER/SMITH.
A book for people who want to find their passion and make it their life; for creating a life they will love. Lots of stories and exercises to help people know what they want.

WHAT COLOR IS YOUR PARACHUTE, BOLLES.
The best-selling job hunting book in the world for nearly thirty years. Very comprehensive, with hundreds of practical suggestions for approaching every aspect of the job search, from figuring out what you want to do to negotiating salary.

Portions of this handout were adapted from Figler, H., et.al. The Liberal View: A Career Guide for Dickinson College. Carlisle, PA: Dickinson College Counseling Center, pp. II-7 - II-13; Van Aalst, F. and Munce, J. “Office of Career Development & Placement, College of Charleston, Memo”. Charleston, SC; and College Outcome Measure Project. ACT Educational Programs and Services. Aubry Forrest, Director. FIPSE funded project.