



# OCCUPATIONAL

## Decision Making

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# Using this report for Career Planning



Ron, the underlying principle for using this report is that people who match their work with their personalities, interests, skills and values generally enjoy and succeed in their work. Thus, your feedback in the four areas shown below will provide valuable information for your career planning. All of these areas should be considered before making your career decisions.

Your results will not spell out one specific occupation for you. Rather, you will be given key information that will help you understand your unique makeup and the type of work that would be a good match for you. The general approach is much better, because usually there will be several similar occupations that match a person's interests and talents. By using the Career Direct® Application segment of the guidance system, you will be able to refine your options into a good choice for a career field. The process of using your talents and interests to make career decisions will serve you well both now and in your future career management.

## GETTING THE MOST FROM YOUR REPORT

There is a lot of information in this report, so you will want to read it through several times. It also can be very beneficial to have someone, such as a friend, spouse, or mentor, read through your report with you. Usually someone who is different from you in personality can be especially helpful in picking up on concepts you might miss. If you decide to see a guidance counselor for more specific help with your career planning, this report would be especially helpful in providing insights into your unique career potential. As mentioned earlier, the most important step you can take to gain full benefit from this report is to work through the **Action Plan** in your **CAREER DIRECT GUIDANCE SYSTEM**.

# Career Direct® Complete Guidance System Report

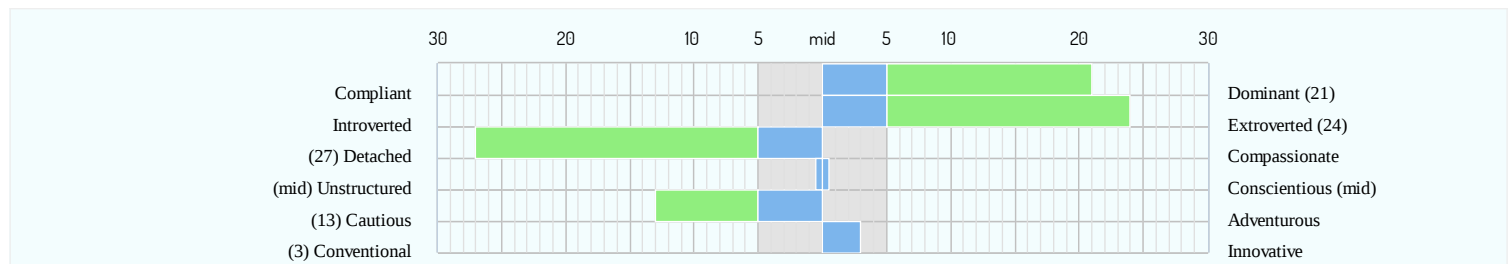
## ORGANIZATION OF THE REPORT

The report is organized into four major areas: Personality, General Interests, Skills, and Values. Each of these areas provides key insights into your unique makeup. Definitions of all groups in the report may be found in the Job Sampler that is contained in your CAREER DIRECT GUIDANCE SYSTEM.

1. **Personality.** The report begins with the personality section, in which you will find an analysis of six personality factors in your Personality Highlights, your Typical Strengths and Non-Strengths, and your Career Environment based on your unique personality profile.
2. **General Interests.** In this section you will see a ranking of your interests in 21 General Interests Career Groups and descriptions of your highest career groups. These broad career groupings are derived from the Vocational Interests section of the Inventory. Your scores reflect your level of interest in each of the 21 Career Groups. There also is a chart that lists the components that make up your top eight interests: the Activities, Occupations, and Subject Groups.
3. **Skills and Abilities.** Here you will see a ranking of your skills in 14 areas and descriptions of your strongest skills and abilities.
4. **Values.** This section has three parts: Work Environment, Work Expectations, and Life Values. Your top four priorities in each area will be highlighted.

## Understanding The Scales And Scores

The scales for all of the sections are based on standardized scores that were derived from the responses of a large population of people who are successfully employed in various occupations. The scales provide a way for you to visually compare your scores to the scores of other typical workers. The scales also make it easy to spot trends. A sample of the scales used are shown below.



On the example split bar graph above, different ranges of personality are displayed. The range of standard scores on the graph is from +30 (left) to 0 (mid) to +30 (right) (60 point range) and the average score is 0 (mid range). For each factor, roughly one third of the population will score to the right (+6 to +30), one third will score mid-range (+5 left to 0 to +5 right), and one third to the left (+6 to +30). Interpret the scores on the scale as shown below.



On the example bar graph above, the scores displayed are for Interests and Skills/Abilities. The graph indicates a low interest (left), a moderate interest (mid-range), and high interest (right). These scores do not indicate achievement or "good" or "bad" scores. They represent your relative standing, based on your responses, with other persons in the adult or youth categories."

# Concept of Personality

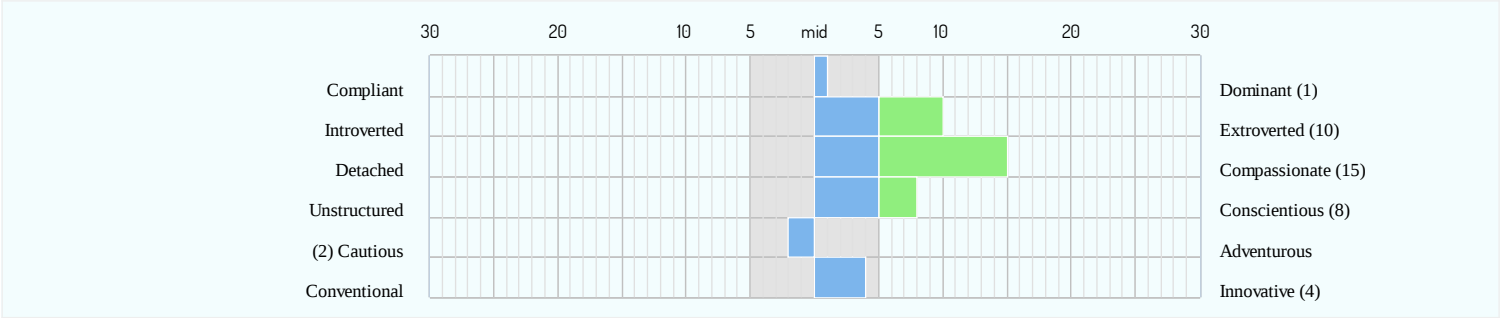
Ron, in this section, the term personality describes the way a person is naturally motivated to act. For example, some people are naturally motivated to be very organized and precise, and some are more spontaneous and casual. Likewise, some are risk takers, and some are naturally cautious.

Experience and observation confirm that there is no best personality style. All styles are valid. All are needed in society and in the workplace. All have strengths and non-strengths.

It is very important to consider your personality style when making career decisions. The goal is to identify occupations that are a good match for your natural tendencies, as well as your interests, skills and values. Just as coaches need athletes of varying size and speed to play different positions, employers need a variety of personality styles to build successful teams.

## 1.1 Six Factors of Personality

This survey covers six major factors of your unique personality:



Again when it comes to personality, it is not better to be one or the other (e.g. Extroverted or Introverted). One must use the strengths associate with your unique personality

These factors were derived through extensive research, and they are consistent with other established measurements of normal personality traits.

Each factor is associated with a range of behaviors. For example, those who score in the extroverted direction will naturally have a totally different response toward meeting strangers than those who score in the introverted direction. Those who fall in the mid-range typically exhibit a mix of behaviors. As you read this section, keep in mind that all points on the scale have strengths and non-strengths.

### CONFIRMING YOUR PERSONALITY FEEDBACK

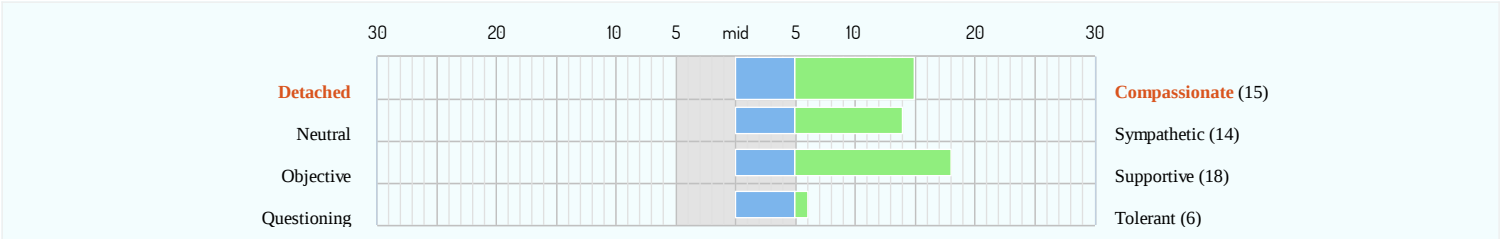
This section of your report, as well as the rest of the report, has been developed from the responses you provided and reflects profiles that are typical of people who scored like you. The reports are usually quite accurate, but every insight may not apply to you, so you will need to confirm the information presented. Consider the report based on your knowledge of yourself, and have the other person you ask to assist you to check your feedback also. Concentrate on the portions that accurately describe you.

1.2 YOUR PERSONALITY FACTORS AND SUB-FACTORS

Ron, the next three pages list your six personality factors. They are listed in order from most extreme to least extreme.

1. Compassionate

compassionate, sensitive, and a good listener; patient, loyal, and good at supporting and encouraging others.



Career Implications

Your score on the COMPASSION factor is relatively high. Look for occupations that will allow you to support people in a friendly environment and try to steer clear of those that require you to confront others or deal with strife or rejection on a regular basis. In your ideal work environment look for jobs that include

- ✓Kindness
- ✓Stability
- ✓Tolerance
- ✓Harmony
- ✓A high level of trust
- ✓The opportunity to help others

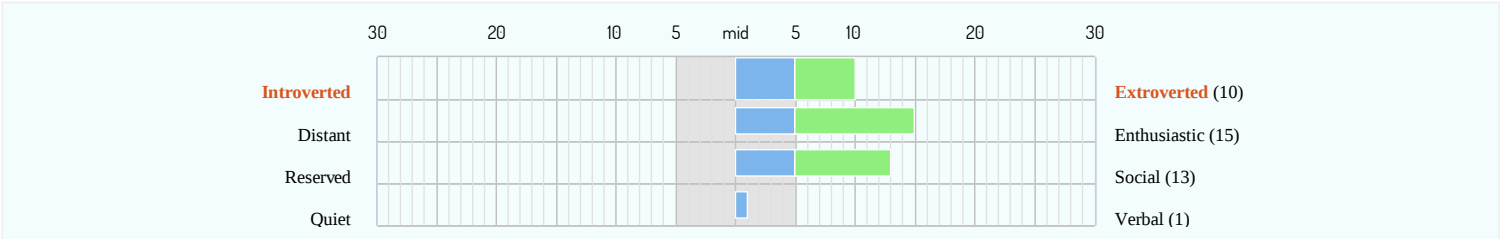
Your score on the COMPASSION scale indicates that you are a person of compassion and understanding. Your sensitivity enables you to be attuned to the hurts and struggles of those around you. As a patient, nonjudgmental listener, you can have a very profound influence on others, especially in one-on-one situations.

Because people sense your sincere concern and caring attitude, they will naturally want to share with you. At these times you will find it natural to encourage and counsel with them.

Your agreeable personality will make it easy for you to get along in almost any setting, as long as there is harmony. Conflict can be stressful for you, so you will want to check carefully any organizations and work teams you are considering before you join them.

2. Extroverted

outgoing and a natural people person who likes meeting strangers; you are enthusiastic and good at networking.



Career Implications

Based on your EXTROVERSION score, you will be best suited for people-oriented occupations. Look for a work environment that will allow you to relate to people in a friendly way and provide you the opportunity to:

- ✓Talk/explain
- ✓Perform
- ✓Promote
- ✓Network
- ✓Encourage
- ✓Use humor

Your score on the EXTROVERSION scale is typical of those who seek frequent interaction with people and have strong verbal skills. Your high energy level probably is quite obvious from your gestures, enthusiastic conversation, and frequent smiles as you communicate with others. You are challenged by opportunities to be persuasive and convincing, and you make a positive impression on large groups.

As a people person, you probably look forward with great excitement to the networking opportunities that come with events such as conventions, reunions, meetings, parties, and similar social activities.

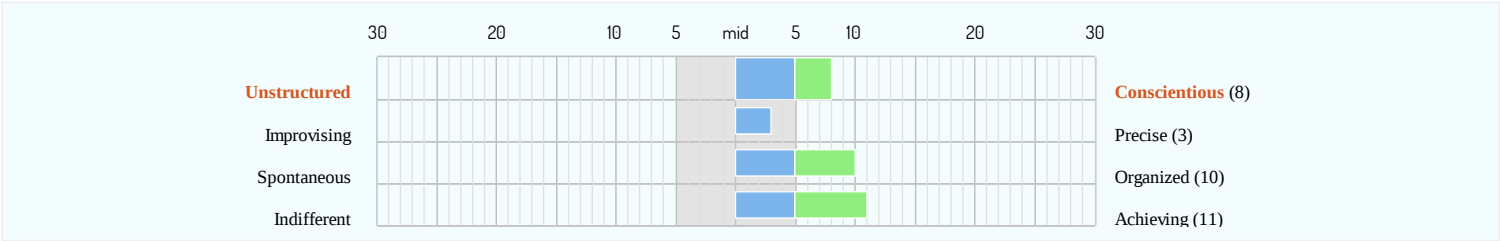
Another area of strength is your spontaneous and uninhibited style. You are not bashful and you likely have a knack for getting more reserved people involved in group activities. You probably are energized by the opportunity to speak or perform before an audience.

Ron, keep in mind that a strength overdone becomes a weakness. Your verbal strengths are a real asset, but there is wisdom in knowing when to be quiet and listen. More awareness of how others are receiving your conversation will help you be more considerate of their interests and

conversation needs. For maximum effectiveness consider others around you and adapt your behavior to fit the situation.

3. Conscientious

accurate, organized, and prepared. You naturally follow rules since you like structure and predictability.



Career Implications

With your high score on the CONSCIENTIOUS scale, you will want to be sure the organizations you join offer a quality product and provide services that are practical and ethical. Also, to use your strengths in your work, consider positions that require you to be

- ✓Well-organized
- ✓Orderly
- ✓Detailed
- ✓Productive
- ✓Exact
- ✓Systematic

Your score on the CONSCIENTIOUSNESS scale indicates that you are very committed to being accurate, organized, and productive in your life. You have a strong drive to be precise, so it's natural for you to want to control the quality of your work by maintaining high standards. Your concern for integrity is closely related to your desire to be conscientious and is a key strength. It's very important to you to do what is right, fair, and upholds established procedures.

Ron, with your high degree of discipline you find it easy to follow the rules. In fact, you may prefer environments that are structured because of the predictability and consistency they offer.

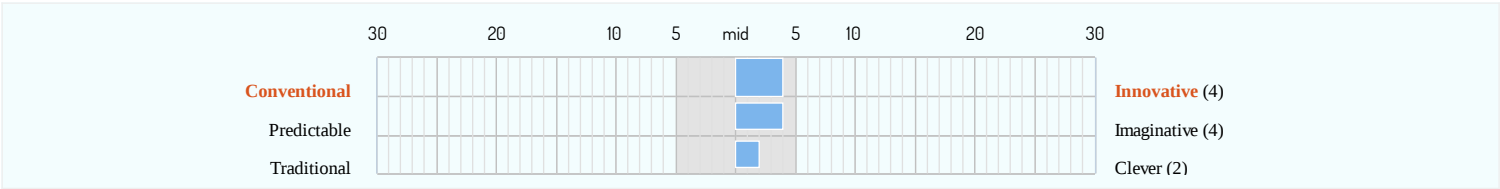
You also are determined to do an excellent job of everything you undertake. You approach your assignments seriously and keep your focus on working out logical, practical solutions. Your desire to be economical will be an asset to your family and employer.

Those who are highly conscientious are prime candidates for perfectionism so, remember, everything does not have to be done to a perfect standard.

At times you may find yourself procrastinating with decisions for fear of making a wrong choice. You also may delay, waiting for the perfect opportunity. Work at being more flexible, knowing that sometimes it is necessary to start action before all the particulars are known.

4. Conventional / Innovative (Mid-Range)

willing to initiate new ideas when there is an obvious need but you also like to take a traditional perspective.



Career Implications

With your mid-range score on the INNOVATION factor, you should look for an opportunity to express creativity in your work. This likely will not be the main thrust of your work, but to meet your needs you should have the opportunity to express:

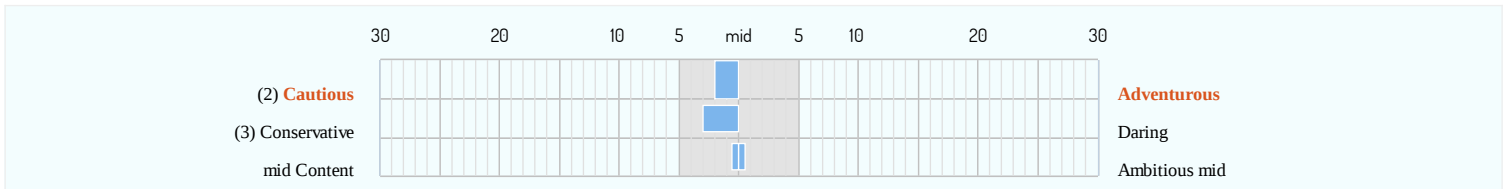
- ✓Creativity
- ✓Mental quickness
- ✓Resourcefulness
- ✓Problem solving
- ✓Originality
- ✓Inventiveness

Your mid-range score on the INNOVATION scale indicates that you desire a moderate amount of creative expression in your life and work. There are times when you initiate changes and new ideas for the sake of improvement. At other times you may find yourself quite content with the status quo. A constant diet of either extreme, however, eventually may lead to stress.

For this reason, you'll want to carefully evaluate and focus on specific areas in which you seem to be the most creative, productive, and effective. Likewise, try to pinpoint the areas of your life in which you are most resistant to change. Knowing these areas in advance will help you to capitalize on your strengths while minimizing your weaknesses. Planning for some variety in your schedule and life's work will also help you to maximize your strengths in this area.

## 5. Cautious / Adventurous (Mid-Range)

average in your drive and spirit of adventure, but are not a high risk taker.



### Career Implications

Your mid-range score on the ADVENTUROUSNESS factor indicates that you have a need for both adventure and security in your work. In your work look for a moderate level of

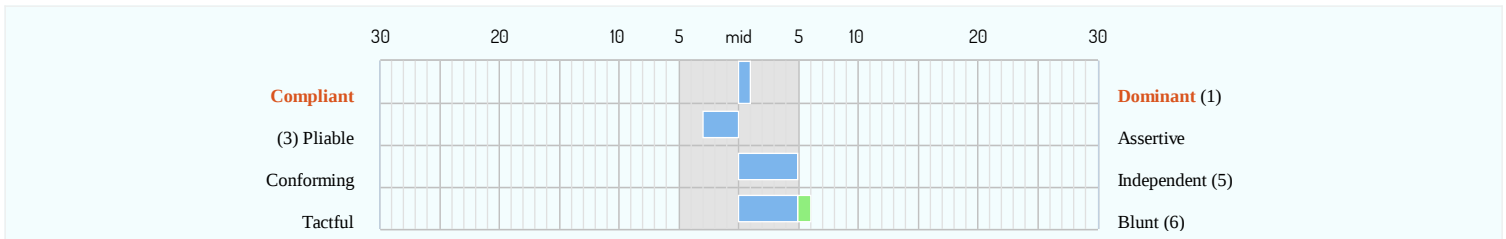
- ✓Challenge
- ✓Clear results
- ✓New undertakings
- ✓Risk taking
- ✓Competition
- ✓The unusual

Your score on the ADVENTUROUSNESS scale reflects a balance between boldness and caution. You do not hesitate to step out into new areas when appropriate, but you probably like to do your homework to know what the risks are. You may find it relatively easy to adapt to changes, but you probably do not live on the cutting edge either.

Likewise, you are motivated to achieve--but not at the expense of all other priorities. You probably do a good job of balancing your ambitions with time, energy, money, and your real life situation.

## 6. Compliant / Dominant (Mid-Range)

comfortable as a leader or follower and will adapt to the needs of the situation.



### Career Implications

Based on your mid-range level of DOMINANCE, you will want the opportunity to provide guidance in areas that are familiar and in which you have established expertise. Additionally, look for a moderate level of:

- ✓Freedom to express opinions
- ✓Independence
- ✓Decision-making authority
- ✓Management opportunities
- ✓Opportunity to influence
- ✓Input into long-range plans

Ron, your score on the DOMINANCE scale indicates a balance in your drive to lead and to follow. Typically, individuals with scores similar to yours simply read the setting they are in and respond accordingly. If someone steps forward to provide strong, quality leadership for the group, you are content to fall in and serve. However, if no clear leader emerges, you are comfortable moving into the leadership role.

This versatility, the capacity to be both leader and follower at different times, is a key strength. Some people prefer to be under the authority of someone else; others seem to be naturally driven to be in charge. God has blessed you with an attitude and a measure of ability and motivation that will allow you to do well in either situation.

The weakness for you to consider is not correctly assessing the situation--or perhaps transferring the conditions of one situation into another that is quite different. By wisely reading the situation, you will be able to determine your role.

### 1.3 Typical Strengths

Ron, shown below are strengths that are typical of people who score like you. Look for occupations that will allow you to highlight these strong points. The more you are able to use these strengths at work, the more likely your success and satisfaction. As mentioned earlier, you will need to check with someone who knows you well to confirm whether all items apply to you.

- Straightforward and direct; bold in adversity.
- Energetic, positive, and enthusiastic; likes involvement in many activities.



- Outgoing, good mixer; energized by meeting new people.
- Compassionate and sympathetic toward others.
- Good at encouraging others.
- Agreeable and gets along well with others.
- Organized; likes to follow a plan or schedule.
- Very determined to reach goals.

## 1.4 Typical Non-Strengths

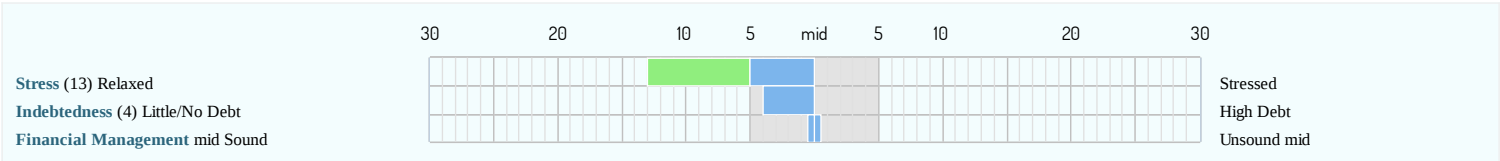
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Shown below are non-strengths that are typical of people who score like you. Improvement in these areas will enhance your performance. On the other hand, try to minimize your exposure in areas that are not your strong points. As mentioned earlier, you will need to check with someone who knows you well to confirm whether all items apply to you.

- Forgets that everyone is not comfortable being direct.
- Can be too optimistic about outcomes and people.
- May have a problem with time management and keeping conversations focused.
- Can be too trusting, allowing others to take advantage of the situation.
- Has a hard time saying "No" to others.
- Can be stressed by conflict and does not like confrontation.
- Slow to change; can be inflexible.
- Can get caught up in work and neglect health and family and needs of others.

1.5 Critical Life Issues

This section provides insights that will be helpful in choosing a career whose environment matches your personality strengths.



Stress

Your score on the STRESS scale indicates that you are generally quite content and have adapted effective ways of coping with the stresses of life. You typically take things in stride and appear to be the kind of person who remains calm and even-tempered in demanding situations. This may indicate your typical behavior or may indicate that you have no major stressors in your life at present. Occasionally, very low scores can indicate a tendency to deny difficulties. Discussing your results with a family member or trusted friend can help you determine your particular situation.

Indebtedness

Your scores on the INDEBTEDNESS factor indicate that you have debt habits similar to the average person in our society. Our experience indicates that most people can pay off all consumer debt (everything but the mortgage) in less than five years, if they will make a commitment to do so.

Financial Management

Your financial management scores indicate that you have average habits in the area of spending, saving, and investing. We encourage you to become debt-free through budgeting and planned saving.

## Part 2: General Interests

# Five Major General Interests Areas

Ron, discovering your general interests is a critical step in the career planning process for one simple reason: People tend to excel when they are interested in the work they do! What may appear as a tedious task to one person may be easy and enjoyable to another who is naturally motivated toward that type of work. In general, work that interests you will be fun even when it involves tasks that, under other circumstances, would be difficult or boring.

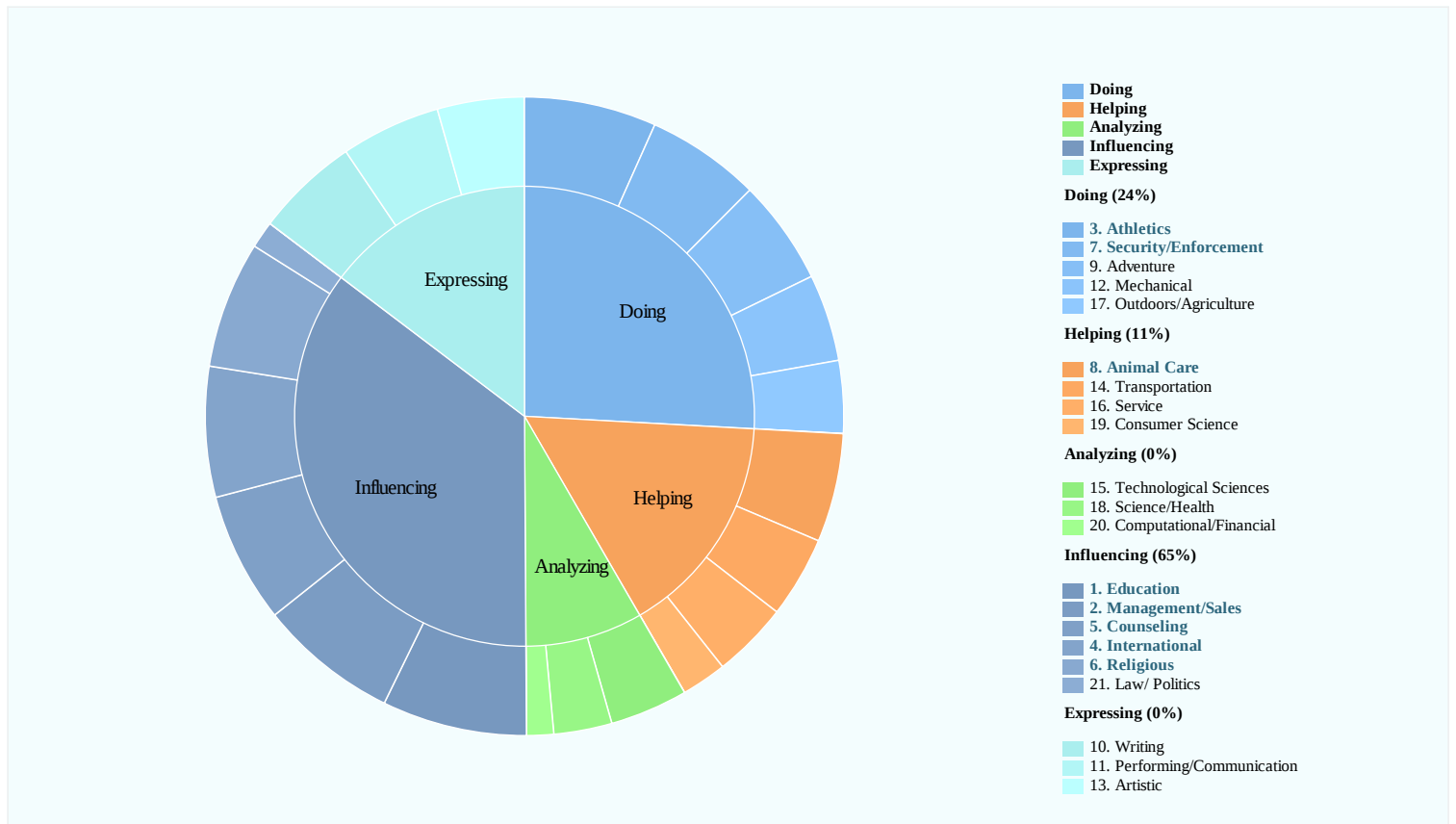
Because of the very nature of your interests, your leisure pursuits may have influenced your General Interest scores. This means you will have to use some discretion when interpreting your General Interest section of the report.

For instance, if you enjoy physical fitness and sports, "Athletics" may surface as a high general interest group. However, since so few individuals become professional athletes, recognize the high score for what it likely is: something you will do for fun and leisure but not for a career.

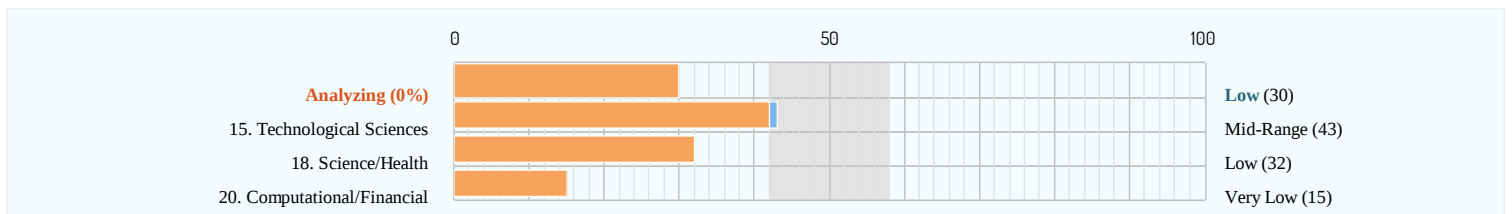
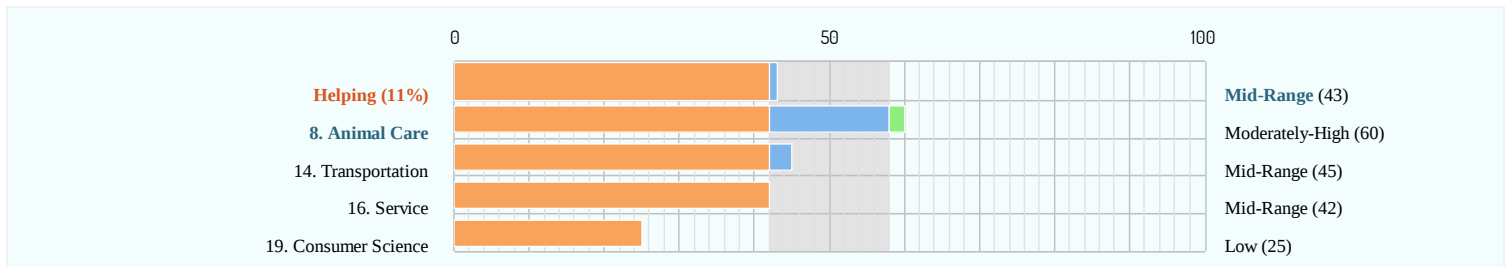
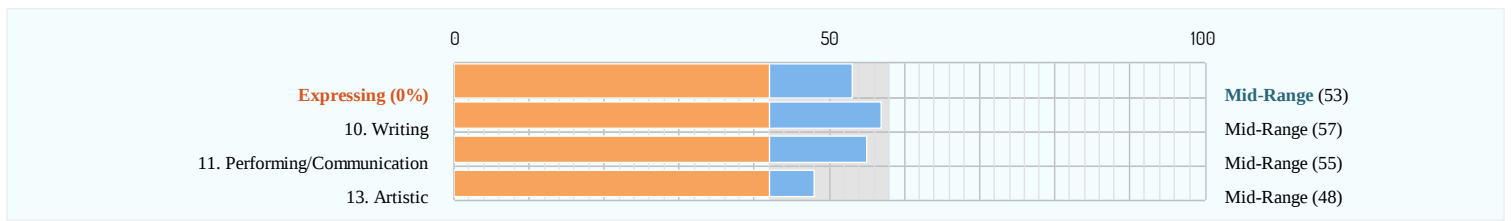
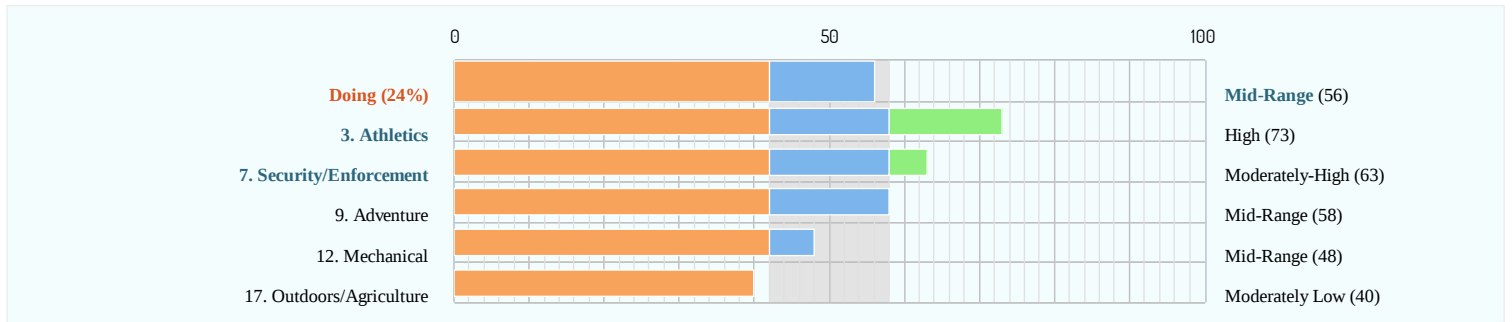
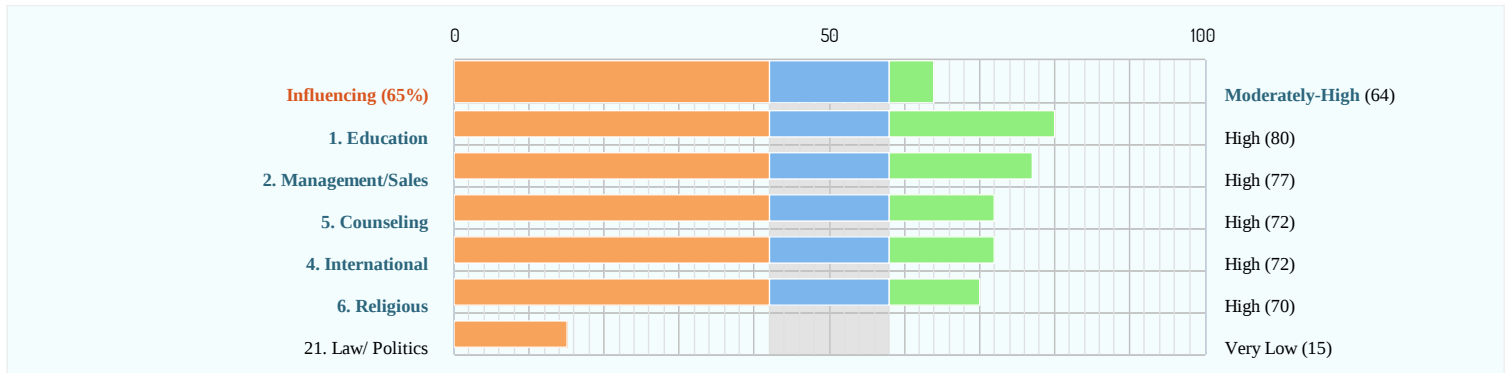
On the other hand, Ron, the more you can relate your work to areas that excite you, the more likely you are to be successful. One person who loved shooting a bow and arrow became the top sales person for a leading archery company by pursuing strong interests in archery and the outdoors. Likewise, many people develop successful businesses from their hobbies. Keep in mind, the more you enjoy what you are doing, the more likely you will be satisfied with your work, and the lower your work stress will be.

There are a number of ways to categorize career interest. This report uses 21 Career Groups arrayed within five major Career Interest Areas, as shown below.

### Major Interest Areas and Career Groups



## Five Major General Interests Areas

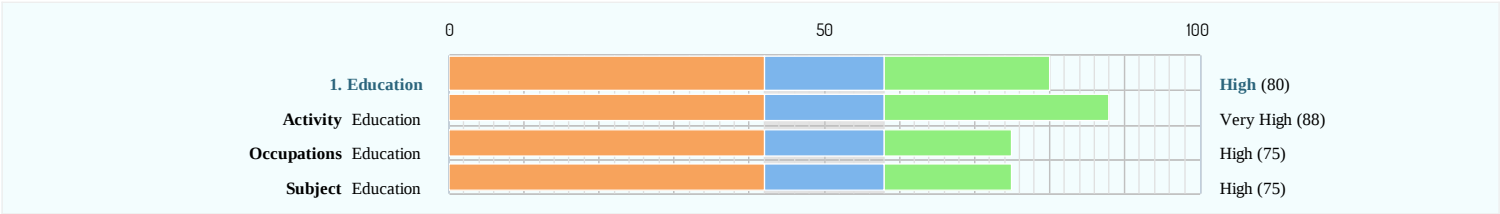


2.1 Top Eight Career Groups

Three components, Activities, Occupations, and Educational Subjects, determine your General Interest career group scores. These interests may be either work or leisure related, or they may be leisure or hobby avocations that you use as the basis for a career. Since the General Interests career groups are made up of several parts, you may find that one Activity group may be very important to you, but other components of the group may not be important to you. Consequently, your top interest is not high on the list of General Interests. For example, you may enjoy math but not care for finance, so your score on the General Interest career group, Computational/Financial, is not high.

The following gives you detailed feedback on the makeup of your career group scores. For each interest category, your scores in the Activities, Occupations, and Subjects components are given.

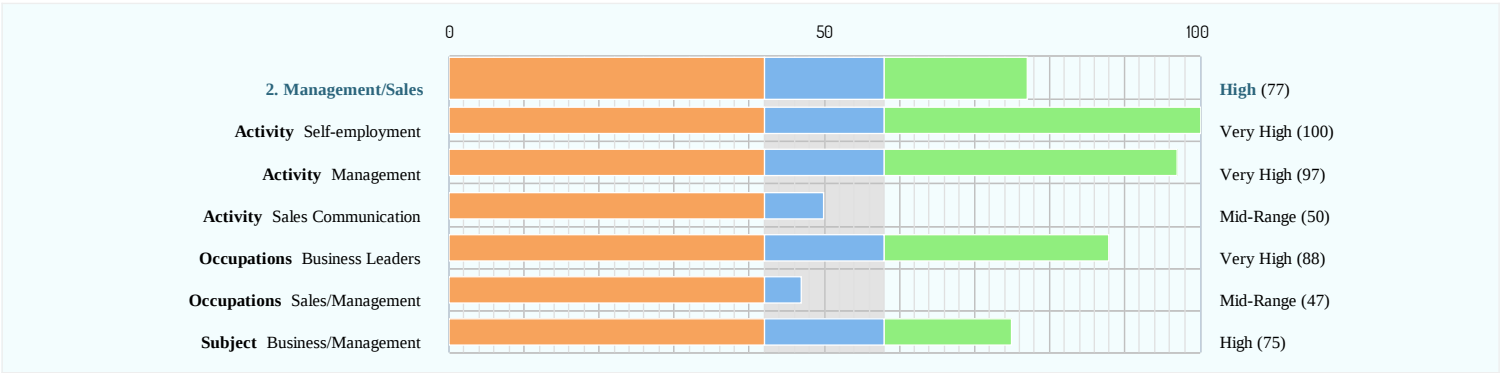
Note: All groups have Activities, but not all contain both Occupations and Subjects groups



People who are interested in this career group enjoy working with people and helping others learn new skills or master new ideas. Continuing education, developing lesson plans, and record keeping also are part of the daily workload for those employed in these fields. The following are examples of the many jobs in this area:

- ✓ Teacher
- ✓ Tutor
- ✓ Speech education teacher
- ✓ Instructional coordinator
- ✓ Vocational education teacher
- ✓ Professor
- ✓ School principal/ administrator
- ✓ Adult education teacher
- ✓ Special education teacher

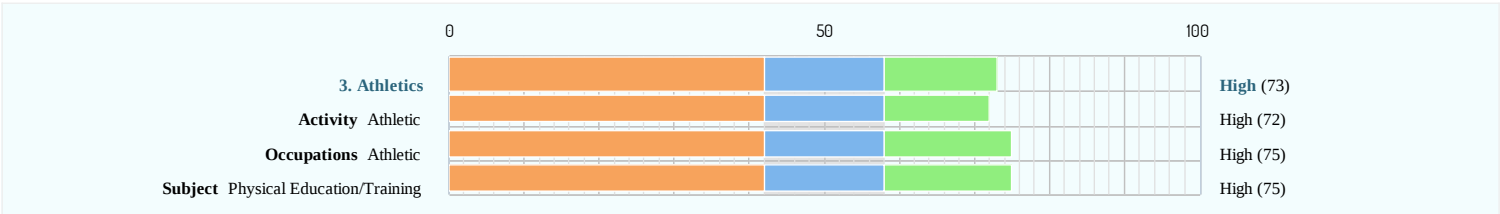
Most jobs in this occupational category require a college degree, with some needing further education, such as a master's degree.



This career group centers on business-related activities, such as managing, selling, developing marketing strategies, as well as starting and operating a business. Occupations might include the following:

- ✓ Marketing Representative
- ✓ Real Estate Agent/Realtor
- ✓ Insurance sales agent
- ✓ Buyer
- ✓ Retail store manager
- ✓ Stockbroker
- ✓ Business executive
- ✓ Travel agent
- ✓ Manager

Educational courses to prepare for these career fields focus in the area of business administration, management, marketing, human resource management, and finance.



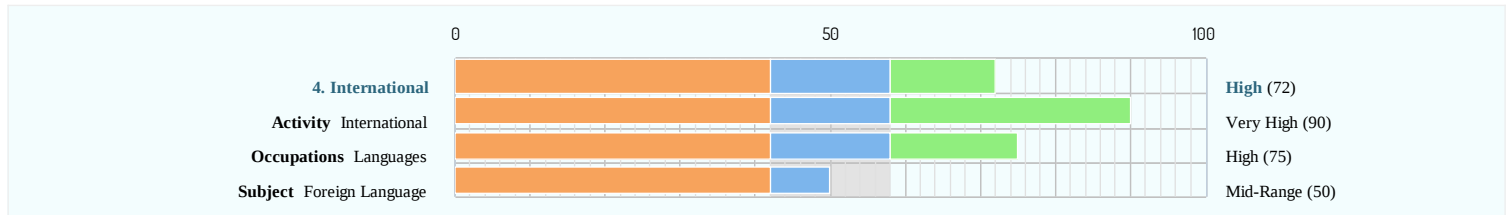
People who are attracted to this career group often have a strong interest in athletic pursuits, either as an occupation or as a leisure activity. Activities often associated with this field include competing in athletic events, participating with a team, coaching or instructing athletics, training in physical fitness, or teaching sports activities. People who are successful in this career group usually are competitive, possess a natural talent for athletics, display a high level of physical coordination, and are disciplined in their training. Occupations include the following:

- ✓ Athletic trainer
- ✓ Athletic agent
- ✓ Fitness instructor

- ✓ Umpire/official
- ✓ Professional Athlete
- ✓ Athletic coach

- ✓ Professional scout
- ✓ Parks/recreation manager
- ✓ Physical education teacher

School subjects that are common in this area are physical education, exercise physiology, health and nutrition, or other related subjects.



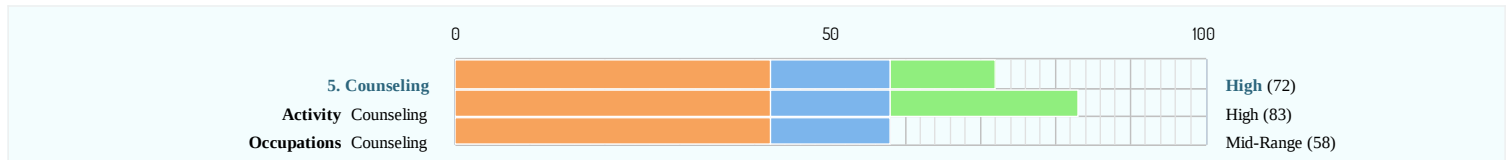
This career group involves a strong desire to travel or work in a foreign country, interact with people from other cultures, and communicate in more than one language. The following occupations are common to this group:

- ✓ Foreign correspondent
- ✓ Foreign missionary
- ✓ International business executive

- ✓ Foreign Language Teacher
- ✓ Diplomat
- ✓ Interpreter

- ✓ Translator
- ✓ Overseas travel guide
- ✓ Foreign service executive

A strong educational background in foreign studies and languages is a must for anyone entering this field.



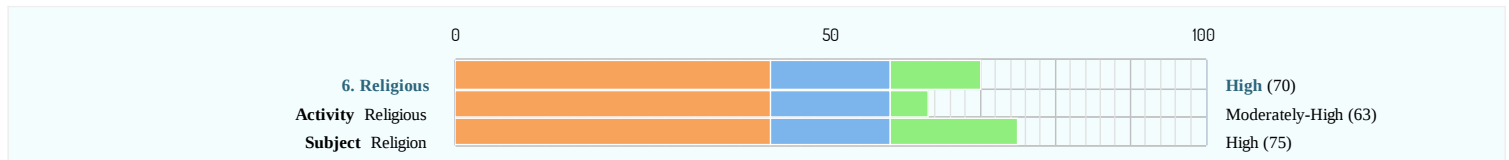
Work in this group relates to influencing others for the purpose of self-improvement and problem-solving. Typical activities include counseling, testing, listening, and advising others. Occupations include the following:

- ✓ School/ college counselor
- ✓ Social worker
- ✓ Minister/Priest/Rabbi

- ✓ Marriage/family therapist
- ✓ Rehabilitation counselor
- ✓ Employment counselor

- ✓ Psychologist
- ✓ Psychiatrist
- ✓ Pastoral counselor

A college degree and certification are usually prerequisites for entry into this career field. Many of these occupations require a master's degree or higher for certification.



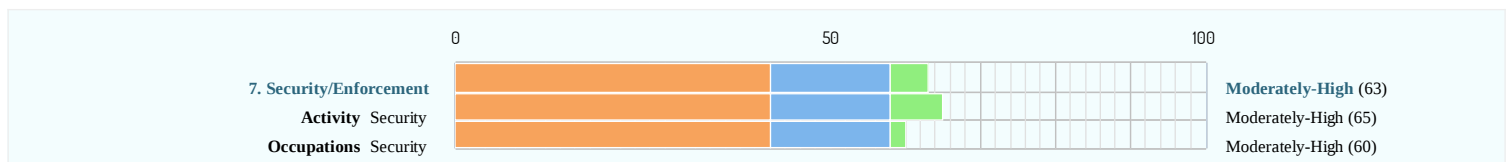
This career group centers on activities like providing spiritual or religious guidance and listening to others personal problems. Encouraging participation in religious services, talking to others about spiritual issues, and conducting worship services are also part of the typical activities of those in this field. Many people with high interest in this field volunteer their time rather than working in a full-time position. Occupations include the following:

- ✓ Religious educator
- ✓ Missionary
- ✓ Evangelist

- ✓ Pastor
- ✓ Rabbi
- ✓ Youth pastor

- ✓ Pastoral counselor
- ✓ Priest
- ✓ Chaplain

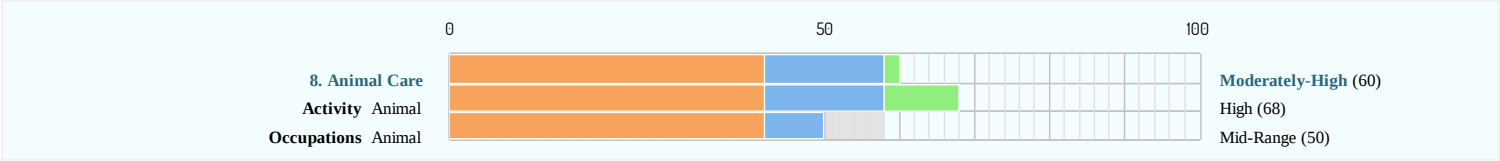
In most situations, an educational background in religious and counseling studies is required.



The overriding characteristic of this career field is a strong desire to protect people and property and may involve personal risk. This would involve activities like investigating crimes, apprehending criminals, patrolling areas to prevent crimes, conducting surveillance, and responding to alarms. Common occupations for this group include the following:

- ✓ Police Officer  
 ✓ Probation Officer  
 ✓ Lifeguard
- ✓ Private Detective  
 ✓ Fire inspectors  
 ✓ Immigration inspector
- ✓ Security guard  
 ✓ Military Officer  
 ✓ State patrol officer

A sound educational background in Security and Enforcement is important for success in this field.



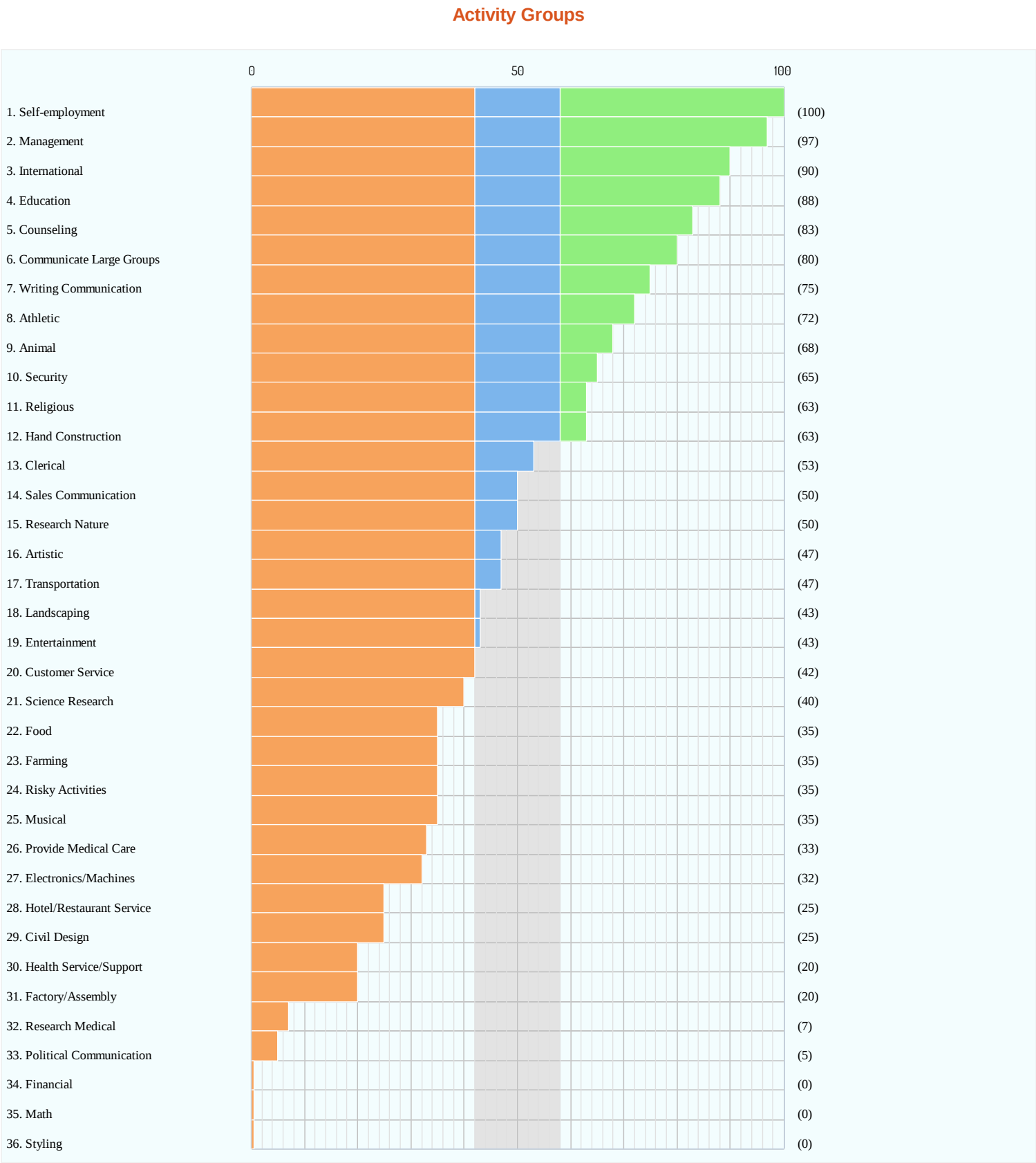
This career or interest group relates to activities of all kinds involving animals. These activities include treating sick or injured animals, caring for them in a kennel or lab, training animals, and understanding animal behavior. A high interest in this area may also indicate that animals are an important part of one's life, but not necessarily the focus of one's career. The following are examples of possible occupations for those that choose to work in this career group:

- ✓ Veterinarian  
 ✓ Wildlife biologist  
 ✓ Race horse trainer
- ✓ Animal Trainer  
 ✓ Veterinary assistant  
 ✓ Kennel supervisor
- ✓ Zookeeper  
 ✓ Groomer  
 ✓ Animal breeder

(See Job Sampler, Animal Care, for additional occupations.)

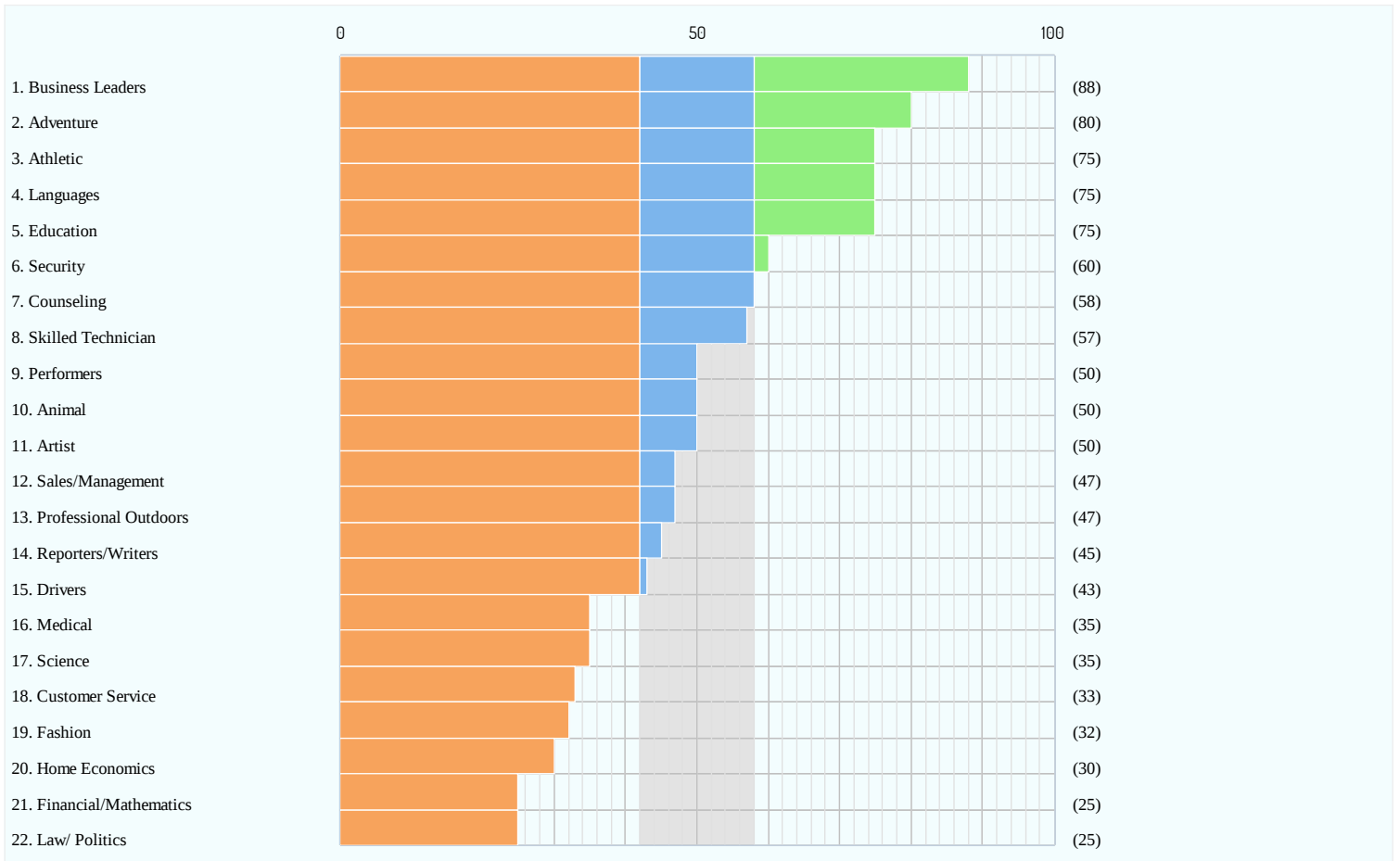
2.2 Combined Scores

The tables below contain your actual standardized score on the Activities, Occupations, and Subjects groups. These are the categories that make up the General Interest areas that have been presented on the last few pages. The graph indicates a low interest (left), a moderate interest (mid-range), and high interest (right). Keep in mind that these are interest scores and **do not** take into account your experience or abilities.

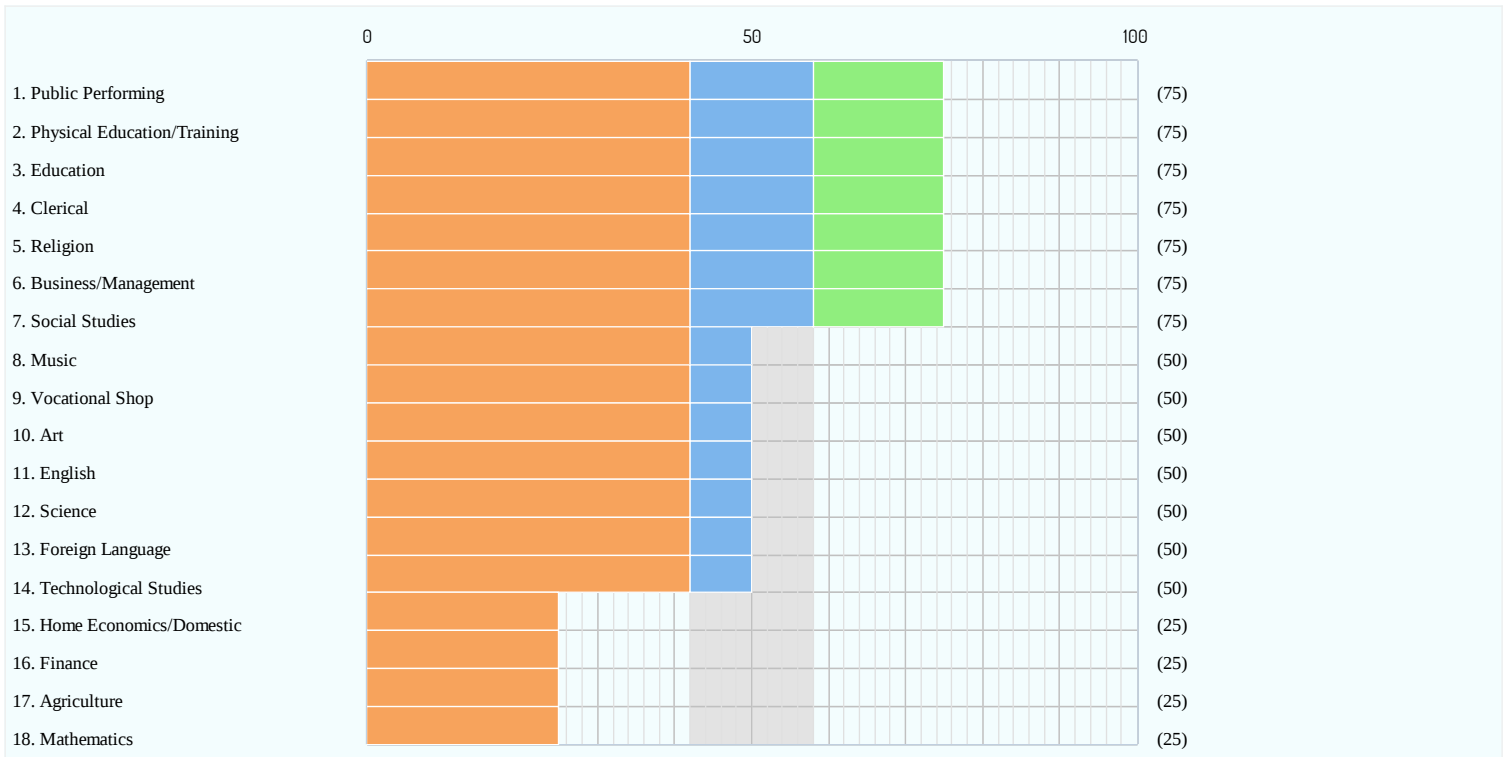




## Occupation Groups



## Subject Groups



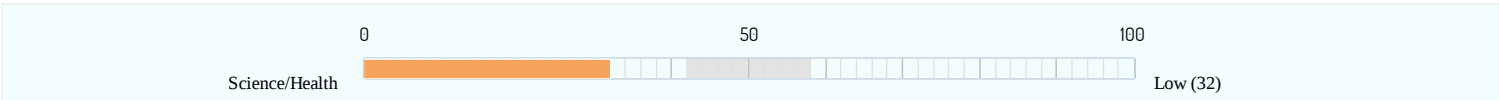
2.3 Potential Occupations In Your Top Groups

Ron, Your top eight Career Groups described on the previous pages provide general definitions for broad groups of occupations in which you have the highest level of interest. Some of the descriptions and occupations in the groups may not appeal to you. That's fine; just make note of what you don't like and use it as a criterion to narrow your career interest. Of course the information in the other sections of this report and the accompanying **Career Direct® Application** and **Career Direct® Resources** sections will help you in this process.

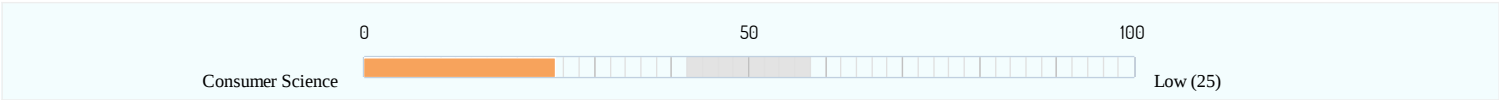
Detailed listings of occupations in these and other groups are shown in the *Job Sampler* that accompanies the *Career Direct®* assessment. Listed in the *Job Sampler* are more than 1,600 occupations, grouped into five major General Interest Areas (Doing, Helping, Influencing, Analyzing, and Expressing). These broad career categories are organized into 21 General Interest Career Groups, as in your report, and numerous career clusters.

TAKE NOTE OF YOUR LOWEST INTEREST GROUPS

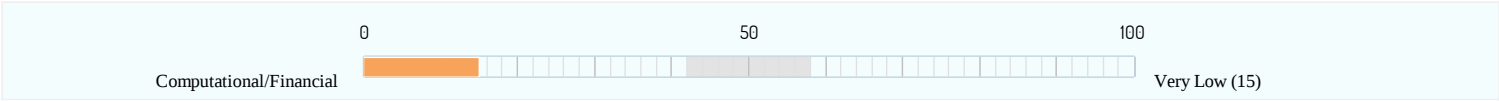
It's important for you to take note of your four lowest interest groups. They are listed in the chart below. Areas of low scores can reveal some insights about your career interests.



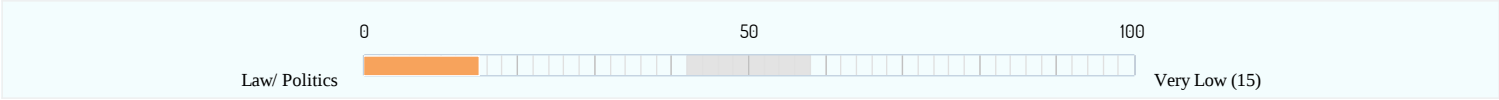
Conduct scientific research, study physical or chemical processes, diagnose diseases, help others get well, dispense prescription drugs.



Plan menus, cater, manage a restaurant, design new fashions, style hair, decorate, specialize in home management.



Work with math formulas, work with computer software, perform financial activities, prepare tax returns, use statistics.



Manage a political campaign, hold public office, represent clients in court, conduct press conferences, speak persuasively.

Note: Vocational/General Interests are not the same as skills. They reflect your motivation toward a career field but not your ability to work in that field. Most people have abilities that support their interests. If not, they usually try to develop their skills further or look at a secondary career area. For instance, someone who loves sports but does not have the skills to pursue an athletic career may decide to become an athletic trainer or a sports referee.

# Skills Area Key Criteria for Choosing an Occupation

## Skills Area Key Criteria for Choosing an Occupation

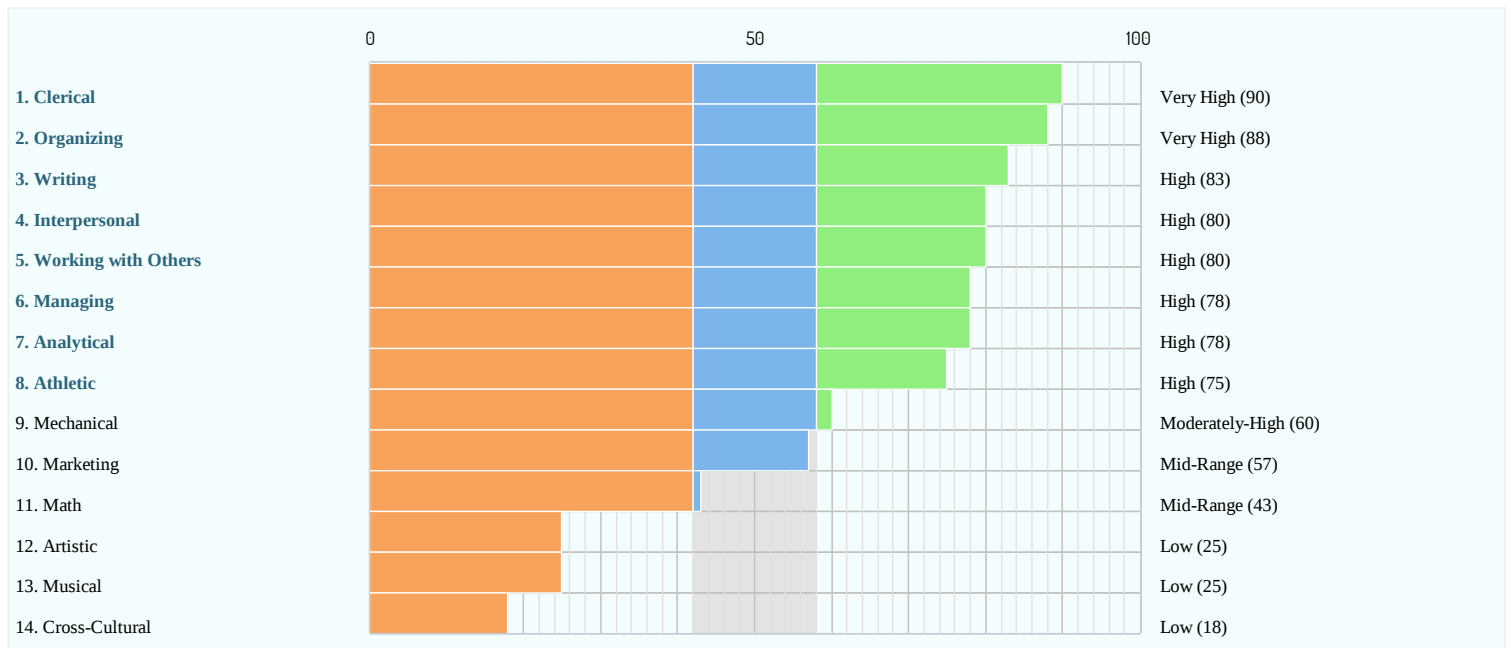
Ron, an understanding of your skills will be important as you evaluate potential and occupations. It is very critical that you match your work to career fields your best skills in order to gain the personal joy of doing something that comes naturally.

There are two key reasons for building on your natural strengths. First, doing so will help you to maximize your potential. Working in your natural strengths starts you at a higher baseline, helps you learn faster, and achieves more from the same amount of effort. For example, some people could practice singing for years but never have the ability to be successful as a singer because they simply lack the natural skills to excel.

Second, working in your natural strengths is just more fun. It's true that people experience less job stress when they are using skills with which they naturally excel. It also seems logical that you enjoy using these skills because they have been recognized, valued, and rewarded by others in the past. Your confidence will continue to grow as you use your natural skills, thus leading to even more success and joy in the future.

The bottom line is that you are most likely to excel when you use the skills that come naturally and bring joy in their use. Although you do need to be mindful of your weaknesses, it is generally unproductive to make them the primary focus for your work. In the area of skills then, try to swim with the current, not against it.

### Skills and Abilities



Note: This section's skill scores are from your self-assessment, not an achievement test. Research indicates that self-assessment can give an accurate overview of a person's skills.

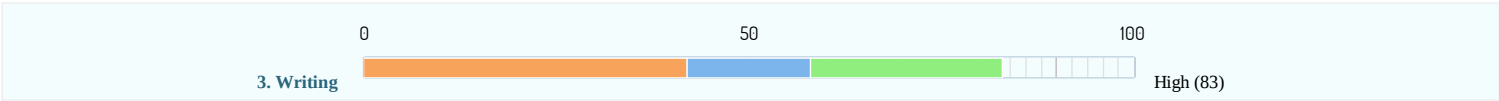
### 3.1 Skills and Abilities: Top 4 Areas



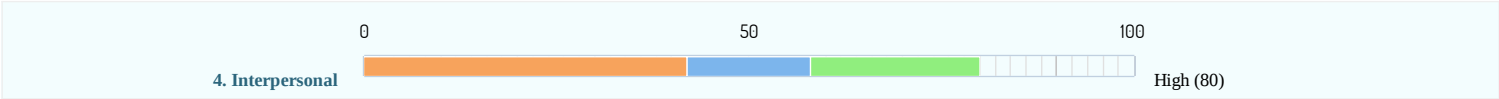
Persons scoring high in the clerical category typically have mastered the most efficient methods of running the day-to-day operations of an office. Strengths include accurate record keeping, filing, word processing, copying, knowledge of office procedures, basic math skills, clear communications, knowledge of telephone systems, and proficiency in the use of office machines, including computers. This skill area also requires attention to detail, neatness, speed, and organizational abilities.



Since you scored high in the organizing section, you typically excel at assembling, storing, and retrieving information, data, and items in a systematic fashion. You naturally perceive how information, details, and things are kept accurate and in good order to maximize efficiency. You are likely methodical, neat, and systematic in your approach to a task. Planning, prioritizing tasks, and goal setting along with performing routine tasks and quality control are activities that come naturally to you.



People who score high on writing skills typically are able to clearly communicate their thoughts and ideas through writing. Writing also requires the ability to synthesize information and present key points logically and concisely in reports, letters, or summaries. Individuals high in this skill area enjoy putting their thoughts down on paper and may enjoy creating original stories, novels, or poems.



If you scored high in this category you are strong in people skills. You probably will do well in careers in which you are required to interact with people on a regular basis. Your ability to communicate effectively and your strong interest in people will naturally generate opportunities for you to counsel, teach, or explain as part of your work. Make sure your work includes extensive involvement with people, as well as opportunities to communicate with others.

### 3.2 Skills and Abilities: Evaluate Your Skills

Carefully examine your highest ranked skills and analyze the relationship among them. How much overlap is there? Is there a common theme to your skills? Do any of your skills relate more to areas that you would use as a hobby than as a basis for your occupation? If so, are there ways that these hobby skills could transfer to your work? The Action Plan that accompanies your report will guide you through these and other questions. Completing this analysis will be key to gaining full benefit from your report.

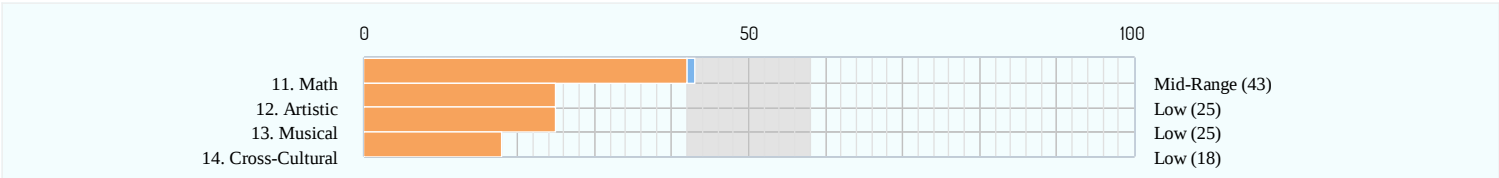
#### DEVELOP YOUR SKILLS

Exploiting your natural strengths does not in any way mean that training, education, hard work, and dedication are not required to further develop your skills. On the contrary, most successful people become so by working diligently at what they do. Think of the professional golfer who develops natural athletic skills by hitting hundreds of balls every day. Likewise, consider a pianist who spends hours practicing in order to fully develop natural music skills.

#### MINIMIZE YOUR EXPOSURE OF YOUR LOW-SCORING SKILLS

Ron, as with interests, please take note of the skill areas in which you scored the lowest. They are the ones listed at the bottom of the chart on the previous page. Areas with low scores can reveal some insights about your career interest. It could be that these are not natural strengths, or perhaps you never have had the opportunity to develop them. In either case, it would be best not to pursue occupations that require heavy use of your low scoring skills, unless you pursue more training first.

#### YOUR LOWEST FOUR SKILL AREAS



# Values Are Important To Career Decisions

## Values Are Important To Career Decisions

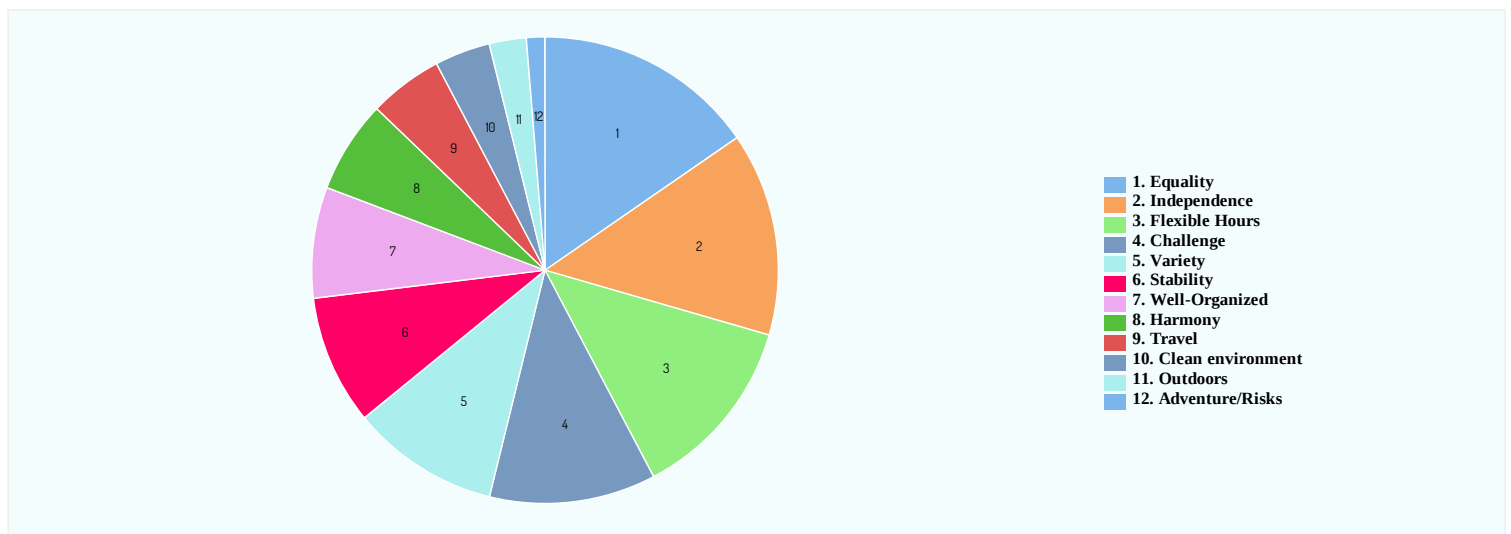
Ron, you can be in a career field that is a good match for your vocational interests, skills, and personality strengths and still experience job dissatisfaction and stress if your work does not match your values. For example, many people value working outdoors and will never feel totally comfortable working in the confines of a building. Others may need to know that they are helping people directly in their work and will not be satisfied working alone or with machines.

Many people think that they can be happy doing most anything if it makes them successful in the material sense. All too often, they find themselves unfulfilled and burned out after only a few years into their careers. Using values as a criteria for career choices can preclude much of the disappointment and career stress present in today's workplace. As you review your priorities to see if you are being consistent, compare them to the way you are actually operating. This three-part section on values is designed to help you define the priorities and values that will guide your life and work.

Expect your values to change; these are your priorities and you can change them any time you want. Most people will find that they do change some of their priorities as they age and as their family situations change. It is a good idea to save this report for future reference. A periodic review will enable you to make updates and see how well you are sticking with your priorities.

### 4.1 Values: Work Environment

#### YOUR PRIORITIES FOR THE 12 VALUES THAT RELATE TO WORK ENVIRONMENT



#### CONSIDER THE TOP 4 AS IMPORTANT CRITERIA FOR EVALUATING POTENTIAL OCCUPATIONS AND POSITIONS

##### 1. Equality

You enjoy working in a career in which people are treated fairly without regard to race, gender, creed, religion, or national origin. Look for career opportunities in which workers are paid equally at the same competency level and all work opportunities are pursued without prejudice.

##### 2. Independence

You will want to make decisions for yourself, so look for considerable job autonomy. It is important that you be able to do things the way you want to do them. Everyone has to have guidelines, but it is important that you are able to experiment with your own ideas and work without someone looking over your shoulder.

##### 3. Flexible Hours

Being able to set your work schedule around other activities is highly regarded by you. Look for career opportunities in which you have some control over the hours of your work and in which you will have a flexible schedule.

##### 4. Challenge

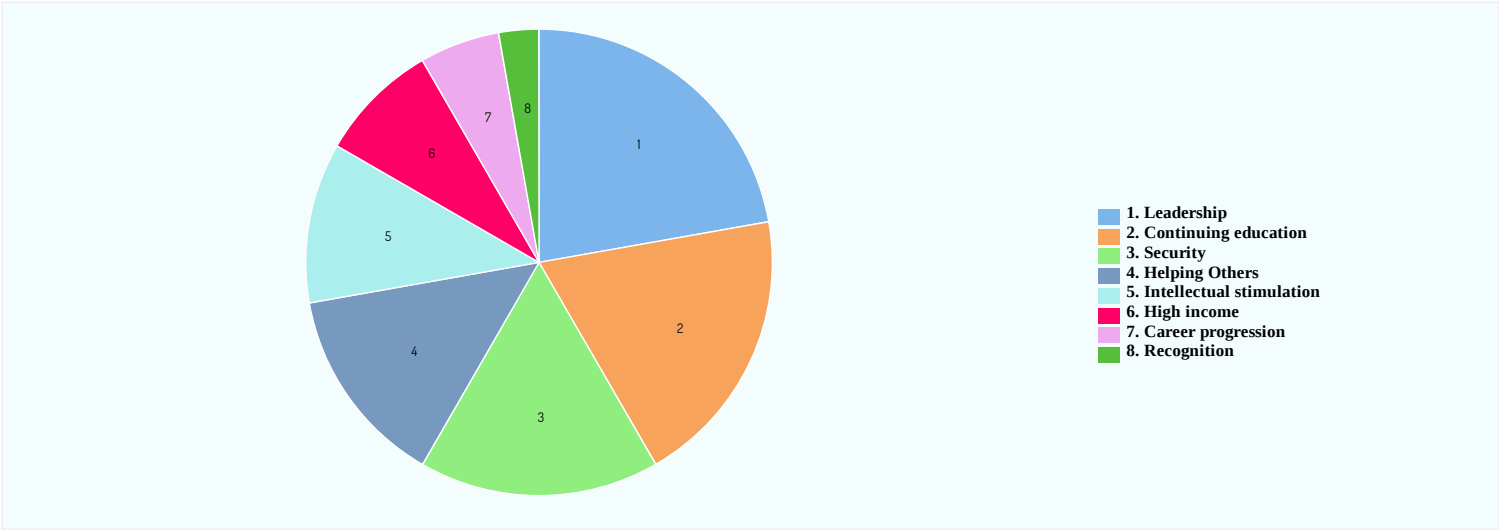
You need the opportunity to solve tough problems and work make-or-break issues. Look for difficult assignments and obstacles to overcome. Controversy is not a problem, because you enjoy restoring order where there was chaos.

4.2 Values: Work Outcome

Although most people have a number of expected rewards from their work, it is important to decide what is most important. For instance, more education and higher income typically go together, but beyond a certain level continuing education may not correlate with a higher income. Likewise, having a leadership position does not always enhance one's security. Whether we think about it or not, most of us have to make tough choices in this area.

It's very important that you recognize that your priorities are an individual matter. Allowing someone else to exert too much influence over work values is one of the biggest mistakes people make in choosing a career field. This is your opportunity to think through this critical area and make sure you know what is really important to you.

YOUR PRIORITIES FOR THE 8 OUTCOME VALUES THAT YOU EXPECT FROM YOUR WORK



THESE OUTCOMES ARE THE MOST IMPORTANT TO YOU

1. Leadership

You feel comfortable in positions that include responsibility for people and resources. You are comfortable taking charge, telling others what to do, and making decisions for the group. Your work should include the opportunity to lead a team toward common goals.

2. Continuing education

You enjoy growing and developing as a professional in your career field. Having the opportunity to take development courses, workshops, or formal education is important to you. Look for job opportunities that promote personal growth through continued education of some kind.

3. Security

You prefer to have the assurance that you have a job that will be around for a long period of time. Some career opportunities still have a measure of security; however, keep in mind that they are on the decline. Job security is now much more dependent on your ability to continually develop your skills to meet the changing workplace.

4. Helping Others

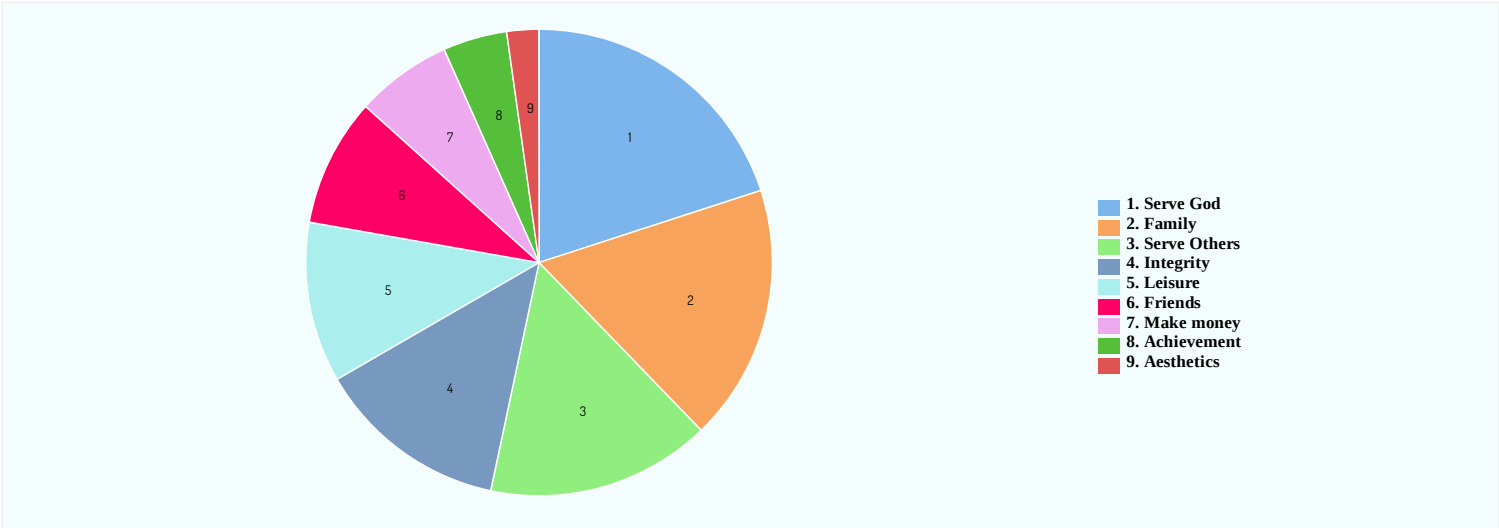
Contributing to the welfare and growth of others is important to you and should be an integral part of your work. This could be carried out through training, teaching, counseling, encouraging, and the provision of financial resources. Your occupational choice should afford the opportunity to express your concern for others.

4.3 Values: Life Values

This area is important to career planning because many people find it difficult to align the way they live and work with their life values. The fast pace of life, the strains of financial overcommitment, and the complexity of life in this time cause many to feel like it's all they can do just to hang on each day.

Experience shows, however, that people who thoughtfully decide on a life purpose and then make career choices that contribute to that goal have a unique peace and sense of fulfillment about their work. Your top four items that relate to life purpose are listed on the next page.

YOU PRIORITIZED 9 VALUES THAT RELATE TO LIFE PURPOSE



LISTED BELOW ARE YOUR TOP 4 LIFE PRIORITIES

1. Serve God

You have indicated that your life mission involves serving God in everything you do. It will be very important for you to see how your work is contributing to that goal. Remember that all occupations offer the opportunity to serve Him. Kindness and a commitment to excellence can be an attractive light for others in the workplace.

2. Family

Your family has a high value for you and you want to be able to care for them whenever they need you. You consider it important to be available and involved in their activities. Having a lot of quality time with your family is important to you and should be an consideration to the occupational choices you make.

3. Serve Others

As a part of fulfilling your life purpose, you believe it is important to serve others. You should be sure that your work contributes to the well-being of others.

4. Integrity

Honesty in every area of life is a key value for you. You make every effort to keep your commitments and live by the highest standard of fairness and truth. To be sure you will not be asked to compromise your integrity, carefully evaluate the work environment and the leadership, as well as products and services of any organization you are considering for employment.

### FIND THE RIGHT BALANCE IN YOUR VALUES

No one is perfect, Superman and Wonder woman do not exist, and you will never be able to do everything to the level you would like. Everyone must work out a balance in life. By considering your priorities, you will be able to find a comfortable balance in the use of your time, energy, and financial resources. Referring to your priority lists will help you to meet your stated life purpose values.

### EXPECT YOUR VALUES TO CHANGE

These are your priorities and you can change them any time you want. Most people will find that they do change some of their priorities as they age and their family situations change. It is a good idea to save this report for future reference. A periodic review will enable you to make updates and see how well you are sticking with your priorities.

### WHAT DO I DO NOW?

Compare the stages of your career development to driving cross country on a family vacation. There are two distinct stages. Stage one consists of conducting all the necessary research and planning to make the vacation enjoyable. Stage two consists of actually getting into the car, backing out of the driveway, and starting out.

Reading through your CAREER DIRECT report is comparable to studying a road atlas in the first stage of planning the trip. It offers you a broad overview of the general directions to your destination, along with some alternative routes to get you there. However, just reading the report will not solve your career dilemma any more than simply reading a road map will actually get you to your vacation destination.

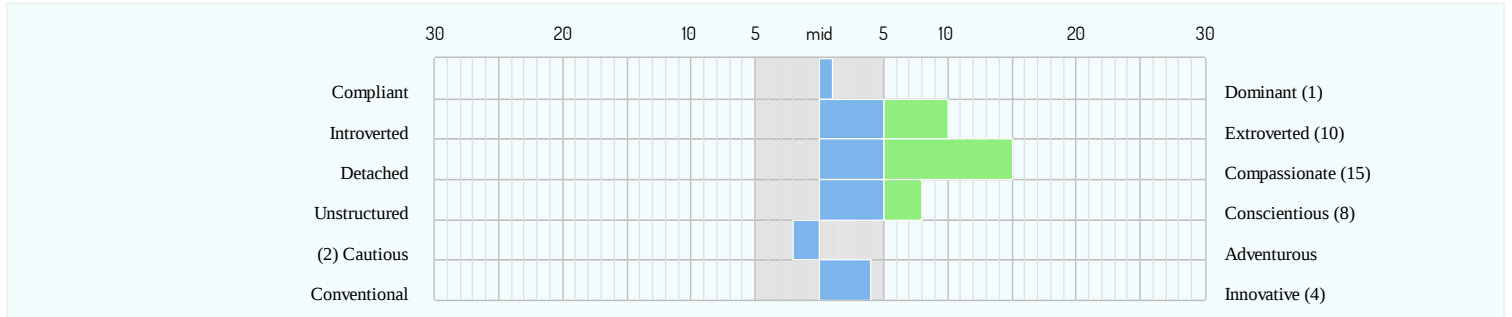
You now find yourself at stage two. It is time for you to climb into the driver's seat and begin your career journey. Your first step is to assimilate your information into plans and decisions that will get you started. To assist you in this key step, we have provided the Action Plan, a guide to interpreting and acting on what you have learned about your pattern for work. It is extremely important that you process through it completely. I will help you to match your pattern with various occupations and educational training programs.

Above all else, don't forget that the basic goal in career planning is to match your talents and interests to the requirements of your work. In doing so, you will have the highest likelihood of reaching your destination and career that fits you.

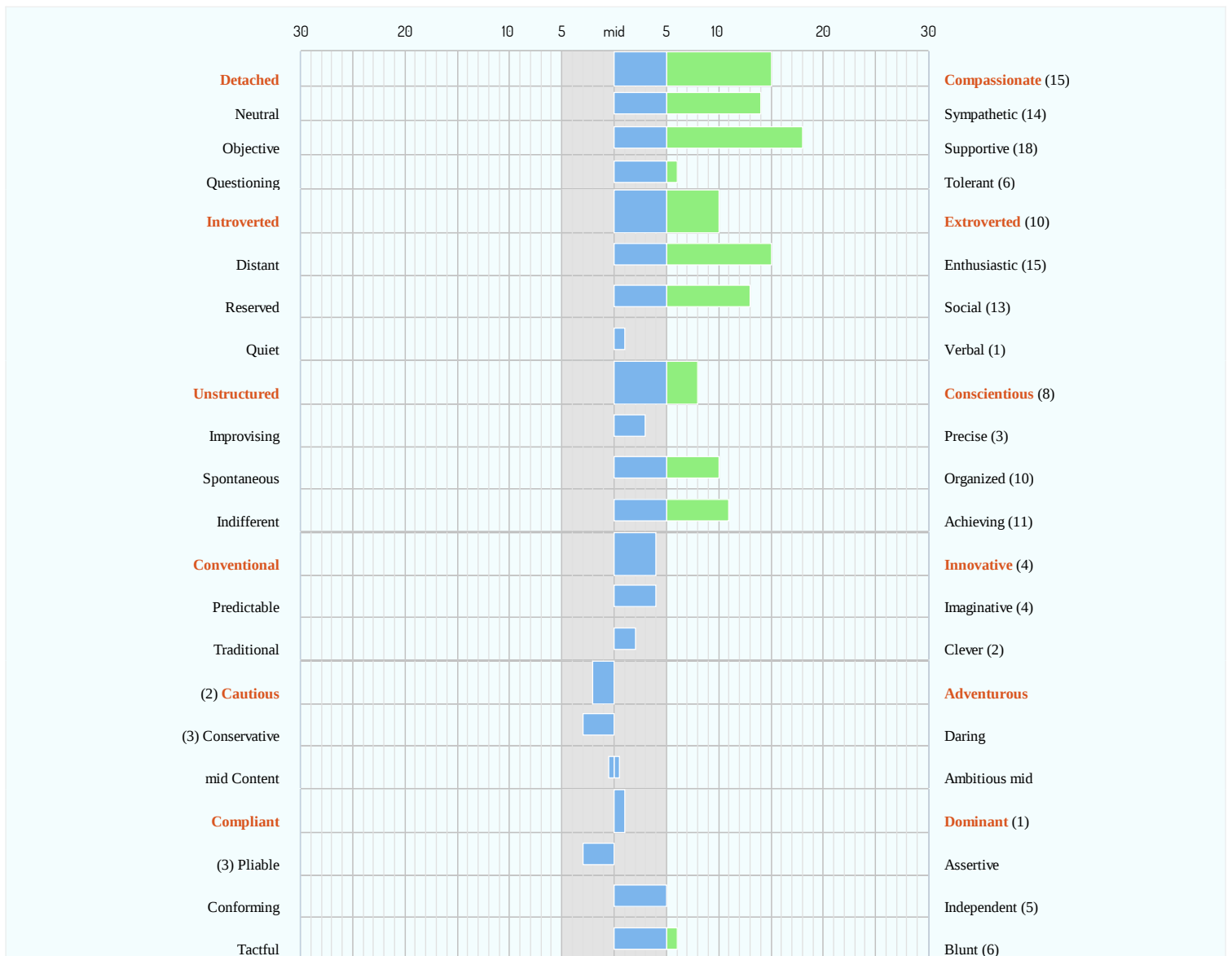


# Personality Summary Charts

## 1.1 Six Factors of Personality



## 1.2 YOUR PERSONALITY FACTORS AND SUB-FACTORS



### 1.3 PERSONALITY SUMMARY

**Compassionate** - compassionate, sensitive, and a good listener; patient, loyal, and good at supporting and encouraging others.

**Extroverted** - outgoing and a natural people person who likes meeting strangers; you are enthusiastic and good at networking.

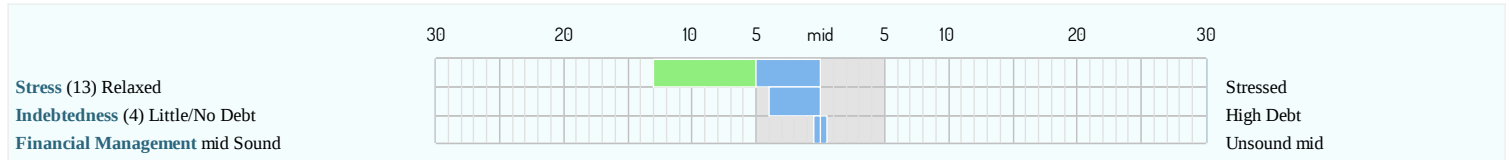
**Conscientious** - accurate, organized, and prepared. You naturally follow rules since you like structure and predictability.

**Conventional / Innovative (Mid-Range)** - willing to initiate new ideas when there is an obvious need but you also like to take a traditional perspective.

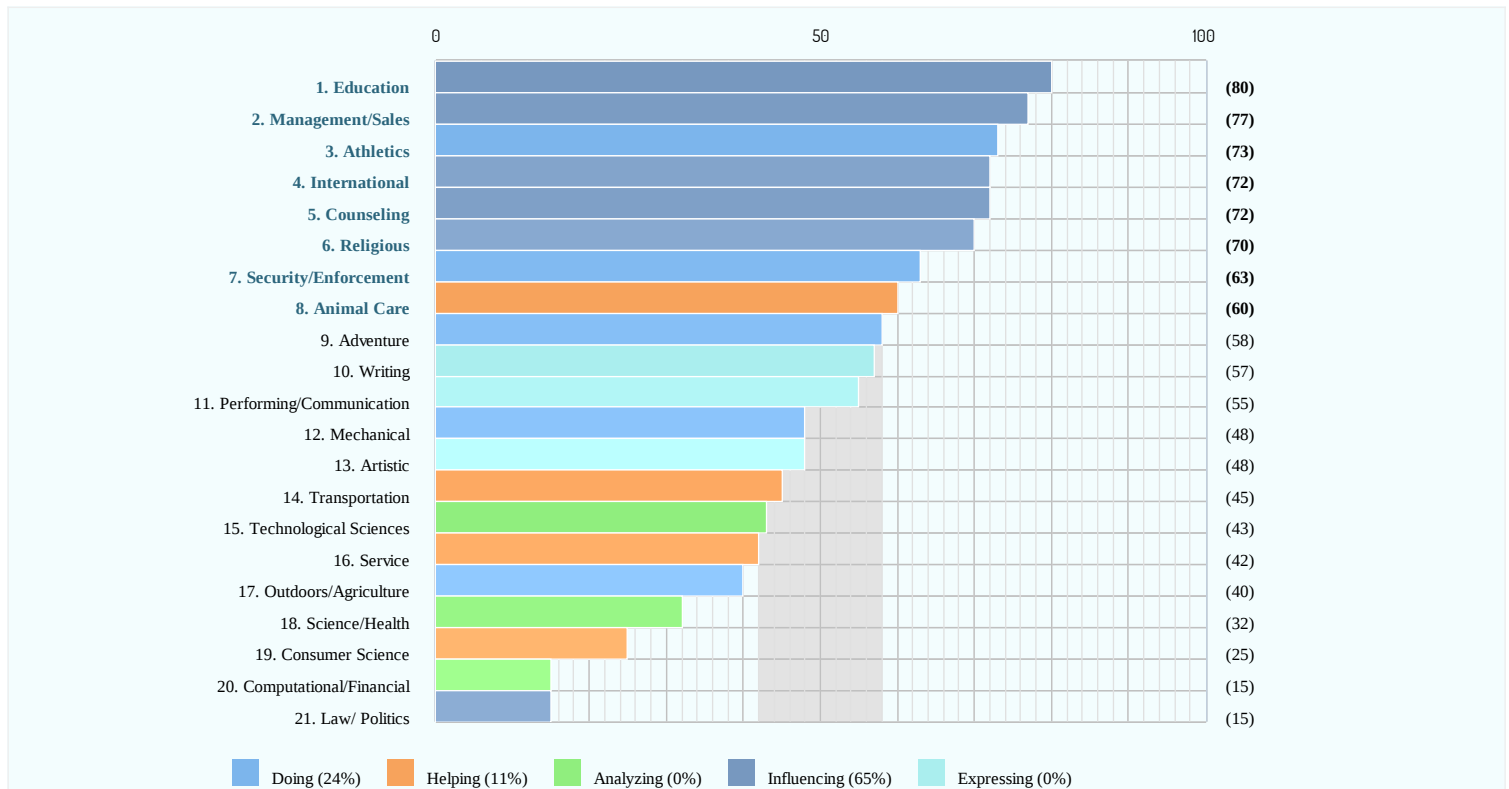
**Cautious / Adventurous (Mid-Range)** - average in your drive and spirit of adventure, but are not a high risk taker.

**Compliant / Dominant (Mid-Range)** - comfortable as a leader or follower and will adapt to the needs of the situation.

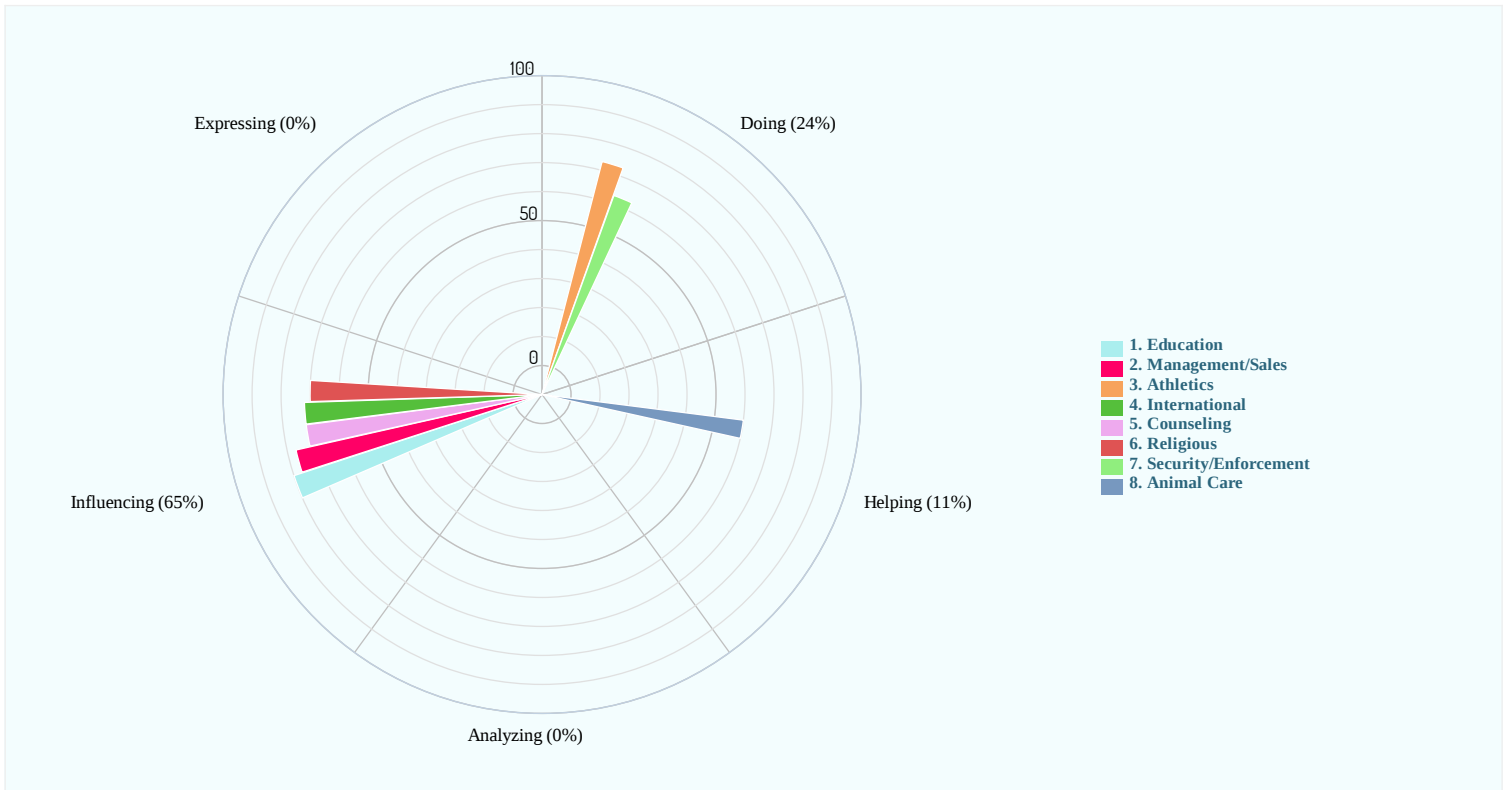
### 1.4 Critical Life Issues



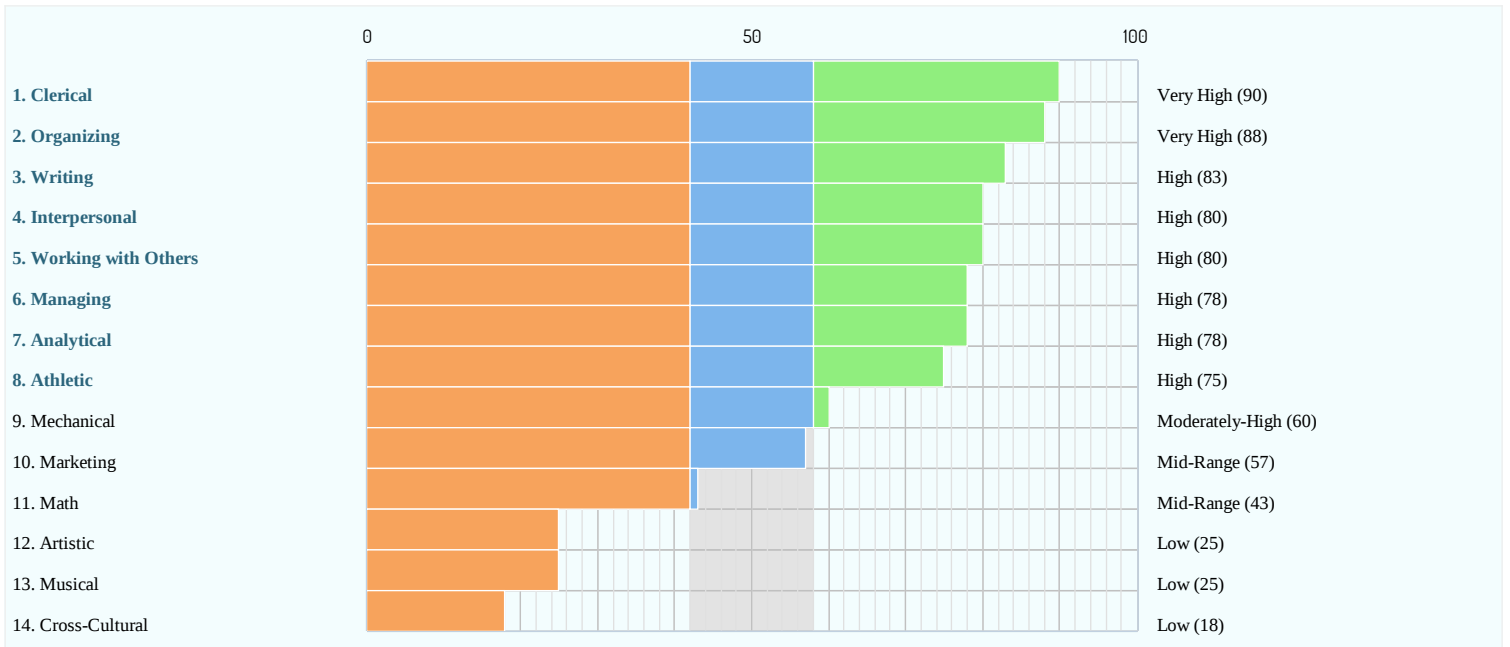
### 2.1 General Interests



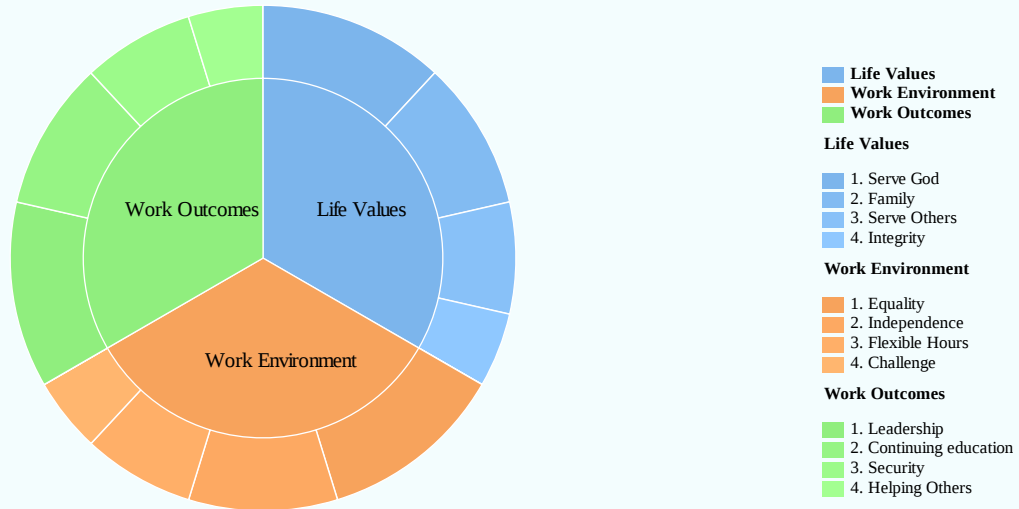
## 2.2 Top 8 Career Groups by Interest Area



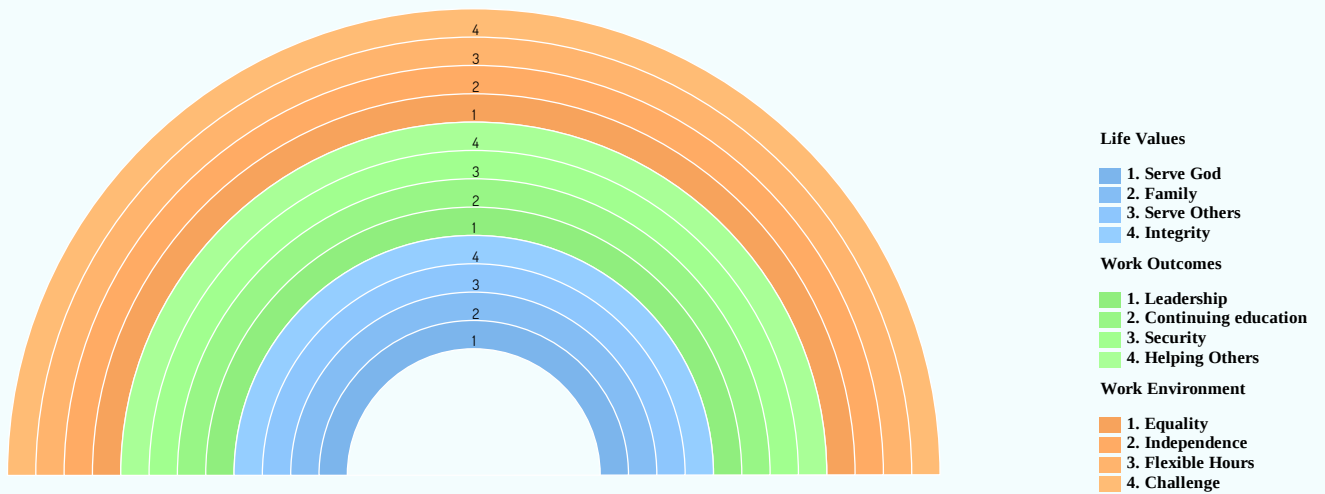
## 3.1 Skills and Abilities



## Top 4 Integrated Value Priorities



## Core Life Planning Values



## Part 5: Career Direct – Next Steps

# Career Direct – Next Steps

Congratulations on completing your Career Direct assessment and working through your Detailed Report!

Here are a few foundational principles to understand. Before proceeding with the Next Steps, please study each of them carefully and discuss them with someone you trust.

- You have a unique design that can't be ignored. Embracing your design is critical to discovering your life assignment. Ignoring your unique wiring can cause severe frustration, poor decision-making and ultimately damaged relationships.
- Your life work is an unfolding relational journey, not just a series of transactional events. Be sensitive and open to receive counsel and guidance in your research and decision-making.
- Aligning your design with your career is a life-long responsibility. As your life changes, a time often comes when you may feel disconnected from relationships, work, and life. This usually indicates it is time to re-evaluate and repeat the Career Direct process.
- Success in your journey will require hard work, faithfulness and tenacity. Studying your own report, doing research about possible career choices are required steps and volunteering in a field that aligns with your design may be beneficial.
- You are about to make a critical career decision. A solid foundation is critical to avoid disaster. The only foundation for a wise career choice is:
  - Making sure your decision aligns with your design.
  - Making a decision that honors your Creator.
    - Avoid the following false foundations AT ALL COSTS!
      - Taking the easiest or first job offered
      - Money as the prime motivator
      - Job title or prestige
      - Security, power and control
      - Following friends
      - Seeking "Hot Jobs" category
      - Following in parents footsteps and fulfilling their dreams
      - Taking a job just because you can do it

**Now that you have a solid understanding of the foundational principles necessary for making wise career decisions let's begin with the Next Steps:**

### STEP 1:

- If you do not have a Career Direct Consultant, enlist the aid of a coach, or mentor who will review your assessment with you and pray regularly regarding your future direction. If you would like, [connect now with a Career Direct Consultant!](#)

### STEP 2:

- Review your assessment results in the *Career Direct*® Detailed Report AGAIN.
- Note information in your report that may not apply to you. If you disagree with something, ask your consultant or coach to confirm your thoughts. Once confirmed, mark out the items that do not apply.
- Highlight or underline the key points you and/or your consultant focused on in the report.
- Write down the top career recommendations from your consultant. If you did not have a Career Direct Consultation you will not have these recommendations.

### STEP 3:

- Click on the desired or recommended career links below in your top 8 Interest Groups and continue doing research to help you match potential career fields with your Personality, Interests, Skills and Values.
- Every career requires a specific configuration of Personality, Interests, Skill and Values to be successful. Please remember that the career you choose must align with ALL FOUR dimensions of your design. You will find the necessary information regarding personality, interests, skills and values by clicking on the Job Detail Links below.
- Consult the [Job Sampler \(Download HERE\)](#) for a more comprehensive list of careers in your specific area of interest.

## Top Eight Interest Groups Job Detail Links

### 1. Education

<a href="#">Teacher</a>	<a href="#">Instructional coordinator</a>	<a href="#">School principal/ administrator</a>
<a href="#">Tutor</a>	<a href="#">Vocational education teacher</a>	<a href="#">Adult education teacher</a>
<a href="#">Speech education teacher</a>	<a href="#">Professor</a>	<a href="#">Special education teacher</a>

### 2. Management/Sales

<a href="#">Marketing Representative</a>	<a href="#">Buyer</a>	<a href="#">Business executive</a>
<a href="#">Real Estate Agent/Realtor</a>	<a href="#">Retail store manager</a>	<a href="#">Travel agent</a>
<a href="#">Insurance sales agent</a>	<a href="#">Stockbroker</a>	<a href="#">Manager</a>

### 3. Athletics

<a href="#">Athletic trainer</a>	<a href="#">Umpire/official</a>	<a href="#">Professional scout</a>
<a href="#">Athletic agent</a>	<a href="#">Professional Athlete</a>	<a href="#">Parks/recreation manager</a>
<a href="#">Fitness instructor</a>	<a href="#">Athletic coach</a>	<a href="#">Physical education teacher</a>

### 4. International

<a href="#">Foreign correspondent</a>	<a href="#">Foreign Language Teacher</a>	<a href="#">Translator</a>
<a href="#">Foreign missionary</a>	<a href="#">Diplomat</a>	<a href="#">Overseas travel guide</a>
<a href="#">International business executive</a>	<a href="#">Interpreter</a>	<a href="#">Foreign service executive</a>

### 5. Counseling

<a href="#">School/ college counselor</a>	<a href="#">Marriage/family therapist</a>	<a href="#">Psychologist</a>
<a href="#">Social worker</a>	<a href="#">Rehabilitation counselor</a>	<a href="#">Psychiatrist</a>
<a href="#">Minister/Priest/Rabbi</a>	<a href="#">Employment counselor</a>	<a href="#">Pastoral counselor</a>

### 6. Religious

<a href="#">Religious educator</a>	<a href="#">Pastor</a>	<a href="#">Pastoral counselor</a>
<a href="#">Missionary</a>	<a href="#">Rabbi</a>	<a href="#">Priest</a>
<a href="#">Evangelist</a>	<a href="#">Youth pastor</a>	<a href="#">Chaplain</a>

### 7. Security/Enforcement

<a href="#">Police Officer</a>	<a href="#">Private Detective</a>	<a href="#">Security guard</a>
<a href="#">Probation Officer</a>	<a href="#">Fire inspectors</a>	<a href="#">Military Officer</a>
<a href="#">Lifeguard</a>	<a href="#">Immigration inspector</a>	<a href="#">State patrol officer</a>

### 8. Animal Care

<a href="#">Veterinarian</a>	<a href="#">Animal Trainer</a>	<a href="#">Zookeeper</a>
<a href="#">Wildlife biologist</a>	<a href="#">Veterinary assistant</a>	<a href="#">Groomer</a>
<a href="#">Race horse trainer</a>	<a href="#">Kennel supervisor</a>	<a href="#">Animal breeder</a>

#### STEP 4:

- Fill out the [Action Plan Worksheet](#) using the key information found in your Detailed Report and your research. This step is critical to complete Next Steps!
- Keep the following questions in your mind as you work through the Action Plan:
  - What are your unique strengths and motivations that will enable you to excel in the workplace?
  - What is your pattern of God-given, work-related characteristics?
  - What are the career fields and specific occupations in which you are most interested?
  - What are important requirements and characteristics of these occupations according to your research?
  - Which career fields and occupations best match your unique design?
  - What will you do to pursue those occupational opportunities that are good matches for you?
    - Job Shadowing?
    - Volunteering?
    - Becoming an Intern?
    - Talk to people in the particular career?

#### STEP 5:

- Throughout the process always be praying while seeking godly counsel, speaking to people in the fields that match your design, and seeking current opportunities in these fields.

## Resources

This section provides helpful resources and online links to resources and services that will help you along your path to career fulfillment.

- [Guide to College Majors and Career Choices e-book](#)

The *Guide to College Majors and Career Choices* reference book gives practical advice on exploring possible major courses of study, and the *Choosing a College/Technical School Major* document in the online resources helps to match your interests with a college/technical school major.

- [Choosing a College or Technical School Major](#)

This document includes a process for relating your top occupations and career fields (identified through the Action Plan) with college and technical school majors.

- [Job Sampler](#)

The *Job Sampler* is designed to help broaden your vision of job possibilities based upon your areas of occupational interest. The nine occupations for each interest area listed in your report are examples only. This *Job Sampler* contains a full listing of occupations that may be further explored through O\*Net and the Occupational Outlook Handbook links below.

- [O\\*Net Online](#)

O\*Net Online is a database of detailed information about specific occupations from the Bureau of Labor Statistics. This online resource contains information on all of the occupations found in the *Job Sampler*, including skills required, knowledge and education needed, job responsibilities, work activities, level of competence, average pay, and much more.

- [Occupational Outlook Handbook](#)

The Occupational Outlook Handbook database is also maintained by the Bureau of Labor Statistics and gives detailed descriptions of the top 260 occupations that represent about 90 percent of all occupations held by Americans.

- [Crown Financial Ministries](#)

Crown Financial Ministries is the parent organization that developed the *Career Direct® Complete Guidance System*. It is an international, non-denominational ministry that provides materials for churches and individuals, seminars, 4 national radio programs, an award-winning Internet Web site, Money Map Coaching, and career resources that teach people true financial freedom. Visit us online for more information about this dynamic ministry.

- [Crown Financial Ministries Resource Store](#)

Click here to view all products and services available from Crown Financial Ministries.

- [Pongo™ Resume Service](#)

In today's competitive job market, a well-written resume is the single most important factor in getting your foot in the door and on your way to landing the perfect position. Resume **BUILDER** and **PUBLISHER** give you the tools to create, print, e-mail, and fax your resume quickly and easily, all in one convenient location - online! (Please note that this link is to a third party web site.)

- [Career Personal Inventory](#)

This questionnaire will help you sort through some important career issues before completing the steps below. You can type and print your information on the PDF, but it will not save your information.



## Audio Files:

### Audio Message #1 – "Principles of Career Fulfillment" (28 minutes)

This message provides encouragement and wisdom for being truly successful in your life and career.

- Session One:      • The origin of work is from God      • All work has meaning and dignity
- Session Two:      • Your Calling – God's plan for your life      • Work is a platform for ministry and witness
- Session Three:      • Excellence in the workplace      • God is our final authority

### Audio Message #2 – "How to Get the Best Results from Career Direct®" (36 minutes)

This message gives specifics instructions on getting the best results from your Career Direct® assessment.

- Session One:      • Changes in the Workplace in the Last Generation
- Session Two:      • Ten Trends in Today's Work Environment
- Session Three:      • Matching Your Pattern to Related Occupations
- Session Four:      • Benefits of a Biblical Perspective to Career Selection

### Audio Message #3 – "Understanding Your God-Given Design/Interpreting Your Career Direct Report" (55 minutes)

This message outlines the basis for our unique design created by God. He has given us special talents and skills necessary to achieve our potential. The Career Direct report provides insight into your unique pattern.

- Session One::      • Good and bad approaches to selecting career
- Session Two:      • Reviewing your report – Personality Section
- Session Three:      • Reviewing your report – Personality Highlights
- Session Four:      • Reviewing your report – Personality Strengths/Non-Strengths and Personality Career Implications
- Session Five:Session Five:      • Reviewing your report – Interests, General Career groups, understanding your scores
- Session Six:      • Reviewing your report – Skills and Abilities
- Session Seven:      • Reviewing your report – Values: Work Environment, Work Expectations, Life Values
- Session Eight:      • High or Low scores in Interests section

### Audio Message #4 – "Action Plan for the Future"(9 minutes)

This message gives specific instructions for completing your personalized action plan for the future.

- Session One:      • How to complete the Action Plan and use it for career direction