

Career Guide

Features

A report which gives a summary of natural behaviors, how those behaviors contribute in the workplace, and suggests careers that the individual would suit, based on the behavioral content of the role.

Uses

A Career guide can be used in succession planning and career guidance coaching. Three “levels” are available for clerical / manual, supervisor / middle management and executive/ senior management functions.



CAREER GUIDE: Tom Sample

Private &
Confidential

ABOUT YOU

You are a friendly person who communicates well with others. Being non-aggressive, you probably dislike antagonistic situations or personal confrontation. If you see that conflict or difficulties are developing, you will likely use your friendliness and persuasion to try to defuse the situation.

You can process facts and detailed information, and you can also enthusiastically relay your findings to others. You can, if necessary, concentrate on detail, but you can become bored if it becomes too routine. If this were to occur, you would probably lose interest and the job would no longer challenge you.

You will likely promote yourself well and create favorable impressions that generate both trust and positive feelings in others. You dislike trouble and hassle. Therefore, under normal circumstances, you will try to avoid such situations.

Variety, in terms of both people and tasks, is important to you, and you are usually eager to please others.

YOU AT WORK

As you develop your skills and gain work experience, you will likely promote both yourself and your organization well. You are an enthusiastic communicator, and relaying information will come naturally to you. Being non-aggressive, you will usually try to carry out your duties in a friendly manner. As you progress in the job, you will likely set quite high standards for yourself, and you will expect others to do the same.

If required, you can deal with work of a specific nature that requires attention to detail. Your communication style enables you to enthusiastically convey facts, figures and detailed information to others, presenting them with a clear outline of what is required.

Your responses suggest that, although you can be systematic in your approach, you can become disinterested with rigid, repetitive tasks. Therefore, it is important that your chosen career gives you variety and doesn't allow you to get bogged down with boring routine duties. If you tire of a job or if it loses its challenge, you may lose motivation or be tempted to abandon the task altogether.

Given your behavioral preferences, the ideal work environment for you would be one where your objectives are clearly defined and the timelines are realistic. Similarly, you should be given time to examine facts and information before being pressured into making decisions or taking action. Being a person who associates well with different people, the workplace should provide you with opportunities to interact with others on a regular basis and therefore generate both trust and positive feelings in those around you.

KEY CAREER CONSIDERATIONS

Key areas to consider are those where you can enthusiastically influence others by relaying facts, figures and detailed information.

The following tasks and responsibilities will likely match well with your behavioral characteristics.

- Presenting to others in your specific area of expertise.
- Processing detailed information and communicating it to others.
- Communicating and relating with a variety of people.
- Ensuring that quality and standards are maintained.

Your ideal job would not involve excessive routine administrative duties or involve you in day-to-day confrontational situations.

YOUR WORK STRENGTHS

The contribution you will likely bring to an organization will be your ability to win people over to your point of view. This you will accomplish by using your friendly, enthusiastic approach, and your ability to process and communicate detailed information. You are at ease with people, so interacting with others and being involved with different situations will be important to you. Being naturally energetic and mobile, you will seek out new and innovative projects that interest you rather than become involved with routine, repetitive administrative work, which can sometimes bore you.

JOB POSSIBILITIES

The following jobs have been selected as best suited to your characteristics and to the occupation level that you requested. The list may not be fully exhaustive, but it has been compiled to cover a range of Generic Job areas. Please remember that this assessment does not take into account any special skills, work experience or training you might have had to date, and that the number of jobs can vary considerably, depending upon the assessment.

SELF EMPLOYMENT AND AGENCY WORK

OTHER: Environmental Work, Hospitality Work

ARMED FORCES

THE ARMY: Non-commissioned Army Officer/Private

ADMINISTRATION, BUSINESS, CLERICAL & MANAGEMENT

CIVIL SERVICE: Administrator, Administrative Staff

SECRETARIAL WORK: Specialist Secretary

ADMINISTRATIVE/CLERICAL WORK: Administrative/Clerical Assistant, Receptionist

INFORMATION TECHNOLOGY: Computer Specialist

PRINT ART AND DESIGN

ART AND DESIGN: Fashion Designer, Graphic Designer, Illustrator/Artist

PHOTOGRAPHY: Photographer

TEACHING AND CULTURAL ACTIVITIES

CHILDCARE: Childcare Worker, Nursery Nurse

LANGUAGES: ESL Teacher

ENTERTAINMENT AND LEISURE

PERFORMING ARTS: Actor, Music Teacher

SPORTS AND LEISURE: Community Center Assistant

BROADCASTING/FILM/THEATRE: Announcer (TV & Radio), Announcer (TV & Radio)

HOSPITALITY AND OTHER SERVICES

HOTEL AND CATERING: Catering Assistant, Housekeeping Manager, Waiter/Waitress

HAIRDRESSING: Hairdresser

HEALTH AND MEDICAL SERVICES

NURSING AND ANCILLARY WORK: Registered Nurse (Learning Disabilities), Registered Nurse (Mental Health)

DENTISTRY: Dental Assistant

THERAPY AND TREATMENT: Dietitian, Speech Language Therapist

LAW AND RELATED WORK

LAW AND RELATED WORK: Registrar

BUYING, SELLING AND RELATED SERVICES

ADVERTISING: Creative/Copywriter

RETAIL DISTRIBUTION: Food Services Manager, Postal Clerk, Demonstrator, Retail Assistant

SALES: Call Center Operator, Customer Care Person, Telemarketer

BUYING: Buyer/Purchasing Officer

CONSTRUCTION AND LAND SERVICES

LANDSCAPE ARCHITECTURE: Landscape Architect

ANIMALS, PLANTS AND THE ENVIRONMENT

VETERINARY WORK: Veterinary Nurse

OTHER WORK WITH ANIMALS: Guide Dog Trainer

NATURE CONSERVATION: Conservation Officer

TRANSPORT

ROAD TRANSPORT: Driving Instructor