Two-Step Workplace Values Exercise

To begin, rate the importance of each of the workplace values on the following list. We’ve left a few blank lines at the end of our list in case we have missed something that you consider essential.

Rate the degree of importance that you place on each of the following workplace values using this scale:

1 = Work values that are very important to me
2 = Work values that are reasonably important to me
3 = Work values that are not important to me at all

I am interested in jobs and careers that include:

____ helping those in need
____ mental challenge/mentally demanding/problem-solving
____ opportunity for balance between work life and family life
____ flexibility in work structure
____ intellectual status, an acknowledged “expert” in a given field
____ order and structure
____ high degree of competition
____ integrity and truth
____ rewarding loyalty and dependability
____ having self-respect and pride in work
____ stability and security
____ strong financial compensation and financial rewards
____ being recognized for quality of work in a visible/public way
____ having a positive impact on others and society
____ using creativity, imagination; being innovative
____ variety and a changing work pace
____ professional development and on-going learning and growth
____ friendships and warm working relationships
____ team work and workgroups
____ glamour, prestige, respect or a level of social status
____ routine, predictable work projects
____ deadlines and time demand/pressure challenges
____ clear advancement tracks/opportunities for advancement
____ tranquility, comfort, and avoidance of pressure
____ dealing with the public/day-to-day contact with the public
____ using cutting edge or pioneering technologies or techniques
____ opportunities for supervision, power, leadership, influence
____ making decisions, having power to decide courses of action
____ respect, recognition, being valued
____ autonomy, independence, freedom
____ precision work with little tolerance for error
____ adventure and excitement

_________________________________________________
____
____

_________________________________________________
Two-Step Workplace Values Exercise

Your second step is to now narrow down your list to the five core values you consider most important—that you can’t live without in your job/work place—and write them below:

1. ______________________________________
2. ______________________________________
3. ______________________________________
4. ______________________________________
5. ______________________________________

Workplace values help determine an individual’s *level of satisfaction with their job and career choices*—and which you can ideally use to help judge the level of “fit” with any future job, employer or career change.

Make an appointment to discuss these results with a Career Services Staff member.
Practice area & Setting Inventory

The list that follows is designed to help you identify broad areas of practice in which you might be interested and to help us begin your individualized development plan. It is no t designed to be an exhaustive list. Please take a moment to circle up to ten practice areas that truly interest you. If you have any questions about what a practice area is, go to [www.hg.org/practiceareas.html](http://www.hg.org/practiceareas.html) for brief descriptions. Feel free to add practice areas found at that website as one of your ten practice areas if you like. Then schedule an appointment with Career Services staff so that we can start developing your plan.

- Administrative Law and Regulatory Practice
- Air, Sea & Space Law
- Alternative Dispute Resolution (ADR)
- Animal Rights
- Antitrust/Competition Law
- Appellate Law
- Banking and Commercial Finance
- Bankruptcy Law
- Business Law
- Children's Advocacy/Juvenile Justice
- Civil Litigation
- Civil Rights/Civil Liberties
- Communications/Media Law
- Community Economic Development
- Constitutional Law
- Consumer Protection
- Corporate Practice
- Criminal Law
- Cyberspace Law
- Disability Law
- Education Law
- Elder Law
- Election Law/Voting Rights
- Employee Benefits
- Entertainment & Sports Law
- Environmental & Energy Law
- Ethics
- Family Law
- Food and Drug Law
- Government Contracts
- Health Care Law
- Housing /Homelessness Law
- Human Rights Law
- Immigration/Refugee Law
- Insurance Law
- Labor and Employment Law
- Legislative Practice
- Litigation, General
- Migrant Worker Advocacy
- Military Law-Judge Advocates General
- Municipal Finance Practice
- National Security Law
- Poverty Law/Legal Services
- Prisoners’ Rights
- Privacy Law
- Public Defense/Death Penalty
- Real Estate & Property Law
- Securities Law
- Tax Law
- Telecommunications Law
- Tort Law
- Trade Law
- Trusts and Estates Law
- White Collar Crime Law
- Women’s Rights Law
Choose *three to five* practice settings to explore further. This list is *not* exhaustive.

Practice Settings within the law include:

- **Academic**
  - University General Counsel’s Office
  - Law School Administration
  - Law School Faculty
- **Alternative (Non-Legal) Careers**
  - Investment Banking
  - Journalism
  - Entrepreneurship
- **Associations:**
  - Professional Associations
  - Bar Associations
  - Trade Associations
- **Businesses & Corporations**
  - In-House Counsel
  - Governmental Affairs
- **Government**
  - Federal Government
  - State Government
  - Local Government
- **International**
  - Non-governmental organization (NGO)
  - Government
  - Law Firm
- **Judicial**
  - Trial
  - Appellate
- **Non-Profit**
  - Legal Services
  - Public Policy
  - Advocacy
- **Prosecutor/Public Defender Offices**
- **Solo Practitioner**
**26 Lawyering Effectiveness Factors (Skills) Inventory**

*From Identification, Development and Validation of Predictors for Successful Lawyering, Marjorie M. Shultz and Sheldon Zedeck, Principal Investigators*

Please circle the number corresponding to your level of experience with each of these factors:

1 = Little to no experience with this factor  
2 = Moderate experience with this factor  
3 = Lots of experience with this factor

<table>
<thead>
<tr>
<th>Writing</th>
<th>Problem-Solving</th>
<th>Able to See World Through Eyes of Others</th>
<th>Creativity/Innovation</th>
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<th>Organizing &amp; Managing Own Work</th>
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<th>Providing Advice &amp; Counsel/Building Relationships</th>
<th>Organizing &amp; Managing Others</th>
<th>Integrity/Honesty</th>
<th>Self-Development</th>
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<th>Developing Relationships within the Legal Profession</th>
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<th>Practical Judgment</th>
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1. **Analysis and Reasoning**: Uses analytical skills, logic and reasoning to approach problems and to formulate conclusions and advice.

2. **Creativity/Innovation**: Thinks “outside the box” develops innovative approaches and solutions.

3. **Problem Solving**: Effectively identifies problems and derives appropriate solutions.

4. **Practical Judgment**: Determines effective and realistic approaches to problems.

5. **Providing Advice and Counsel and Building Relationships with Clients**: Able to develop relationships with clients that address client’s needs.

6. **Fact-Finding**: Able to identify relevant facts and issues in case.

7. **Researching the Law**: Utilizes appropriate sources and strategies to identify issues and derive solutions.

8. **Speaking**: Orally communicates issues in an articulate manner consistent with issue and audience being addressed.

9. **Writing**: Writes clearly, efficiently and persuasively.

10. **Listening**: Accurately perceives what is being said both directly and subtly.

11. **Influencing and Advocating**: Persuades others of position and wins support.

12. **Questioning & Interviewing**: Obtains needed information from others to pursue issue/case.

13. **Negotiation Skills**: Resolves disputes to the satisfaction of all concerned.

14. **Strategic Planning**: Plans and strategizes to address present and future issues and goals.

15. **Organizing and Managing (Own) Work**: Generates well-organized methods and work products.

16. **Organizing and Managing Others (Staff/Colleagues)**: Organizes and manages others’ work to accomplish goals.

17. **Evaluation, Development, and Mentoring**: Manages, trains and instructs others to realize their full potential.

18. **Developing Relationships with the legal Profession**: Establish quality relationships with others to work towards goals.

19. **Networking and Business development**: Develops productive business relationships and helps meet the unit’s financial goals.

20. **Community Involvement and Service**: Contributes legal skills to the community.

21. **Integrity & Honesty**: Has core values and beliefs; acts with integrity and honesty.

22. **Stress Management**: Effectively manages pressure and stress.

23. **Passion & Engagement**: Demonstrates interest in law for its own merits.

24. **Diligence**: Committed to and responsible in achieving goals and completing tasks.

25. **Self-Development**: Attends to and initiates self-development.

26. **Able to See the World Through the eyes of Others**: Understands positions, views, objectives and goals of others.