

How to Find Job Satisfaction

My Work Values Checklist

There are things that you need from your job, besides the paycheck. Things that will keep you motivated, engaged, and looking forward to going into work each day. (Or at least most days.)

In order to find job satisfaction, you need a job that matches your work values. These are the characteristics of a job that are important and appealing to you.

Knowing your values can help you figure out which careers are right for you, and which ones aren't. It's as important as knowing what your skills and interests are, but is often overlooked.

Everyone will have their own work values.

Your values will likely change overtime, as well.

For example: you may not care much about parental leave policies until you have children. Just as you may not care about having your own office until you've worked in an open and shared space.

You likely won't find a job that meets every single value that you consider to be important. You should, however, be able to find a job that matches your most important values.

This checklist will help you determine what those non-negotiable values are for you.

Instructions:

For each value, decide if it's Very Important, Important, Neutral or Not Important to you, and place a check in the appropriate column.

Be honest with your answers, and try not to overthink them.

Lifestyle & Personal Needs

You want a job that doesn't take away from the other things in life that matter, such as your relationships, your mental and physical health, and your own personal goals and interests.

	Very Important	Important	Neutral	Not Important
Job security and stability				
Provides a good work/life balance				
Short or easy daily commute				
Flexible hours and days (eg: shift work)				
Routine hours and days (eg: Mon-Fri, 9-5)				
Ability to take regular breaks during your shift				
No expectation to work outside of work hours (eg: staying late, or working on the weekend)				
No expectation to respond to work emails or texts outside of work hours				
Being proud of my job and the work I do				
Being proud of the company I work for				
Family and friends approve of what I do				
My work contributes to my morals and ethics				
My work helps make the world a better place or makes a positive difference				
Has a prestigious title or status				
Development and training opportunities to advance professionally				
Recognition for my work contributions				
Accommodating to my family needs				
Accommodating to my health/personal needs				

Compensation & Work Perks

A lot of jobs offer additional forms of compensation and work perks, besides your wage. These are important to consider as well.

	Very Important	Important	Neutral	Not Important
Fair wage or salary				
High wage or salary				
Regularly scheduled pay increases				
Pay increases based on performance				
Opportunities to work overtime				
Ability to work from home/telecommute				
Flexible work week - such as a variable or compressed work week				
Health benefits/health insurance				
Good sick leave/leave of absence policy				
Paid time off or paid vacation days				
Generous paid time off or vacation policy				
Travel and business trips				
Monetary bonuses (eg: annual bonuses)				
On-site bonuses (eg: childcare or gym facilities)				
Job related bonuses (eg: free event tickets)				
Professional development funding and opportunities				
Room to grow or advance within the organization (eg: internal promotions)				
Pension or retirement plans				
Life Insurance policy				
Stock or profit sharing options				

The Job Duties

Of course, what you actually do and what your expectations are at your job matters, too.

	Very Important	Important	Neutral	Not Important
My work is engaging				
Seeing the results of my work				
Has a reasonable workload and expectations				
My work is mentally challenging and interesting				
My work is physically challenging				
Variety in my work - performing different tasks each day				
Routine or predictability in my work - performing the same or similar tasks each day				
Opportunities to take on more responsibilities or projects				
Utilizes my skills, education and experience				
Utilizes my creativity or artistic abilities				
Access to the proper tools, training, and other resources needed to do the job				
Able to come up with new, innovative ideas, products, systems, programs or services				
Ability to influence others opinions and ideas				
Ability to make my own decisions and "to do" list				
Has specific timelines and deadlines				
Has few or flexible timelines and deadlines				
Precision work that requires attention to detail and accuracy				
Involves taking risks				

Working Relationships

No matter what your job is, you will have to work with other people, including your coworkers, management, your customers or clients, and any other stakeholders.

	Very Important	Important	Neutral	Not Important
Being part of a team where I collaborate and work with others regularly				
Working alone on my own tasks without a lot of input and collaboration from others				
A supervisor who regularly monitors my work and performance				
Minimal supervision				
Consistent and fair management				
Respect from management				
Strong rapport with management				
Supervising, leading or directing others				
Being my own boss				
Having friends at work				
Getting along with everyone				
Supportive team and management				
Regular meetings and team building activities				
Helping others by providing customer service, assistance and support				
Working with people and members of the public				
Working with culturally diverse people				
Ability to identify with or understand client's circumstances and needs				
Involves meeting new people or networking				

Work Culture & Environment

It's important to have a safe, healthy and supportive work environment where you are comfortable and that is conducive to your overall performance and job satisfaction.

	Very Important	Important	Neutral	Not Important
Workplace is located in a nice/safe area				
Feeling safe at work				
Feeling comfortable at work				
Low to no stress work environment				
Casual environment and dress code				
Professional environment and dress code				
A quiet work environment				
A private work space (eg: my own office)				
Few distractions so that I can focus on my work				
An exciting and face-paced work environment				
A competitive work environment (eg: commission based sales)				
Friendly competition between colleagues				
Rewards and recognition (eg: employee of the month)				
Fair and consistent rules and policies				
Open and shared communication				
Little to no gossip				
Belongs to a union/is a unionized position				
Promotes and supports workplace wellness				
Supportive and respectful of taking vacations or time off				

Your Top 10 Values

Review the list of values, noting the ones that are Very Important to you. In the space below, rank your Top 10 in order where #1 is the most important of them all.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

What themes or similarities do your Top 10 values have?

What jobs or types of jobs do you think best meet your Top 10 values?