AGJR 481: Senior Seminar
Dimensions of Professionalism

<table>
<thead>
<tr>
<th>Top 10 Places Employers Find New Hires</th>
<th>Top Qualities/Skills Employers Seek</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Internship program</td>
<td>1. Communication skills</td>
</tr>
<tr>
<td>2. Co-op program</td>
<td>2. Honesty/integrity</td>
</tr>
<tr>
<td>3. On-campus interviews</td>
<td>3. Teamwork skills</td>
</tr>
<tr>
<td>4. Employee referrals</td>
<td>4. Interpersonal skills</td>
</tr>
<tr>
<td>5. Career/job fairs</td>
<td>5. Motivation/initiative</td>
</tr>
<tr>
<td>6. Through faculty contacts</td>
<td>6. Strong work ethic</td>
</tr>
<tr>
<td>7. Internet job postings (company site)</td>
<td>7. Analytical skills</td>
</tr>
<tr>
<td>8. Job postings to career offices</td>
<td>8. Flexibility/adaptability</td>
</tr>
<tr>
<td>9. Student organizations/clubs</td>
<td>9. Computer skills</td>
</tr>
<tr>
<td>10. Internet job postings (campus site)</td>
<td>10. Organizational skills</td>
</tr>
<tr>
<td></td>
<td>11. Detail oriented</td>
</tr>
<tr>
<td></td>
<td>12. Leadership skills</td>
</tr>
<tr>
<td></td>
<td>13. Self-confidence</td>
</tr>
<tr>
<td></td>
<td>14. Friendly personality</td>
</tr>
<tr>
<td></td>
<td>15. Tactfulness</td>
</tr>
<tr>
<td></td>
<td>16. Well-mannered/polite</td>
</tr>
<tr>
<td></td>
<td>17. GPA (3.0 or better)</td>
</tr>
<tr>
<td></td>
<td>18. Creativity</td>
</tr>
<tr>
<td></td>
<td>19. Entrepreneurial/risk-taker</td>
</tr>
<tr>
<td></td>
<td>20. Sense of humor</td>
</tr>
</tbody>
</table>

Work Values Checklist
by Pat Boer

Every day, we make choices—some without careful consideration. Often our career choice is based on values rather than the work. Values are the beliefs, attitudes and judgments we prize. Are you aware of your values? Do you act on them? Use this checklist to get a better idea of what’s important to you. It’s divided into three categories related to intrinsic, extrinsic and lifestyle values.

**Intrinsic Values**: Intangible rewards, related to motivation and satisfaction at work on a daily basis. They provide the inner satisfaction and motivation that makes people say, “I love getting up and going to work!” How important (on a scale of one to five; five being most important) are these intrinsic values to you?

1. _____ Variety and change at work
2. _____ Opportunities to express your creativity
3. _____ Work on the frontiers of knowledge
4. _____ Help others
5. _____ Help society
6. _____ Experience adventure/excitement
7. _____ Take risks/have physical challenges
8. _____ Feel respected for your work
9. _____ Compete with others
10. _____ Have lots of public contact
11. _____ Be an expert
12. _____ Engage in precision work
13. _____ Influence others
14. _____ Gain a sense of achievement
15. _____ Work for a good cause

**Extrinsic Values**: Tangible rewards or conditions you find at work, including the physical setting, job titles, benefits and earnings/earning potential. Extrinsic values often trap people into staying at jobs they don’t like, saying: “I just can’t give up my paycheck!” They are commonly called “golden handcuffs.” How important (on a scale of one to five; five being most important) are these “golden handcuffs” to you?

1. _____ Have control/power/authority
2. _____ Travel often
3. _____ Be rewarded monetarily
4. _____ Be an entrepreneur
5. _____ Work as a team
6. _____ Work in a fast-paced environment
7. _____ Have regular work hours

---

8. _____ Set your own hours/have flexibility
9. _____ Be wealthy
10. _____ Have prestige or social status
11. _____ Have intellectual status
12. _____ Have recognition through awards/honors/bonuses
13. _____ Wear a uniform
14. _____ Work in an aesthetically pleasing environment
15. _____ Work on the edge, in a high-risk environment

Lifestyle Values: Personal values associated with how and where you want to live, how you choose to spend your leisure time and how you feel about money. How important (on a scale of one to five; five being most important) are these lifestyle values to you?
1. _____ Save money
2. _____ Vacation at expensive resorts
3. _____ Have access to educational/cultural opportunities
4. _____ Live close to sports/recreational facilities
5. _____ Be active in your community
6. _____ Entertain at home
7. _____ Be involved in politics
8. _____ Live simply
9. _____ Spend time with family
10. _____ Live in a big city
11. _____ Live abroad
12. _____ Have time for spirituality/personal growth
13. _____ Be a homeowner
14. _____ Live in a rural setting
15. _____ Have fun in your life and at work

Once you have completed all three checklists, write down all the values you rated as 5s. If you have less than five, add the values you rated as 4s to the list. If your list of 4s and 5s has more than 20 values, you need to stop and prioritize your list. To prioritize, select no more than 4 or 5 values from each category.

Next, analyze which of the three categories is most important to you. Consider how each is reflected in the work you currently do or in the position you would like to find. Look for overlap or values that seem to go together, such as “be wealthy” from Extrinsic Values and “save money” from Lifestyle Values. If there isn’t overlap or compatibility between categories, or if everything is important to you, then reprioritize your list by selecting your top 10 and keep narrowing the most important ones down until you have five top values you absolutely need on and off the job.

Ten Helpful Web Sites:
Jobweb http://www.jobweb.com/
Workplace Values http://www.collegeview.com/
Skills Employers Want http://icpac.indiana.edu/careers/resume/skills.xml
Hot Skills Employers Want http://www.graduatejobs.com/1999-6-5.htm
Career Management Skills http://www.netwise.ac.uk/cms/employers/index.stm
Transferable Skills http://www.ssn.flinders.edu.au/skills/skills2.html