

Values Worksheet

Most people are happiest doing work that allows them to live according to their values. Here are some examples of values. Start by circling any that apply to you. If some important values are missing, write them in the blank boxes.

- | | | |
|---|---|---|
| <input type="checkbox"/> Love/Friendship | <input type="checkbox"/> Harmony | <input type="checkbox"/> Prestige/Recognition |
| <input type="checkbox"/> Money | <input type="checkbox"/> Honesty/Sincerity | <input type="checkbox"/> Progress/Innovation |
| <input type="checkbox"/> Autonomy/Independence | <input type="checkbox"/> Humour | <input type="checkbox"/> Promoting Peace |
| <input type="checkbox"/> Beauty | <input type="checkbox"/> Integrity | <input type="checkbox"/> Human Relations |
| <input type="checkbox"/> Competition | <input type="checkbox"/> Justice | <input type="checkbox"/> Respect of self and others |
| <input type="checkbox"/> Physical comfort | <input type="checkbox"/> Freedom (to act and express views) | <input type="checkbox"/> Personal achievement |
| <input type="checkbox"/> Contributing to society | <input type="checkbox"/> Leisure/Having fun | <input type="checkbox"/> Health |
| <input type="checkbox"/> Creativity | <input type="checkbox"/> Loyalty | <input type="checkbox"/> Personal satisfaction |
| <input type="checkbox"/> Culture/Language | <input type="checkbox"/> Modesty | <input type="checkbox"/> Career security |
| <input type="checkbox"/> Reaching my full potential | <input type="checkbox"/> Optimism | <input type="checkbox"/> Belonging |
| <input type="checkbox"/> Education/Knowledge | <input type="checkbox"/> Order | <input type="checkbox"/> Social status |
| <input type="checkbox"/> Cooperation | <input type="checkbox"/> Openness | <input type="checkbox"/> Work |
| <input type="checkbox"/> The Environment | <input type="checkbox"/> Perseverance | <input type="checkbox"/> Variety/Change |
| <input type="checkbox"/> Excellence | <input type="checkbox"/> Punctuality | <input type="checkbox"/> Power |
| <input type="checkbox"/> Family | | |

If you were allowed to have only 3, which ones would you keep? Put these 3 values on your **Personal Profile Worksheet** on Page 6.

Personal Characteristics Worksheet

You have specific characteristics that make you unique – and especially well-suited for certain jobs. Here are some examples of personal characteristics. Circle any that describe you. If some important characteristics are missing, add them below.

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Precise | <input type="checkbox"/> Curious | <input type="checkbox"/> Intuitive | <input type="checkbox"/> Realistic |
| <input type="checkbox"/> Down to Earth | <input type="checkbox"/> Determined | <input type="checkbox"/> Cheerful | <input type="checkbox"/> Reflective/Thoughtful |
| <input type="checkbox"/> Ambitious | <input type="checkbox"/> Disciplined | <input type="checkbox"/> Loyal | <input type="checkbox"/> Reserved/Shy |
| <input type="checkbox"/> Likable | <input type="checkbox"/> Discrete | <input type="checkbox"/> Methodical | <input type="checkbox"/> Respectful |
| <input type="checkbox"/> Attentive | <input type="checkbox"/> Dynamic | <input type="checkbox"/> Careful | <input type="checkbox"/> Responsible |
| <input type="checkbox"/> Independent | <input type="checkbox"/> Emotional | <input type="checkbox"/> Optimistic | <input type="checkbox"/> Imaginative |
| <input type="checkbox"/> Innovative | <input type="checkbox"/> Energetic/Enthusiastic | <input type="checkbox"/> Organized | <input type="checkbox"/> Sensible |
| <input type="checkbox"/> Adventurous | <input type="checkbox"/> Reliable | <input type="checkbox"/> Original | <input type="checkbox"/> Serious |
| <input type="checkbox"/> Persistent | <input type="checkbox"/> Demanding | <input type="checkbox"/> Open | <input type="checkbox"/> Helpful |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Expressive | <input type="checkbox"/> Passionate | <input type="checkbox"/> Sociable |
| <input type="checkbox"/> Holistic | <input type="checkbox"/> Entrepreneurial | <input type="checkbox"/> Persevering | <input type="checkbox"/> Analytical |
| <input type="checkbox"/> Competitive | <input type="checkbox"/> Flexible | <input type="checkbox"/> Perceptive | <input type="checkbox"/> Spontaneous |
| <input type="checkbox"/> Confident | <input type="checkbox"/> Generous | <input type="checkbox"/> Perfectionist | <input type="checkbox"/> Sympathetic |
| <input type="checkbox"/> Convincing | <input type="checkbox"/> Honest | <input type="checkbox"/> Patient | <input type="checkbox"/> Tolerant |
| <input type="checkbox"/> Courageous | <input type="checkbox"/> Innovative | <input type="checkbox"/> Positive | <input type="checkbox"/> Brave |
| <input type="checkbox"/> Creative | <input type="checkbox"/> Critical | <input type="checkbox"/> Tactful | <input type="checkbox"/> Practical |
| <input type="checkbox"/> Honorable | | | |

If you were allowed to have only 3, which ones would you keep? Put these 3 on your **Personal Profile Worksheet** on Page 6.

Abilities Worksheet

You can develop abilities at home, school and work and in your leisure and volunteer activities. You can do some things better than others. It is important to recognize what you do well and bring to a job. Here are some examples of abilities. Circle any that you have. If some important abilities are missing, write them below.

- | | | |
|--|---|---|
| <input type="checkbox"/> Helping others (listening, understanding) | <input type="checkbox"/> Giving instructions, information | <input type="checkbox"/> Operating heavy equipment |
| <input type="checkbox"/> Learning new things | <input type="checkbox"/> Negotiating | <input type="checkbox"/> Public speaking |
| <input type="checkbox"/> Working with others | <input type="checkbox"/> Developing strategies | <input type="checkbox"/> Making decisions |
| <input type="checkbox"/> Assembling things | <input type="checkbox"/> Writing (grammar, spelling) | <input type="checkbox"/> Preparing text, documents |
| <input type="checkbox"/> Singing | <input type="checkbox"/> Explaining or teaching | <input type="checkbox"/> Predicting consequences |
| <input type="checkbox"/> Classifying objects, documents | <input type="checkbox"/> Researching | <input type="checkbox"/> Selling |
| <input type="checkbox"/> Understanding/Speaking other languages | <input type="checkbox"/> Planning | <input type="checkbox"/> Repairing (computers, things) |
| <input type="checkbox"/> Composing (text, music) | <input type="checkbox"/> Improvising | <input type="checkbox"/> Summarizing |
| <input type="checkbox"/> Driving | <input type="checkbox"/> Manual labour | <input type="checkbox"/> Problem-solving |
| <input type="checkbox"/> Editing/Correcting text | <input type="checkbox"/> Managing stress | <input type="checkbox"/> Working with numbers |
| <input type="checkbox"/> Creating/Inventing | <input type="checkbox"/> Establishing systems/processes | <input type="checkbox"/> Using camera equipment |
| <input type="checkbox"/> Working independently | <input type="checkbox"/> Interviewing people | <input type="checkbox"/> Using different software |
| <input type="checkbox"/> Consulting with people | <input type="checkbox"/> Playing a musical instrument | <input type="checkbox"/> Using laboratory apparatus |
| <input type="checkbox"/> Drawing/Reproduction | <input type="checkbox"/> Reading comprehension | <input type="checkbox"/> Using tools (saw, hammer) |
| <input type="checkbox"/> Leading a group discussion | <input type="checkbox"/> Navigating online | <input type="checkbox"/> Training animals |
| <input type="checkbox"/> Giving good advice | <input type="checkbox"/> Analyzing (text, data) | <input type="checkbox"/> Making lists (of things, priorities) |
| <input type="checkbox"/> Comparing (things, data) | | |

If you were allowed to have only 3, which ones would you keep? Put these 3 abilities on your **Personal Profile Worksheet** on Page 6.

Interest Worksheet

The things you like to do can often give you an idea of the kind of job that you would be good at. Do you know the field of work you would enjoy most?

Here's a quiz that can help you sort out your interests. Respond "Yes" or "No" to the statements. To find out areas of work that may interest you, compare your answers to the numbers in the following groups.

Numbers 1, 5, 9, 12, 15, 16, 18, 23.

If you have responded "Yes" to most of these numbers, you are probably a hands-on **"THINGS"** person. You like to work with tools and machines, make things with your hands, fix and maintain equipment, or find out how things work. Jobs you might like are found in engineering, product manufacturing, construction, repair and servicing, transportation, trades and technology.

Numbers 2, 4, 7, 10, 13, 19, 21, 24.

If you have responded "Yes" to most of these numbers, you are probably an **"INFORMATION"** person. You like to express yourself through writing, music or art, perform experiments or research, solve puzzles and problems, or study and read. Jobs dealing with information are found in arts and entertainment, business and finance, scientific research, sales and services, tourism, law and government.

Numbers 3, 6, 8, 11, 14, 17, 20, 22.

If you have responded "Yes" to most of these numbers, you are probably a **"PEOPLE"** person. You like to care for and help others, encourage people, work as part of a team, and lead and supervise others. Jobs dealing with people are found in health care, education and training, social work and counselling, and religion.

If you responded "Yes" to numbers from each group, it could indicate that you don't have a clear preference for a specific type of job. You may be suited for a job that combines a number of these interests.

1. I'd rather make something than read a book. Yes No
2. I enjoy problem-solving games and working at puzzles. Yes No
3. I like helping others when they need it. Yes No
4. I enjoy reading and learning about new topics. Yes No
5. I like working with my hands. Yes No
6. I like being the leader in a group of people. Yes No
7. I prefer to know all the facts before I tackle a problem. Yes No
8. I like to take care of other people. Yes No
9. I enjoy designing, inventing or creating things. Yes No

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10. I enjoy expressing myself through art, music, or writing. Yes No
11. I would like a job where I can deal with people all day. Yes No
12. I like working with materials and equipment. Yes No
13. I enjoy learning new facts and ideas. Yes No
14. I find co-operating with other people comes naturally to me. Yes No
15. I like finding out how things work by taking them apart. Yes No
16. I would rather work with machines and things than with people. Yes No
17. I can usually persuade people to do things my way. Yes No
18. I enjoy building and repairing things. Yes No
19. I enjoy the research part of my projects. Yes No
20. I like being with people. Yes No
21. I enjoy thinking up different ideas and ways to do things. Yes No
22. I like hearing other people's opinions. Yes No
23. I enjoy learning how to use different tools. Yes No
24. I find it easy to follow written instructions. Yes No

After you do this Quiz, go back and circle your top 3 interests and write them on your [Personal Profile Worksheet](#) on Page 6.

Personal Profile Worksheet

Now that you have transferred the results of the work you have done with the 4 worksheets, you can have a look at your personal profile.

My Top Values

- ♥ I value...
- ♥ I value...
- ♥ I value...

My Top Characteristics

- ✓ I am...
- ✓ I am...
- ✓ I am...

My Top Abilities

- ☆ I am really good at ...
- ☆ I am really good at ...
- ☆ I am really good at ...

My Top Interests

- ☺ I really like...
- ☺ I really like...
- ☺ I really like...