

## 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

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## 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 *not* 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

	Writing 1 2 3	Problem-Solving 1 2 3	Able to See World Through Eyes of Others 1 2 3	Creativity/Innovation 1 2 3	
Fact Finding 1 2 3	Questioning/Interviewing 1 2 3	Strategic Planning 1 2 3	Influencing & Advocating 1 2 3	Passion & Engagement 1 2 3	Organizing & Managing Own Work 1 2 3
Researching the Law 1 2 3	Listening 1 2 3	Providing Advice & Counsel/Building Relationships 1 2 3	Organizing & Managing Others  1 2 3	Integrity/Honesty 1 2 3	Self-Development 1 2 3
Analysis & Reasoning  1 2 3	Speaking  1 2 3	Networking & Business Development 1 2 3	Evaluation, Development & Mentoring 1 2 3	Diligence 1 2 3	Stress Management 1 2 3
	Negotiation Skills  1 2 3	Developing Relationships within the Legal Profession 1 2 3	Community Involvement & Service 1 2 3	Practical Judgment 1 2 3	

**26 Lawyering Effectiveness Factors-Definitions**  
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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.