



Career Coach Report

for

David Sample

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Your Career Coach Report

Getting the Most from Your Career Coach Report

The following four sections make up this report:

SECTION 1 – JOB MATCH

Your results have been compared to representative occupations derived from information provided by O*NET (Occupational Information Network). Your overall match with these occupations is presented in this section

SECTION 2 – THE O*NET – WHAT IT IS AND HOW YOU CAN USE IT

The O*NET is a comprehensive database of worker attributes and job characteristics developed by the United States Department of Labor. You may access it on the internet at online.onetcenter.org.

SECTION 3 – YOUR RESULTS

This section provides an overview of your characteristics based on your responses to the questions on the *Career Coach*.

SECTION 4 – SUGGESTIONS FOR GATHERING ADDITIONAL INFORMATION ABOUT CAREERS

The basis of good decisions is good information. Your *Career Coach Report* provides unique information relating to you, but you should do additional research to learn more about your career possibilities and opportunities. This section suggests approaches to use to get more information.

Note:

The information you gain from *Career Coach* is related to job expectations and classifications in the workplace. The only difference would be the specific requirements of certain employers. The *Career Coach* provides information for your personal use and is not to be used as a hiring tool.

SECTION ONE

Job Match

Career Coach compares the results of your evaluation with the requirements for a variety of career fields described by O*NET (Occupational Information Network). The percentages below indicate the degree to which your results match each of the listed occupations. They are ranked in descending order by percentage match. You should consider those occupations where you show the highest match because they suggest a good job fit.

Also provided is the O*NET SOC Code that may be used to research each occupation. To do this go to online.onetcenter.org, select Find Occupations and enter the appropriate SOC Code from the list below.

O*NET SOC Code	Occupational Title	Job Match Percentage
43-4051.00	Client/Customer Service Representative	95%
33-3051.01	Police Officer	95%
11-9021.00	Construction Manager	94%
11-9081.00	Hotel Manager	94%
13-1121.00	Conference Coordinator	94%
11-3021.00	Software Manager	94%
41-2031.00	Sales Associate	94%
11-9142.00	Property Manager	94%
11-9111.00	Administrator, Health Care	94%
33-1012.00	Police Chief	93%
11-3021.00	IT Manager	93%
13-2011.01	Senior Accountant	93%
43-1011.01	Head Teller, Bank	93%
11-3011.00	Office Manager	93%
29-1111.00	Registered Nurse	93%
51-1011.00	Production Superintendent	93%
11-3040.00	Human Resource Manager	93%
11-2022.00	Sales Manager	93%
43-1011.01	Help Desk Manager	92%
33-1021.01	Fire Chief	92%
33-2011.00	Fire Fighter	92%
35-1012.00	Restaurant Manager	92%
13-1031.01	Claims Director	92%
27-3022.00	Reporter/Correspondent	92%
13-2071.00	Senior Bank Loan Officer	92%

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43-6011.00	Executive Secretary	92%
11-3040.00	Software Developer	92%
53-2021.00	Air Traffic Control Specialist	92%
39-6031.00	Airplane Flight Attendant	92%
41-3041.00	Travel Agent	92%
11-9061.00	Director, Funeral	92%
41-9022.00	Leasing Consultant	92%
29-1122.00	Occupational Therapist	92%
27-3011.00	Announcer, Radio & TV	92%
11-3031.02	Bank President	92%
11-3031.02	Bank Manager	92%
53-2012.00	Executive Pilot	92%
29-1127.00	Speech Pathologist	92%
43-3061.00	Procurement Officer	91%
11-1011.01	City Manager	91%
11-9031.00	Elementary School Principal	91%
43-5061.00	Inventory Control Manager	91%
21-1093.00	Case Worker	91%
41-3031.01	Trader/Stockbroker	91%
43-3071.00	Bank Teller	91%
23-1011.00	Lawyer, Corporate/Business	91%
43-6012.00	Legal Secretary	91%
21-1012.00	Vocational Counselor	91%
41-2031.00	Inside Sales	91%
25-2031.00	Teacher, Secondary	91%
43-6011.00	Administrative Assistant	91%
15-1051.00	Systems Analyst	90%
17-2171.00	Petroleum Engineer	90%
43-4081.00	Hotel Desk Clerk	90%
33-3051.02	Highway Patrol Pilot	90%
47-2031.02	Carpenter, Rough	90%
11-2021.00	Marketing Manager	90%
21-1021.00	Social Worker	90%
21-1011.00	Substance Abuse Counselor	90%
25-2021.00	Elementary School Teacher	90%
15-1031.00	Senior Software Engineer	90%
15-1041.00	PC Specialist	89%

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21-1012.00	Employment Counselor	89%
13-2052.00	Financial Planner	89%
41-6011.00	Financial Secretary	89%
43-4151.00	Order Expeditor	89%
13-2071.00	Loan Officer, Bank	89%
29-1031.00	Nutritionist	89%
29-1031.00	Dietician, Chief	89%
53-2012.00	Helicopter Pilot	89%
43-3031.00	Accounts Receivable Clerk	89%
49-2022.04	Senior Telecommunications Systems Specialist	89%
47-2031.01	Carpenter, Finish	89%
13-1022.00	Buyer	89%
43-6014.00	Secretary	89%
43-3031.00	Accounts Payable Clerk	89%
29-1123.00	Physical Therapist	89%
27-1025.00	Interior Designer	89%
13-2081.00	Tax Examiner/Collector	88%
11-3031.01	Controller	88%

SECTION TWO

O*NET – What It Is and How You Can Use It

This report has a list of matching jobs with a percentage figure indicating how closely your results match the thinking style, occupational interests, and behavioral traits that have been demonstrated as important for success in that job. The *Career Coach Report* helps you narrow your search and identify careers that may suit you best.

The occupational profiles on O*NET will help you understand various aspects of a particular job. These descriptions help build your understanding of the job just as the *Career Coach* helps build your self-understanding.

Each O*NET Occupational Profile provides extensive data. These are organized in several groupings:

Worker Characteristics – Abilities, Interests, and Work Values

Worker Requirements – Skills, Knowledge, and Instructional Programs

Experience Requirements – Any specific preparation required

Occupation Requirements – Generalized Work Activities

Occupation Specific Information – Important Occupation-Specific Tasks

Occupation Characteristics – Outlook and Earnings

Related Occupations

O*NET is a user-friendly resource, providing an easy to understand frame of reference for its users. As a supplement to career counseling, the database provides complex data in a manner that offers utility and convenience to the user. By using it in conjunction with your *Career Coach Report*, the O*NET database can be extremely helpful in selecting your next career.

The O*NET internet site is at this web address:

online.onetcenter.org

SECTION THREE

Your Results

Understanding Your Report

The report is divided into three major areas which are briefly described below.

Thinking Style

The *Career Coach Report* gives your results for Numerical Ability, Numerical Reasoning, Verbal Skill, Verbal Reasoning and an overall Learning Index. This is not a test of intelligence, but it does suggest how efficiently you assimilate and utilize various forms of information.

Occupational Interests

The Occupational Interests sections reflect how you answered questions related to working in various occupations. From this information, you can see any clear preference or pattern of interests.

Behavioral Traits

Your results help provide a picture of who you are. Evaluate them in relation to the requirements of your career match or other jobs in which you are interested.

THINKING

Learning Index (An index of expected learning, reasoning and problem solving potential.)

- Upon completing a new training program, you appear capable of picking up new concepts without direct support.
- You are generally adaptive in the intellectual sense.
- Your overall learning capacity is good; you should demonstrate an adequate understanding of the requirements of a new job.
- Overall, you can be expected to complete a new training program with at least adequate success.

Verbal Skill (A measure of verbal skill through vocabulary.)

- You should be competent in making analyses involving written and verbal data.
- You have a sound understanding of everyday communication processes.
- You show strong potential for developing existing skills with communication.
- You can build on your foundation as the particular communication skills required in performing the job become familiar.

Verbal Reasoning (Using words as a basis in reasoning and problem solving.)

- You probably assimilate verbal information as easily as the general population.
- You demonstrate adequate and, in some areas, good verbal skill.
- You do not typically have any difficulty in effectively communicating thoughts and ideas to others.
- You are proficient in the use of words and language.

Numerical Ability (A measure of numeric calculation ability.)

- You may need assistance with complex mathematics or technical calculations.
- You should be comfortable analyzing basic numerical material and performing some mathematical functions without relying on a calculator.
- You should be able to grasp common mathematical principals that apply to the job.
- You should be capable of learning to apply everyday mathematical principles to new, more complex problems as necessary.

Numeric Reasoning (Using numbers as a basis in reasoning and problem solving.)

- You grasp numerical concepts readily.
- You demonstrate a relatively strong ability to solve problems of a numerical nature.
- You work well with numbers and numerical concepts.
- You complete numerical problems with comparable success to the general population.

OCCUPATIONAL INTERESTS

You are interested in the People Service theme of the inventory:

- The nature of your human interests exceeds the other general occupational themes.
- Such an individual enjoys the facilitation of co-workers and can motivate others.
- A position in social services or human resources that applies this interest could be motivational for you.

BEHAVIORAL TRAITS

Energy Level (Tendency to display endurance and capacity for a fast pace.)

- You enjoy a quick pace and a fast track. You demonstrate a strong focus on critical deadlines and timely results.
- You are a self-starter, an energetic personal producer; you show a high sense of urgency.
- You would very likely enjoy positions which call for a high energy level, fast work pace and critical deadlines.
- You have an unusually high energy level and probably do not enjoy sedentary work.

Assertiveness (Tendency to take charge of people and situations. Leads more than follows.)

- You typically use direct statements and seem to enjoy the opportunity to lead others.
- You are willing to assert yourself, to be more of a leader than a follower.
- You can be a moderately assertive leader who gets results.
- You are motivated by situations where you are held accountable for results.

Sociability (Tendency to be outgoing, people-oriented and participate with others.)

- You are generally inclined to promote the benefits of teamwork and to involve the team in the discussion of how things will be done.
- You are moderately inclined to be sociable. You tend to be aware of the necessity for keeping lines of communication open.
- You prefer to foster good relations across departments, maintain friendly contact and keep up with the issues of common concern.
- You prefer democratic supervision, where two way dialogue is encouraged.

Manageability (Tendency to follow policies, accept external controls and supervision and work within the rules.)

- You demonstrate a willingness to conform to company policies without feeling any loss of personal freedom.
- You typically are willing to accept guidance and suggestions from others.
- You are friendly, accommodating and should be fairly easy to work with.
- You have a moderately positive attitude concerning organizational constraints and restrictions.

Attitude (Tendency to have a positive attitude regarding people and outcomes.)

- You express a positive attitude regarding supervision and external controls.
- You demonstrate a highly positive attitude regarding changes in policies and procedures.
- You have a highly positive attitude concerning risk, change and unexpected challenges.
- Your attitude is highly compatible with confronting interpersonal problems and frustrations.

Decisiveness (Uses available information to make decisions quickly.)

- You are capable of responding to an emergency and resolving problems.
- You can stand firm on decisions and may not be inclined to back down once a decision is made.
- You are inclined to take decisive action, to move decisions forward.
- You are decisive, quick to act and likely to enjoy positions which require immediate action.

Accommodating (Tendency to be friendly, cooperative, agreeable. To be a team person.)

- You express a desire to promote the benefits of teamwork and cooperation and are usually willing to share resources and information.
- You tend to be modest, not inclined to take or to maintain an extreme opinion or position.
- You are generally pleasant, friendly and patient. You are not inclined to show temper or frustration.
- You tend to have a cooperative outlook and are generally prepared to help others.

Independence (Tendency to be self-reliant, self-directed, to take independent action and make own decisions.)

- You are comfortable with the normal restraints of organizational life.
- You generally prefer to follow established procedures.
- You are usually satisfied with the status quo and are comfortable working within the system.
- You are willing to function in a coordinated, interrelated way, wanting to participate in group decision making.

Objective Judgement (The ability to think clearly and be objective in decision-making.)

- Judgement and decisions on your part should indicate highly consistent usage of your thinking capabilities.
- You demonstrate a consistent tendency to take an objective view and to adjust judgement as needed to reach accurate conclusions.
- You are highly inclined to make considered judgements, applying experience to current problems and situations.
- You are likely to show sound judgement under pressure.

SECTION FOUR

Suggestions for Gathering Additional Information About Careers

Preparing for a career requires a commitment of time and expense. You want to make your career choice carefully.

There are many sources of information available through independent research. You might, for example, read biographies of people who engaged in the occupations you are considering. You can also read business publications and journals to learn about trends in specific fields. Look for signs that opportunities in the job or profession you choose are expanding.

Think about your personal interests. What do you like to do for hobbies and other spare time activities? Chances are that whatever it is, someone else is doing the same thing as an occupation. There are many people who love to golf every weekend. While they might never be able to join a pro tour, they might enjoy working in a related occupation. Golf-related careers include everything from designing golf courses to caddying. There are others who manage golf courses, operate clubhouse bars and restaurants, sell golfing equipment and supplies, give golf instruction, work for sporting goods manufacturers, and supply grass seed and fertilizer. Other hobbies and recreations offer similar related occupational opportunities. Expand your thinking and you widen your opportunity.

Talk with friends and family about career possibilities, but don't be overly influenced by them. And if you have a dream, don't be afraid to pursue it. It is your life and you should have the final decision.

Career Coach is a great beginning. Use it wisely and put real effort into getting as much information as you can about the businesses, professions, and occupations that interest, stimulate, and excite you. Ralph Waldo Emerson once proclaimed that "*Nothing great was ever achieved without enthusiasm.*"

Meeting with a Counselor

There are professional counselors who can provide you with additional help in career selection and related services. They have various occupational titles such as Academic Counselor, Career Placement Services Counselor, Employment Counselor, Guidance Counselor and Vocational Advisor.

These professionals counsel individuals and provide educational and vocational guidance services. They collect, organize, and analyze information about individuals through records, tests, interviews, and professional sources, to appraise their thinking styles, occupational interests, and behavioral traits, for vocational and educational planning. Your *Career Coach* report contains much of this information about you. Counselors also compile and study occupational, educational, and economic information so they can assist you in making and carrying out educational, training and career objectives. The counselor will want to review your *Career Coach* report, so take it with you when you go.

Use the space below to note the questions you would like to ask a counselor:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Interviewing Someone with Experience in Your Chosen Career

An excellent way to learn more about an occupation is to talk to people who have done the work. You can secure interviews with experienced people by calling them, introducing yourself, and explaining that you're seeking first-hand information about their job or profession.

Here are questions you may want to ask:

1. How long have you been a _____?
2. How did you decide to become a _____?
3. What kinds of schooling/training were required?
4. How did you get your first job in this field?
5. What do you like best about being a _____?
6. What do you like least about being a _____?
7. How has this job changed since you got into it?
8. What do you do during a typical day?
9. What does a beginning _____ earn and how much can a person earn after ten years experience?
10. Apart from formal training, what kinds of experience should I try to get that would help me prepare to be a _____?
11. What could I read that would help me learn more about being a _____?
12. Where else could I look for more information about a career in _____?

Use the space below to write additional questions you would like to ask.