

VALUES AND NEEDS

This exercise should help you gain insight into your values and needs. For each of the values and needs listed, tick whether it is important, neutral or unimportant to your work satisfaction. Once you have selected your most important ones, go back and choose your top five needs and values and ask yourself how negotiable these are for the next job selection.

Keep in mind that no organisation can meet 100% of your needs and values therefore it is important to prioritise.

TYPICAL VALUES AND NEEDS

Values and needs	Important	Neutral	Unimportant
Achievement - the opportunity to excel and produce significant results, setting high standards for myself and doing challenging work.			
Advancement - having my work lead to better opportunities for promotion or progress.			
Adventure/Excitement - undertaking work where I am excited about the activities/results and take some risks.			
Aesthetics - work that deals with creating or studying beautiful things.			
Affiliation - belonging to a specific company or organisation where I can develop close personal relationships or friendships.			
Artistic Creativity - creating objects, images or other products of art.			
Attractive Environment - working in attractive and comfortable surrounds.			
Challenging Problems - working frequently on issues and problems that will challenge my ability.			
Change and Variety - having work that varies frequently in form, content or location.			
Close to Power - being in a position where I have direct and frequent contact with influential people and/or contribute to major decisions.			
Community - being involved in community affairs.			
Competence - demonstrating that I do excellent work, understand my job well and am a competent and effective person.			
Competition - testing my abilities to win over others.			
Control - having as much control of my workday as possible.			
Creativity - creating new concepts, products, services, structures, systems that do not follow established rules, procedures and patterns.			
Ethics - work activities are consistent with my morals and beliefs.			
Exhibition - commanding the attention of an audience or group.			
Fame/Renown - being well-known to a large number of people for the quality of my work.			
Fast Pace - working in an environment where results need to be produced quickly and on schedule.			
Fun - doing things for fun and maintaining a light-hearted, easygoing attitude toward life.			

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Values and needs	Important	Neutral	Unimportant
Help Society - benefitting society.			
Helping Others - undertaking work that supports and understands others eg teaching, helping, guiding, curing or otherwise direct service to others.			
Independence and Autonomy - working without being told what to do or having to report back frequently.			
Influence People - where I affect how people think.			
Intellectual Status/Expertise - being appreciated as a person with high intelligence or an expert in a field.			
Innovation/Frontiers of Knowledge - generating new ideas or technology, working at the forefront of social/physical science or the cutting edge of my field.			
Knowledge - pursuing increased learning, professional development and understanding in my field.			
Leadership - being the person to whom others look for vision and direction.			
Location - working close to home or otherwise easy to access.			
Make Decisions - making decisions that affect projects' quality and outcome.			
Minimal Stress - keeping my own schedule and working at my own pace without pressure from others.			
Order - keeping personal effects, surroundings and work structures neat and organised, in an environment where things are done in a planned, systematic and orderly manner.			
Physical Challenge - having a physically demanding and rewarding job.			
Power and Authority - being in control of my work and others' organisational future.			
Precision - working in precise measurements or with finely detailed objects; avoiding errors is critical.			
Prestige/Recognition - having work that others consider important and being recognised for my quality.			
Profit/Gain - my work has a strong influence on the bottomline.			
Public Contact - working face-to-face with the public.			
Recognition - having others acknowledge my work.			
Respect from Others - others regard my ability highly.			
Security - I will keep my job and continue to receive reasonable compensation.			
Stability/Certainty - my work is predictable and changes little over long periods of time.			

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Status - friends, family and the community respect my position.			
Stress-free Environment - a calm environment relatively free of stress and pressure.			
Strong Interest - working in a field I find important and interesting.			
Structure - my environment provides structure ie broad guidelines to follow, objectives to achieve and clear expectations and parameters.			
Supportive Environment/Manager - having a receptive boss/employer I can turn to for advice, counsel, help and support.			
Work Alone - producing results with little or no contact or input from others.			
Work/Life Balance - having time to pursue activities of importance to me outside of work.			
Work with Others - working with other people toward common goals in a cooperative team effort.			
Work under Pressure - working in situations demanding high concentration under time pressure over long periods of time with little margin for error.			

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