

**Personal and Career Development**

**Assignment 2: Career Values**

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**About this assignment:**

In this course, you will have multiple opportunities to strengthen your ability to be self-aware. Your first assignment asked you to reflect on your **Strengths and Skills,** this assignment focuses on **Values**.Use the template to complete each section. Submit your completed assignment via Canvas.

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| **Values** |
| **Values** are qualities considered to be the most important guiding principles that help set priorities in your career and life. They are highly personal and define what is purposeful and meaningful to you. Though values may change in response to life circumstances, they are generally thought to be enduring and provide a compass for setting goals and making decisions. In a career context, where changes occur rapidly and decisions about opportunities in a current work role or new job possibilities can present themselves unexpectedly, it is critical to pause and reflect on the values that are most essential to you. |
| **"Why" Exercise**  This exercise can be a useful tool in clarifying values related to work satisfaction. Jotting down answers to these questions, or perhaps sharing them with a career mentor familiar with your current work situation, is a great way of reaffirming values that are priorities for you in work/co-op. |
| *What would you miss most if you left your current Co-op? Why?* |
| *If I leave my current Co-op, I miss a golden opportunity to experience the Company’s Vision and mission. This company has taught me many situations to face that allowed me to learn and grow. I also miss my helpful coworkers and relationships with them. I was motivated by their energy, and by that process. I miss daily responsibilities and duties that might affect my skills and practices. I learned how to project manage and I’ll miss handling that on a day-to-day basis.* |
| *What was your "best job/co-op ever?" Why?* |
| *I have 2+ years of experience in India as a Software Developer. I know how things work there. I am currently pursuing my master's in Analytics at Northeastern University, Boston. Coming here and having a Co-op is the best experience I have ever had. I have witnessed a lot of things in people, culture, diversity, mindsets, thinking abilities, and sharing knowledge. The US job that I have is the best one I have ever had. I love it.* |
| *When was a time you felt really energized in your work/co-op? Why?* |
| *Daily, I start my workday at 9 and end at 6. In this period I spend most of my time working together with the team members on various tasks. I feel comfortable and energized when they motivate and appreciate my work. I know that there are very basic and initial responsibilities, but it feels awesome and invigorated when I get appreciation even for small things. I also feel happy to have conversations with the team in the meetings and events conducted by the company.* |
| *What value would you not compromise in a job? Why?* |
| *I never compromise the integrity and principles that I follow. I also see that I am having enough personal space and respect for my ideologies. I also never compromise in learning new technologies and be in the game to compete with my peers constructively.* |

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| **Taking Inventory - Work Values Exercise**  Review each value and note in the left column if it is **“Essential (E)”, “Acceptable (A)”** or **“Not Important (NI)”.** In the column to the right, use an “X” or a check mark to note which of these values you associate with your current co-op placement. |

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| **E/A/NI** | **WORK VALUES** | **Co-Op** |
| E | **Achievement:** Occupations that are results oriented and allow employees to use their strongest skills and provide a sense of accomplishment | **X** |
| A | **Adventure:** Work duties that involve risk taking | **X** |
| E | **Aesthetics:** Appreciation in the beauty of things, people, art, nature, and surroundings | **X** |
| E | **Affiliation:** Be recognized as part of an organization |  |
| A | **Altruism/Help Society:** Contributes to greater good | **X** |
| E | **Balance:** Job that allows for family, social, and work | **X** |
| E | **Benefit Package:** Range of advantages an employee may receive such as insurance, vacation, sick leave, salary, etc. | **X** |
| E | **Challenge:** Perform tasks that are difficult or require great mental or physical effort in order to be done successfully | **X** |
| A | **Change/Variety:** Wide range of changing tasks | **X** |
| E | **Community:** Work connected with service, politics, or community affairs | **X** |
| E | **Competition:** Activities that can compare abilities with others | **X** |
| E | **Creative Expression:** Express new ideas, programs, systems, etc. | **X** |
| A | **Excitement/Fun:** Experience high degree of stimulation on the job | **X** |
| A | **Fast Pace:** Quick pace of activity with quick outcomes | **X** |
| NI | **Financial Reward:** Earn larger than average amount of income |  |
| A | **Harmony:** Avoid pressure and stress in role, people, and setting | **X** |
| A | **Help Others:** Assist others in direct way in groups or individual | **X** |
| NI | **Independence:** Work without constant supervision; ability to make decisions without consult |  |
| NI | **Influence Others:** Significant impact on others to change attitude or opinion |  |
| A | **Knowledge/Learning:** Gather new information and ideas | **X** |
| E | **Leadership:** Inspire, motivate, or direct others | **X** |
| NI | **Location:** Live somewhere conducive to lifestyle |  |
| A | **Make Decisions:** Have power to decide course of action/policies | **X** |
| E | **Personal Growth:** Work that enables growth as a person | **X** |
| A | **Physical Challenge:** Job that has physical demands that find rewarding |  |
| E | **Public Contact:** Much day to day contact with people |  |
| E | **Recognition:** Acknowledged for quality of work | **X** |
| A | **Relationships:** Occupations that allow employees to provide support/service to others and have opportunities to work with others in non-competitive setting | **X** |
| E | **Spiritual Fulfillment:** Work that is consistent with ideals or morals |  |
| A | **Security:** Stable work environment and financial compensation |  |
| A | **Stability:** Consistent duties that are predictable and do not change over time | **X** |
| A | **Status/Prestige:** Gain respect of others given nature and level of work | **X** |
| A | **Support:** Occupations that offer advocacy, resources, and guidance from management | **X** |
| E | **Teamwork:** Close working collaborations with group | **X** |
| E | **Time Freedom:** Complete tasks on own schedule | **X** |
| A | **Travel:** Job has opportunity to travel |  |
| NI | **Work Alone:** Do projects individually with little contact with others |  |
| NI | **Working Conditions:** Comfortable work environment, dress code, additional amenities |  |
| A | **Work Under Pressure:** Work where time pressure is significant and quality critically reviewed | **X** |

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| **Co-Op Connection:** Of the values you associated with your co-op, share an example of what that value looks like in practice. |
| Being accountable and Making a difference is one of the examples that I think of. My company currently serving millions of people in getting the right information and mapping the change in tough times of the COVID 19. I focus on detail and tend to deliver quality by being completely honest and keeping promises. Also, I abide by being reliable and positive in situations. I also believe in continuous improvement and continuous development values that are associated with my co-op. I will be grateful throughout my life for providing this lifetime opportunity to learn and work. |

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| **FOR INSTRUCTOR USE ONLY** | |
| **Review Date:** |  |
| **Grade:** |  |
| **Feedback:** |  |