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Employability Skills Area: **Attitude & Networking**

Assignment Name: **Self-Assessment**

Self-Assessment

Who You Are?

You have interests, abilities, and values that make you unique.

Values

People can often tell what you value by looking at who you are. Your values motivate you at school, at home, and at work. You have certain ideas about what is important. If you can balance what is important in each area of your life, you have a better chance of finding satisfaction.

Explore various education and career options. As you look at each option, think about what is important to you. You will not find many education and career options that match all of your values. However, the options you choose should fulfill many of your important values.

Career Values

Even though you are still in high school, you should be thinking about what kind of work you want to do in the future.

If you value the work you do, you are more committed to working and to doing the job. Here are a few examples of work values:

Income Level	Creativity
Safety	Competition
Work Environment	Advancement
Skills Development	Structure and Security
Teamwork	Physical Challenges
Change and Variety	Helping Others
Independence	Taking Risks

If you have a hard time identifying what you value, talk with your friends and family. They may see things you do not see. Self-assessment “tests” can also help you discover more about your values.

The following worksheet will help you think about your career values. Use check marks to show how important each career value is to you. Some things will only be important to you now as a student worker. Some things will only be important to you later, when you look for work after you finish school. Many things will be important to you in both situations.

My Career Values					
Now	Later	Career Value	Very Important	Somewhat Important	Not At All Important
X	X	Being successful	X		
	X	Being important		X	
	X	Having power			X
	X	Being in charge			X
X		Fitting in		X	
X	X	Knowing what to do	X		
X	X	Doing something hard		X	
X	X	Being able to compete	X		
X	X	Helping others	X		
X	X	Influencing others	X		
X		Working alone			X
X	X	Using my creativity	X		
X	X	Feeling good about myself	X		
	X	Making money		X	
X		Having a set routine		X	
	X	Having a changeable routine		X	
X	X	Feeling peaceful	X		
X	X	Having a good reputation	X		
X	X	Being respected	X		
X	X	Being responsible	X		
X	X	Being secure	X		

Life Values

You've thought about what is and will be important to you in your job or career. Now think about those things that are important to you outside of work. This would include your years as a high school student. Here are a few examples of life values:

Leisure Time
Family
Hobbies or Sports

Friendships
Community Activities
Religious Activities

One way to understand your values is to think about unpleasant experiences. For example, maybe your younger brother does not do well in science class this semester. You and your brother both want him to do better in school. You realize that finding time to help your brother is important to you.

You can also think about your life values by recalling happy experiences.

On the following worksheet, create a list of ten life values that are important to you. Then number the values in order of their importance to you. Share the list with people who know you well. Ask them if it matches what they know about you. Be sure your list of values reflects what you think is important, not what others say should be important.

My Life Values	
Here's a list of the ten life values that are most important to me. I've numbered them to show the order of their importance.	
Value	Importance (1-10)
1. Read my Bible, Relationship with God, Prayer	10
2. Working with my youth group, missions	10
3. FAMILY...especially time with my siblings	10
4. FRIENDS	10
5. School...especially preparing for college	9
6. School...high school, my grades right now	8
7. My Job	5
8. FBLA	5
9. Pets	5
10. Sports in general	2

100/100

Feedback: Emily, your choices show great maturity and care. I think I could have filled this out for you. These answers only solidify why I chose you as Vice President over FBLA as a junior and as the rising President during your senior year. Our values are so important to influencing our careers and choices!

Response

Evaluate your “Self Assessment” and “My Life Values” and respond by completing your Workplace Values Essay. Be sure to use MLA format and respond using a 5 paragraph response.

Emily Potter
Workplace Values
Haskin
Digital Design
Career Skills

Work is the way to become financially independent and successful for many people, others consider work as the way to enjoy the things they like. Anyway, different people have various values in the workplace. As for me, I consider motivation, result and healthy environment in the workplace as the greatest values. I can easily explain why I have such belief.

Motivation should be one of the strongest values in the company. I am inclined to think that if people are not motivated accordingly, their working performance becomes lower, they fail some tasks, clients are dissatisfied and it brings to many specific problems which create additional complications for the company in the means of gaining profit. Highly motivated employees work better. They have better mood and all the work they perform they do with pleasure. There are different ways how employees may be motivated, financially, by career development, by means of the personal growth, and other specific conditions aimed at satisfying the employees' needs. Therefore, motivating employees, it is possible to achieve better work performance and higher efficiency for the company.

Result is another value which is to be considered. The desire to achieve result should be the primary purpose in the company. Working either individually or in team employees should spend much time on planning the possible outcome of the performance and working on the goal achievement. Result should be valued for many reasons. First of all, this is the main condition for getting income; second, result is the last stage of the task performance which is important. Employees should see what they have achieved. Third, result is one of the main measures of the working performance. It helps understand the efficiency of the working process, the competence of the employees and their interest in the work. Bringing value on a result, the employees show their interest in the company success.

Finally, the healthy environment in the company should be highly valued. The healthy environment involves many specific measures and conditions aimed at achieving the only result, at making sure that all the employees are satisfied with the work and with the people they are surrounded with and at reducing negative feelings. The value of the healthy environment at the workplace shows that the company managers take care of their employees and want to make sure that the conflicts are absent. The companies with unhealthy working environment have many difficulties in work performance and result achieving. Healthy environment covers supportive relationships, successful ethical norms and legal behavior in the company.

Therefore, it may be concluded that having various values, I highly appreciate the companies which appraise motivation, result and healthy environment at the workplace. Being the central values for the company, these issues help successfully complete the working process, develop personally and professionally and remain satisfied with the work which are the most important aspects in the rush and highly depressive world we have to live in. Spending much time in the working place, it is essential to be satisfied with what one does as it is going to influence human condition and life performance.