

# 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

Use my skills and abilities	Steady employment and job security	Good benefits (insurance, vacation)
High salary	Helping other people	Work that keeps me busy
Possibility of promotion and advancement	Others respect the work I do	Supervisors who train their employees well
Work schedule that meets my needs	Enjoy what I do at work	Believe in the work that I do
Supervisors who treat me with respect	Gaining a feeling of accomplishment	Work with many other people in a social atmosphere
The company fits with my own morals and beliefs	Co-workers who are easy to get along with	Supervisors who provide guidance and support
Good working conditions and work environment	Have status and authority	Ability to work independently
Challenging and satisfying work	Convenient location	Opportunities to learn and develop new skills
<b>MUST HAVE</b>	<b>WOULD LIKE TO HAVE</b>	<b>DON'T NEED</b>