

CALHOUN AREA VOCATIONAL CENTER

MISSION: DEVELOPING A CAREER

GOAL: UNDERSTANDING

OBJECTIVE: NARROWING PERSONAL VALUES

MODULE NUMBER: FOUR

Adapted From Carkhuff Associates "Career Development Model"

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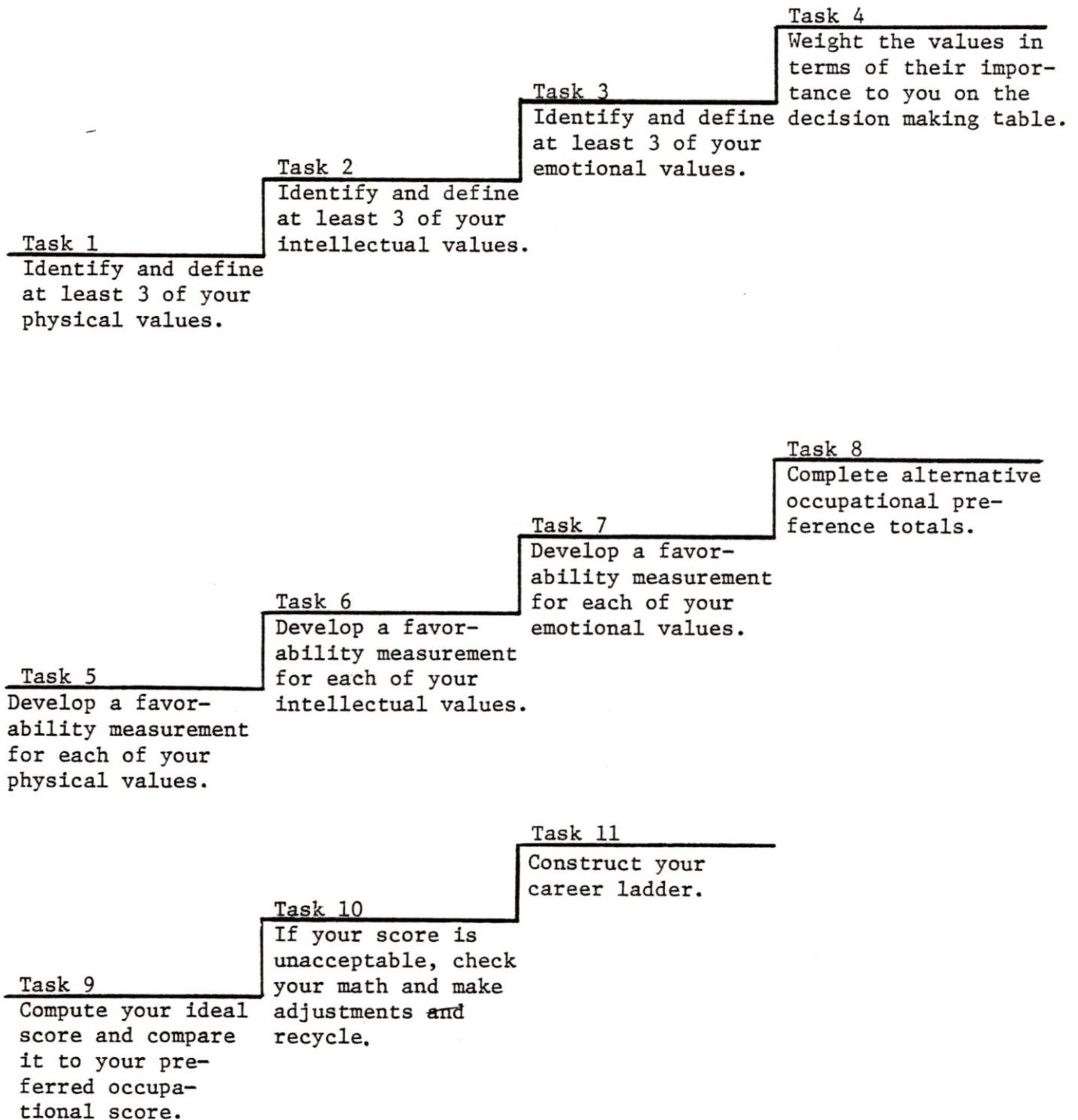
INTRODUCTION

If you enjoy spending time helping people, then it is likely that helping others is important to you, you value service. If you spend a lot of time reading, writing, or talking, then it is likely that communication is important to you, you value interpersonal communication. Or, if you enjoy earning money, then it is likely that income or spending power is important to you, you value your salary. These and/or perhaps other values play a daily role in what we do, feel, and think. A person's satisfaction, happiness, and ultimately their success on the job relies very heavily on whether or not their values are met by the occupation they have chosen.

Now you will identify your values, what is important to you about a job. If you can identify and define your physical, intellectual, and emotional values, then you can measure occupations by these values so that you can make your best career choice.

On the next page are listed the eleven tasks that you will go through in completing this objective, "Narrowing Personal Values". Read the tasks. When finished, begin with Task 1, found on page 3. If you have any questions, ask your instructor.

MISSION: Developing a Career
GOAL: Understanding
OBJECTIVE: Narrowing Personal Values



TASK 1:

Physical values are what you prefer to do physically, or how you prefer to have things physically effect you, such as your working environment, occupational earnings, or physical duties. Think of what physical values you have and would like to have met in your occupation.

Listed below you will see some sample physical values. You may select from the list of physical values below and/or add any of your own physical values not included on the list.

Check Your

<u>Values</u>	<u>Physical Values</u>	<u>Definitions</u>
_____	Salary	The amount of money _____.
_____	Quietness	The amount of time _____.
_____	Dressing Up	The amount of time _____.
_____	Cleanliness	The amount of time _____.
_____	Travel	The amount of time _____.
_____	Using Hands	The amount of time _____.
_____	Walking	The number of times _____.
_____	Temperature	The amount of time _____.
_____	Fringe Benefits	The amount of time _____.
_____	Being Own Boss	The amount of time _____.
_____	Vacation	The number of days _____.
_____	_____	_____.
_____	_____	_____.
_____	_____	_____.
_____	_____	_____.
_____	_____	_____.
_____	_____	_____.
_____	_____	_____.

Step 1: Now, under the physical section on the Values Form, list at least three of your physical values.

In defining your physical values, try to start your definition with the words THE NUMBER OF TIMES (you do an observable behavior), THE AMOUNT OF TIME (spent doing a certain behavior), or HOW MUCH TIME (it takes to do a certain behavior). It is also possible that the values listed above have different meanings for you.

Step 2: Now, next to your physical values listed on the Values Form, write your definitions of your physical values.

TASK 2:

Intellectual values involve what you like to know or think, or things that involve your intellectual process. Think of what intellectual values you have and would like to have met in your occupation.

Listed below you will see some sample intellectual values. You may select from the list of intellectual values below, and/or add any of your own intellectual values not included on this list.

Check Your
Values

Intellectual Values Definitions

_____	Creativity	The amount of times _____.
_____	Math	The amount of time _____.
_____	Specializing	The amount of time _____.
_____	Research	The amount of time _____.
_____	Learning	The amount of time _____.
_____	Decision Making	The number of times _____.
_____	Completion	The number of times _____.
_____	Abstraction	The amount of time _____.
_____	Planning	The amount of time _____.
_____	Communication	The amount of time _____.
_____	_____	_____.
_____	_____	_____.
_____	_____	_____.
_____	_____	_____.
_____	_____	_____.
_____	_____	_____.

Step 1: Now, under the intellectual values section on the Values Form, list at least three of your intellectual values.

In defining your intellectual values, try to start your definition with the words THE NUMBER OF TIMES (you do an observable behavior), THE AMOUNT OF TIME (spent doing a certain behavior), or HOW MUCH TIME (it takes to do a certain behavior). It is possible that the values listed above have different meanings for you.

Step 2: Now, next to your intellectual values listed on the Values Form, write your definitions of your intellectual values.

TASK 3:

Emotional values are the attitudes and experiences you prefer and like to feel or experience. The emotions that you like to experience are your emotional values. Think of what emotional values you have, and would like to have met in your occupation.

Listed below you will see some sample emotional values. You may select from the list of emotional values below and/or add any of your own emotional values not included on this list.

Check Your
Values

Emotional Values

Definitions

_____	Team Work	The amount of time _____.
_____	Liking the Job	The amount of time _____.
_____	Service	The amount of time _____.
_____	Importance	The amount of time _____.
_____	Challenge	The amount of time _____.
_____	Competition	The amount of time _____.
_____	Responsibility	The number of times _____.
_____	Influence	The amount of time _____.
_____	Job Role	The amount of time _____.
_____	Pressure	The amount of time _____.
_____	Happiness	The amount of time _____.
_____	_____	_____.
_____	_____	_____.
_____	_____	_____.
_____	_____	_____.
_____	_____	_____.
_____	_____	_____.
_____	_____	_____.
_____	_____	_____.

Step 1: Now, under the emotional values section on the values Form, list at least three of your emotional values.

In defining your emotional values, try to start your definitions with the words THE NUMBER OF TIMES (you do an observable behavior), THE AMOUNT OF TIME (spent doing an observable behavior), or HOW MUCH TIME (it takes to do a certain behavior). It is possible that the values listed above have different meanings for you.

Step 2: Now, next to the emotional values you listed on the Value Form, write your definitions of your emotional values.

VALUES FORM

Value

Definition

Weights

Physical: 1. _____

2. _____

3. _____

Intellectual: 1. _____

2. _____

3. _____

Emotional: 1. _____

2. _____

3. _____

TASK 4:

You now have a list of at least nine values that are important to you in your search for an occupation or career that is right for you. You have, along with those values, a definition which would allow you to measure occupations in relation to your values. But first you are going to have to weight the values in terms of their importance to you.

Step 1: On Value Form, assign a weight of 10 to the value most important to you.

Step 2: On Value Form, assign a weight of 1 to the value least important to you.

Step 3: On Value Form, assign each of your other values a weight that shows how important that value is to you.

If you have more than ten values listed, you may assign the same weight to two or more values.

TASKS 5, 6, and 7:

So that you can be precise in evaluating occupational alternatives, you are going to develop an index of favorability. That is, determine how much of each of your values would need to be met in any occupation for that occupation to be considered either a very favorable or very unfavorable situation, or somewhere in between. One good way of measuring the favorability of many values is in terms of the units of time in which you wish to invest yourself in each of the values.

- Step 1: List your values from the Value Form on the proper Favorability Index Form.
- Step 2: Taking one value at a time, you must first decide how much of your first value in a job would be very favorable (+2), and write that measurement on the line next to the double plus sign.
- Step 3: You must decide how much of your first value on a job would be very unfavorable (-2), and write that measurement on the line next to the double minus sign.
- Step 4: Next, you must decide how much of that value on a job would be just acceptable (0) to you, and write that measurement on the line next to the plus-minus sign.
- Step 5: Now you must decide how much of that value on a job would be favorable (+1) and write that measurement next to the single plus sign.
- Step 6: Finally, decide how much of that value on a job would be unfavorable (-1) and write that measurement next to the single minus sign.

Repeat steps 1 through 6 until you have developed favorability indexes for each of your values.

SAMPLE

Physical, Intellectual, & Emotional
Values Which Are Most
Important To Me

WEIGHT

+ 8 VALUE: Comfort
The amount of time spent working in a
Definition: comfortable place inside.

+2 Very Favorable =	<u>100% time indoors</u>
+1 Favorable =	<u>95% time indoors</u>
0 Acceptable =	<u>80% time indoors</u>
-1 Unfavorable =	<u>60% time indoors</u>
-2 Very Unfavorable =	<u>0% time indoors</u>

+ 8 VALUE: Concentration
The amount of time spent specializing in
Definition: one area of my work.

+2 Very Favorable =	<u>7-8 hours per day</u>
+1 Favorable =	<u>6 hours per day</u>
0 Acceptable =	<u>5 hours per day</u>
-1 Unfavorable =	<u>4 hours per day</u>
-2 Very Unfavorable =	<u>1-3 hours per day</u>

+ 7 VALUE: Meet People of the Opposite Sex
The number of opportunities to meet
Definition: people of both sexes.

+2 Very Favorable =	<u>10-15 times per day</u>
+1 Favorable =	<u>8- 9 times per day</u>
0 Acceptable =	<u>5- 7 times per day</u>
-1 Unfavorable =	<u>3- 4 times per day</u>
-2 Very Unfavorable =	<u>2 or less times per day</u>

PHYSICAL FAVORABILITY INDEX

<u>Physical Values</u>	<u>Scale</u>	<u>Your Measurement</u>
1. _____	+2	_____
Definition: _____	+1	_____
_____	0	_____
_____	-1	_____
_____	-2	_____
2. _____	+2	_____
Definition: _____	+1	_____
_____	0	_____
_____	-1	_____
_____	-2	_____
3. _____	+2	_____
Definition: _____	+1	_____
_____	0	_____
_____	-1	_____
_____	-2	_____
4. _____	+2	_____
Definition: _____	+1	_____
_____	0	_____
_____	-1	_____
_____	-2	_____

INTELLECTUAL FAVORABILITY INDEX

<u>Intellectual Values</u>	<u>Scale</u>	<u>Your Measurement</u>
1. _____	+2	_____
Definition: _____	+1	_____
_____	0	_____
_____	-1	_____
_____	-2	_____
2. _____	+2	_____
Definition: _____	+1	_____
_____	0	_____
_____	-1	_____
_____	-2	_____
3. _____	+2	_____
Definition: _____	+1	_____
_____	0	_____
_____	-1	_____
_____	-2	_____
4. _____	+2	_____
Definition: _____	+1	_____
_____	0	_____
_____	-1	_____
_____	-2	_____

EMOTIONAL FAVORABILITY INDEX

<u>Emotional Values</u>	<u>Scale</u>	<u>Your Measurement</u>
1. _____	+2	_____
Definition: _____	+1	_____
_____	0	_____
_____	-1	_____
_____	-2	_____
2. _____	+2	_____
Definition: _____	+1	_____
_____	0	_____
_____	-1	_____
_____	-2	_____
3. _____	+2	_____
Definition: _____	+1	_____
_____	0	_____
_____	-1	_____
_____	-2	_____
4. _____	+2	_____
Definition: _____	+1	_____
_____	0	_____
_____	-1	_____
_____	-2	_____

TASK 8:

Now you will determine the favorability score of each value for each occupational alternative. In order to do this, simply look at each occupational alternative and determine the degree of favorability or unfavorability for the values you have developed. To do this, you can use the information you developed earlier. If you do not have enough information you can use your immediate resources at this time.

- Step 1: At the top of the page, list three occupational alternatives to explore.
- Step 2: On the left hand side, list your occupational values in each of the three categories.
- Step 3: Look at each occupational alternative and place a +2 across for each value that is present at that degree in that occupation.
- Step 4: Look at each occupational alternative and place a +1 across for each value that is present at that degree in that occupation.
- Step 5: Look at each occupational alternative and place a 0 across for each value that is present at that degree in that occupation.
- Step 6: Look at each occupational alternative and place a -1 across for each value that is present at that degree in that occupation.
- Step 7: Look at each occupational alternative and place a -2 across for each value that is present at that degree in that occupation.
- Step 8: Using the following scale:

+2 = Very Favorable
+1 = Favorable
0 = Acceptable
-1 = Unfavorable
-2 = Very Unfavorable

multiply the weights you have given each value by the favorability scores you have given for each occupational alternative and write the computed figure next to each favorability score.

- Step 9: Total the computed answers for each occupation at the bottom of the form.

DECISION MAKING FORM

Occupational Alternatives (selected from highest cell in Module 2)

1. _____ 2. _____ 3. _____

Occupational Values

Physical:

Weight

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Intellectual:

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Emotional:

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Column Totals:

	<u>Weight Total</u>	<u>Occupational Score</u>	<u>Occupational Score</u>	<u>Occupational Score</u>
_____	_____	_____	_____	_____

$$\frac{\text{Weight Total}}{\text{Ideal Score}} \times 2 = \text{_____}$$

$$\frac{\text{Preferred Score (Highest occupational score)}}{\text{Ideal Score}} = \text{_____} \%$$

$$\frac{\text{IDEAL SCORE}}{\text{PREFERRED SCORE}} = .00 = 00\%$$

TASK 9:

- Step 1: From Values Form, transfer your weighted values for each value to the Decision Making Form.
- Step 2: Add the column of value weights.
- Step 3: Write that weight total in the space provided.
- Step 4: Multiply the total by 2 to obtain your "ideal score" and place it in the proper blanks.
- Step 5: Select your preferred occupation (the one with the highest score) and place its score in the proper blank.
- Step 6: Devide your preferred occupational score by your ideal score.
- Step 7: If your score is 66% or better you have identified an acceptable occupation which could meet your values two-thirds of the time.

TASK 10:

- Step 1: If your score is not greater than 65%, then follow the following steps.
- Step 2: Check all of your math work and correct errors.
- Step 3: Make adjustments you feel comfortable with regarding occupational values and weight.
- Step 4: Make any adjustments on favorability scale you feel comfortable with.
- Step 5: Return now to Task #9.
- Step 6: If your score is still less than 65%, see your instructor for next steps.

TASK 11:

- Step 1: Write in Preferred Occupation
- Step 2: Identify possible promotional possibilities for that occupation.
- Step 3: Identify requirements needed to achieve each promotion.
(Examples: more education, on the job experience, special training, etc.)

You may need to use the immediate sources of information you developed earlier to identify these promotional possibilities.

Preferred Occupation

Promotional Possibilities

Needed Requirements

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____