VALUES CARD SORT

Values Card Sorts are most useful for:

• Helping to enlighten you on what aspects of a job or a career you value the most
• Informing you on what is most important to you and what you should look for in a career
• Allowing you to sort out your negotiable factors, strong preferences, and firm requirements with regards to work and career satisfaction
• Giving you a visual representation of your values

Directions:

1. Make sure you have a good-sized space where you can lay out a full deck of cards in front of you.
2. Cut along the lines of the attached worksheet to create a set of values cards for sorting and prioritizing.
3. Below, you will find 3 column headings. Arrange the following cards from left to right: Must Have, Would Like to Have, and Don’t Need.
4. There are 24 cards in your deck, each listing a value and a brief description of that value.
5. Deal your cards into the appropriate column (Must Have, Would Like to Have, and Don’t Need). Your Must Have column should have no more than eight or ten cards in it. Lay cards out so that you can see all of your choices in one glance. Move quickly, following your feelings.
6. Next, prioritize your cards within each other column, putting the value you feel most strongly about at the top and arranging the rest in decreasing order of importance.

Things to Think About:

• Was the Values Card Sort helpful? Why or why not?
• Was it difficult to prioritize your most important values? Did your “Must Have” pile surprise you?
• Was it difficult to put cards in your “Don’t Need pile”? Why do you think that is?
• How can you apply this to your job search process or career decisions?
• Did you find any themes to your values in the Values Card Sort?

If you would like to talk to someone about this activity or need additional resources, Career Services is available to all students! Check out our website to make an appointment or to see upcoming events and workshops:

http://www.careers.vcu.edu

(Adapted from the Work Importance Profiler, https://www.dreamitdoitvirginia.com/index)
## VALUES CARD SORT

<table>
<thead>
<tr>
<th>Use my skills and abilities</th>
<th>Steady employment and job security</th>
<th>Good benefits (insurance, vacation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>High salary</td>
<td>Helping other people</td>
<td>Work that keeps me busy</td>
</tr>
<tr>
<td>Possibility of promotion and advancement</td>
<td>Others respect the work I do</td>
<td>Supervisors who train their employees well</td>
</tr>
<tr>
<td>Work schedule that meets my needs</td>
<td>Enjoy what I do at work</td>
<td>Believe in the work that I do</td>
</tr>
<tr>
<td>Supervisors who treat me with respect</td>
<td>Gaining a feeling of accomplishment</td>
<td>Work with many other people in a social atmosphere</td>
</tr>
<tr>
<td>The company fits with my own morals and beliefs</td>
<td>Co-workers who are easy to get along with</td>
<td>Supervisors who provide guidance and support</td>
</tr>
<tr>
<td>Good working conditions and work environment</td>
<td>Have status and authority</td>
<td>Ability to work independently</td>
</tr>
<tr>
<td>Challenging and satisfying work</td>
<td>Convenient location</td>
<td>Opportunities to learn and develop new skills</td>
</tr>
</tbody>
</table>

**MUST HAVE**

**WOULD LIKE TO HAVE**

**DON’T NEED**