Version 3.0

work importance locator

Instrument

a tool for career exploration

U.S. Department of Labor
Employment and Training Administration

THE O*NET™ CAREER EXPLORATION TOOLS

As you explore your career options, you should know that other tools are available to help you. The **Work Importance Locator** is just one of five **O*NET Career Exploration Tools**. The other tools are:

- The Work Importance Profiler—a computer-based version of the **Work Importance Locator**, it helps you decide what is important to you in a job. It can help you identify occupations that you may find satisfying.
- The Computerized Interest Profiler—helps you find out what your work-related interests are.
- The Interest Profiler (paper version)—is similar to the **Computerized Interest Profiler**, except that you answer and score the questions by hand.
- The Ability Profiler—helps you find out what kinds of jobs you can learn to do well. It can help you recognize where your strengths are and areas where you might need more training or education.

These tools give you three important pieces of information that are valuable to you when exploring careers:

(1) what is important to you in your world of work,
(2) what you can do well, and
(3) what you like to do.

You may use the tools separately or together. You can use them to identify occupations in the world of work that you may want to explore.

America's Career Kit

America's Job Bank
www.ajb.org

America's Learning eXchange
www.alx.org

America's Career InfoNet
www.acinet.org

America's Service Locator
www.servicelocator.org

O*NET OnLine
http://online.onetcenter.org

America's Workforce Network Toll-Free Help Line 1-877-US-2JOBS

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First, write your **name** and the **date**. Then, continue by reading the section below, titled "Welcome to the Work Importance Locator."

NAME: _____ **DATE:** _____

WELCOME TO THE WORK IMPORTANCE LOCATOR

The Work Importance Locator can help you learn more about your work values and can help you decide what is important to you in a job. It does this by asking you to rank different aspects of work that represent six important work values. Knowing your work values can help you decide what kinds of jobs and careers you might want to explore.

When you complete the Locator, you will get scores for six work values. These scores show how important each of the work values is to you. In addition to your scores, you will be directed to a list of occupations that are linked with your work values. This list can help you explore career options. The more a job agrees with your work values, the more likely you are to be satisfied in that job.

You **should use** your **Work Importance Locator** results for career exploration and career counseling purposes. Talk to a vocational/employment counselor or teacher for more help on how to use the tool. Your **Work Importance Locator** results **should not be used** for employment or hiring decisions. Employers, education programs, or other job-related programs should not use your results as part of a screening process for jobs or training.

If you think that your **Work Importance Locator** results are being used incorrectly, talk to your vocational/employment counselor, teacher, or program administrator. You can also contact the National Center for O*NET Development for assistance.

National Center for O*NET Development
Attention: Customer Service
700 Wade Avenue
Raleigh, NC, 27605

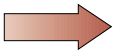
Phone: (919) 733-2790
Fax: (919) 715-0778
e-mail: onet@ncmail.net

BEFORE YOU BEGIN

There are no right or wrong answers in this survey. Different people may feel differently about the statements. You are just being asked how *you* feel. Please answer honestly and carefully.

You should have the following materials in your Work Importance Locator package:

- 20 Work Value cards,
- a Work Value Card Sorting Sheet,
- a Work Importance Locator Score Report, containing lists of occupations, and
- these instructions.

Turn the page 

INSTRUCTIONS

The Work Importance Locator is different from other surveys you may have taken in the past. Instead of questions, the Work Importance Locator uses cards with statements about different aspects of work. You are to sort the cards into groups based on how important the statement on each card is to you on your ***ideal job***—the kind of job you would most like to have.

Please complete and score the survey yourself by following the steps in order. These steps are presented on the next several pages.

Do all the steps in order.

STEP 1. READ THE CARDS

Find the 20 Work Value Cards in the packet provided to you.

- Read all 20 cards before you go to Step 2.
- Think about how important it would be for you to have a job like the one described on each card.

STEP 2. SORT THE CARDS

Find the Work Value Card Sorting Sheet in the packet provided to you.

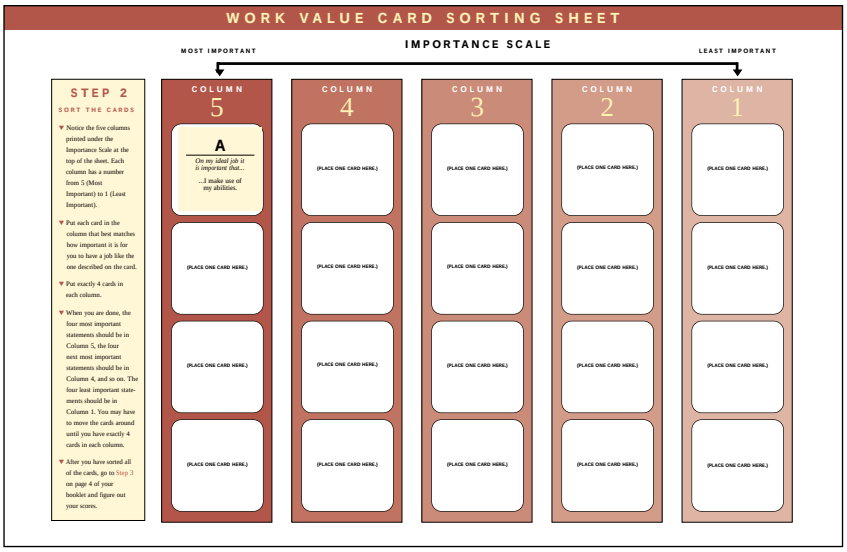
- Notice the five columns printed under the Importance Scale at the top of the sheet. Each column has a number from 5 (Most Important) to 1 (Least Important).
- Put each card in the column that best matches how important it is for you to have a job like the one described on the card.

Put exactly 4 cards in each column. When you are done, the four most important statements should be in Column 5, the four next most important should be in Column 4, and so on. The four least important statements should be in Column 1. You may have to move the cards around until you have exactly 4 cards in each column. *Look at the example on the next page for help.*

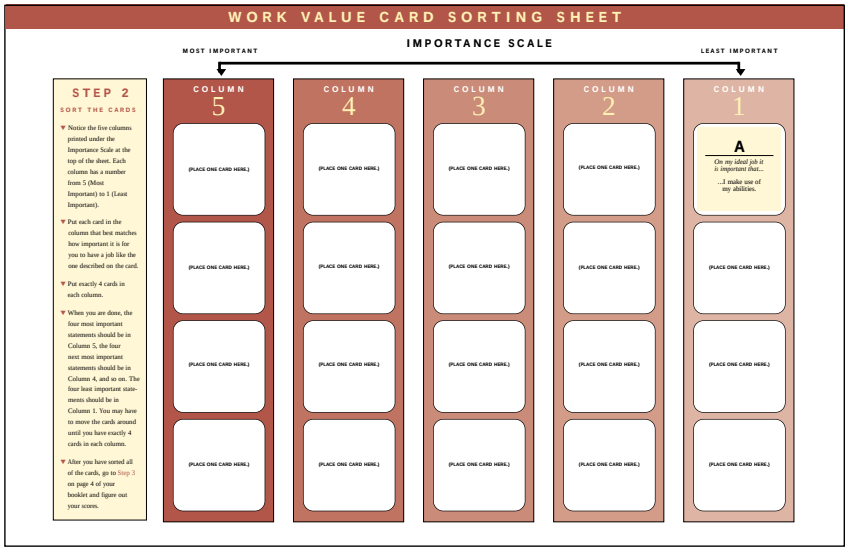
HOW TO COMPLETE THE WORK IMPORTANCE LOCATOR

FOR EXAMPLE:

- If **CARD A** describes something that is more important to you than what is on the other cards, put **CARD A** in **COLUMN 5**.



- On the other hand, if **CARD A** is less important to you when compared with the other cards, put **CARD A** in **COLUMN 1**. If **CARD A** is neither the most important nor the least important, put it in one of the other columns (4, 3, or 2) that best matches how you feel.
- Do the same thing for all of the cards.



Turn the page and go to Step 3

STEP 3. FIGURE OUT YOUR WORK VALUE SCORES

The six Work Values are:

ACHIEVEMENT
INDEPENDENCE
RECOGNITION
RELATIONSHIPS
SUPPORT
WORKING CONDITIONS

They are presented to you in boxes on the opposite page.

Using the Worksheet on the opposite page, figure out your scores for these six work values as follows:

- Look at your Card Sorting Sheet.
- Your score for each card is the number of the column you put it in. The cards in Column 5 each get a score of 5, the cards in Column 4 each get a score of 4, and so on.

FOR EXAMPLE:

- In the Achievement box on the next page, note that Card A is listed first. On your Card Sorting Sheet, find the column where you put Card A.
- Write the number of that column in the scoring space beside Card A in the Achievement box.

- Do the same thing for all the other cards.
- For each box on your Work Value Worksheet, add up the numbers in the Score Column and write the TOTAL in the space provided.
- Multiply each TOTAL score by the number shown below that box, and write your score next to the "=" sign in the box provided.

NOTICE: Your TOTAL score for the value *Working Conditions* does not need to be multiplied.

WORK VALUE

WORKSHEET

ACHIEVEMENT	
CARD	SCORE Column Number
A	
F	+
Add scores for TOTAL ⇨	

Multiply TOTAL by 3 ⇨ x3

Achievement Score ⇨	=

INDEPENDENCE	
CARD	SCORE Column Number
I	
M	+
T	+
Add scores for TOTAL ⇨	

Multiply TOTAL by 2 ⇨ x2

Independence Score ⇨	=

RECOGNITION	
CARD	SCORE Column Number
D	
E	+
L	+
Add scores for TOTAL ⇨	

Multiply TOTAL by 2 ⇨ x2

Recognition Score ⇨	=

RELATIONSHIPS	
CARD	SCORE Column Number
H	
K	+
O	+
Add scores for TOTAL ⇨	

Multiply TOTAL by 2 ⇨ x2

Relationships Score ⇨	=

SUPPORT	
CARD	SCORE Column Number
B	
P	+
Q	+
Add scores for TOTAL ⇨	

Multiply TOTAL by 2 ⇨ x2

Support Score ⇨	=

WORKING CONDITIONS	
CARD	SCORE Column Number
C	
G	+
J	+
N	+
R	+
S	+
Add scores for TOTAL Working Conditions Score ⇨	=

NOTICE: *The score for the value Working Conditions does not need to be multiplied.*

Turn the page and go to Step 4

STEP 4. COPY YOUR WORK VALUE SCORES

Find your two highest Work Values on **PAGE 5**. Copy your scores and the names of those Work Values in the spaces below.

YOUR HIGHEST SCORE: _____ NAME OF WORK VALUE:_____

YOUR NEXT HIGHEST SCORE: _____ NAME OF WORK VALUE:_____

STEP 5. GO TO YOUR WORK IMPORTANCE LOCATOR SCORE REPORT

After you have identified your highest work values, look at your Work Importance Locator Score Report to learn what your scores mean and how to use them to explore careers.

Notes

SPECIAL NOTICE: USER'S AGREEMENT

The O*NET™ Career Exploration Tools are composed of the WORK IMPORTANCE LOCATOR, INTEREST PROFILER, and ABILITY PROFILER products and are owned by the U.S. Department of Labor, Employment and Training Administration (DOL/ETA). All O*NET Assessment/Counseling Tools are copyrighted. O*NET is a trademark of DOL/ETA.

The DOL/ETA developed the O*NET Career Exploration Tools as career counseling, career planning, and exploration tools. In order for each tool to provide an objective assessment, extensive research and development was conducted to ensure that the directions, format, items, and score reports lead to valid assessment. DOL/ETA adhered to the high standards of the American Psychological Association, the American Education Research Association, and the National Council on Measurement in Education in developing the O*NET Career Exploration Tools. In developing the tools, fairness analyses were conducted to ensure that score results were equally valid both from a statistical and a usability perspective.

Results provided from the O*NET Career Exploration Tools are part of a whole-person approach to the assessment process. They provide useful information that individuals can use to identify their strengths, the parts of work they like to do, and the parts of work that they may find important. Individuals can use results to identify training needs and occupations that they may wish to explore further. Individuals are strongly encouraged to use additional information about themselves with O*NET Career Exploration results when making career decisions.

As such, the use of the O*NET Career Exploration Tools is authorized for career exploration, career planning, and career counseling purposes only. Each O*NET Career Exploration Tool must be used consistent with its own "User's Guide." No other use of these tools or any part of the tools is valid or authorized.

All users are bound by the terms of "Special Notice: User's Agreement." If you use any of the O*NET Career Exploration Tools, you have agreed to be bound by the terms of "Special Notice: User's Agreement."

If any of the O*NET Career Exploration Tools is used for a purpose or purposes other than career exploration, career planning, and career counseling purposes, it is a violation of this agreement and neither the U.S. Department of Labor nor the Employment and Training Administration is liable for any misuse of the Tools. The U.S. Department of Labor and the Employment and Training Administration reserve the right to pursue all legal remedies for violations of this User's Agreement.

Recipients of federal assistance from the U.S. Department of Labor must ensure that individuals with disabilities are afforded an equal opportunity to use services based on the O*NET Career Exploration Tools. For further discussion of these obligations, see the Department of Labor's Equal Opportunity Guidance Letter No. 4. This document currently is being reissued and will be found at the National O*NET Consortium web site in the near future at http://www.onetcenter.org.

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3. "O*NET In It" bug with ™ symbol must appear in and on user products:

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