

# DETAILED REPORT



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THE PURPOSE OF THIS INSTRUMENT IS SELF-DISCOVERY. IT IS DESIGNED TO HELP PEOPLE IDENTIFY THEIR NATURAL PERSONALITY STRENGTHS, AND THEIR POTENTIAL VOCATIONAL INTERESTS, SKILLS, AND VALUES. THE CAREER DIRECT SURVEY SHOULD NOT BE USED TO IDENTIFY, DIAGNOSE, OR TREAT PSYCHOLOGICAL, MENTAL HEALTH, AND/OR MEDICAL PROBLEMS. THE USER ASSUMES SOLE RESPONSIBILITY FOR ANY ACTIONS OR DECISIONS THAT ARE MADE AS A RESULT OF USING THIS AID TO SELF-DISCOVERY. BY USING THE CAREER DIRECT ONLINE ASSESSMENT, YOU EXPRESSLY WAIVE AND RELINQUISH ANY AND ALL CLAIMS OF ANY NATURE AGAINST CROWN FINANCIAL MINISTRIES, ANY AFFILIATED COMPANIES OR SCHOOLS, AND/OR THEIR EMPLOYEES AND/OR THEIR CONSULTANTS ARISING OUT OF OR IN CONNECTION WITH THE USE OF THIS ASSESSMENT.

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# Using this report for Career Planning



Alitia, 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® Next Steps segment of the guidance system, you will be able to refine your options into a good choice for a career field. This includes the Next Steps section (Section 5), in particular Job Detail Links (O\*Net) and the Action Plan, and Section 6 (Resources). Choose those that are appropriate for you. The process of using your talents and interests to make career decisions that also align with your personality and values 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 knows you well, yet is different from you in personality can be especially helpful in picking up on concepts you might miss. If you decide to enlist a Career Direct Consultant 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 meet with a Consultant and to work through the **Action Plan** in your **CAREER DIRECT GUIDANCE SYSTEM**.

# Career Direct® Complete Guidance System Report

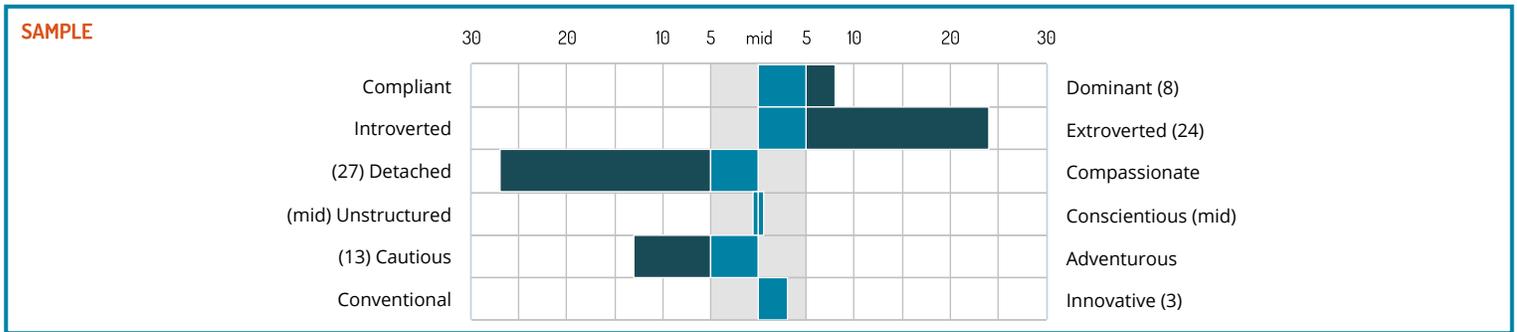
## ORGANIZATION OF THE REPORT

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.

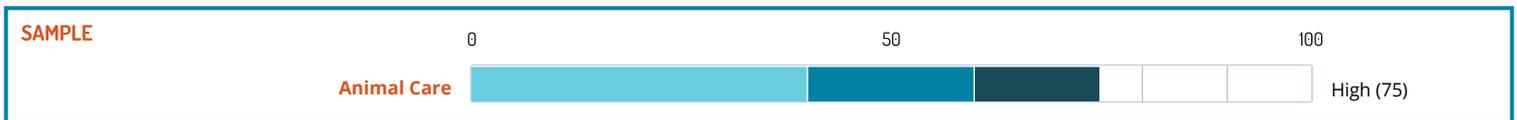
1. **Personality.** The report begins with the personality section, in which you will find an analysis of six personality factors in your Personality Highlights, your Typical Strengths and Non-Strengths, and your Career Environment based on your unique personality profile.
2. **General Interests.** In 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 Assessment. 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). Below is an example of the scales and scores that is used for both the Interests and Skills and Abilities sections.



The sample graph above shows low interest (left), moderate interest (mid-range), and high interest (right) ranges. (This specific example shows a high interest in the Activity Interest of Animal Care). 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.

## Part 1: Personality

# Concept of Personality

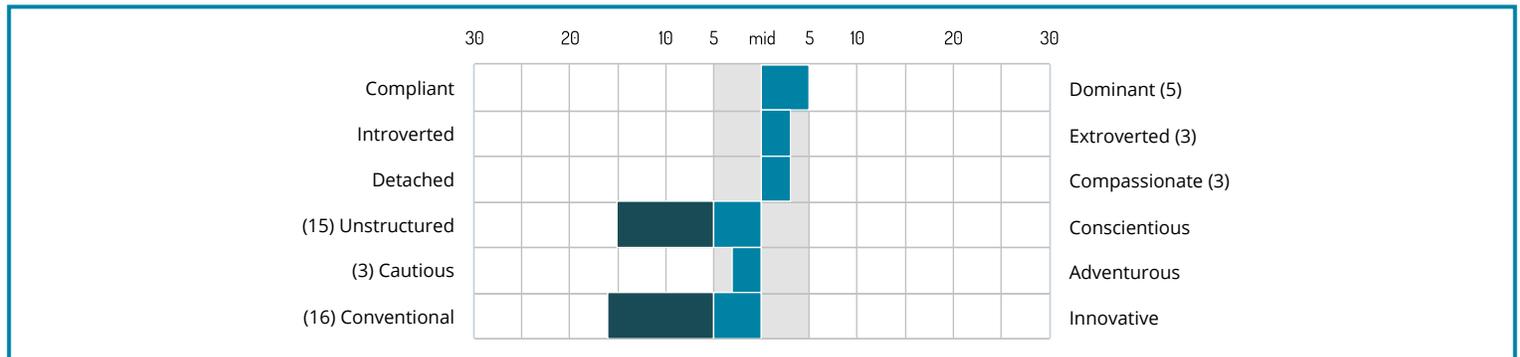
Alitia, in this section, the term personality describes the way a person is naturally motivated to act. For example, some people are naturally motivated to be very organized and precise, and some are more spontaneous and casual. Likewise, some are risk takers, and some are naturally cautious.

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 associated 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

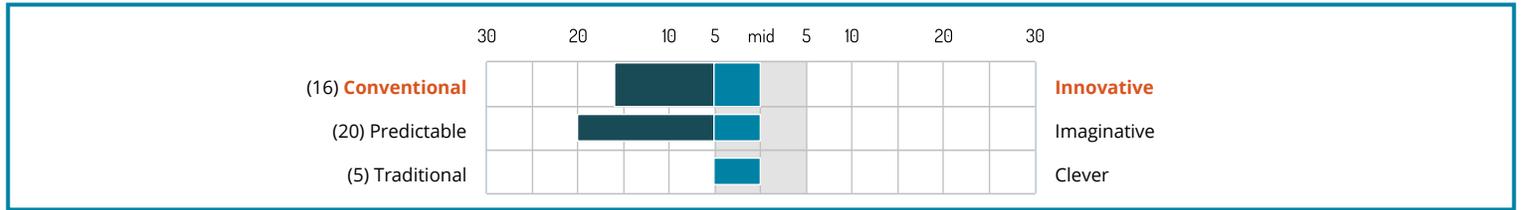
This section of your report, as well as the rest of the report, has been developed from the responses you provided and reflects profiles that are typical of people who scored like you. The reports are usually quite accurate, but every insight may not apply to you, so you will need to confirm the information 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

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

### 1. Conventional

able to operate from a practical and conventional perspective and are good at carrying out established procedures



#### Career Implications

Your score on the CONVENTIONAL/INNOVATIVE factor indicates that your strength is in operating the tried and tested. In your work look for:

- ✓ Practical applications**
- ✓ Hands-on experiences**
- ✓ Learning by doing**
- ✓ Working at your own pace**
- ✓ A regular work routine**
- ✓ Training for new responsibilities**

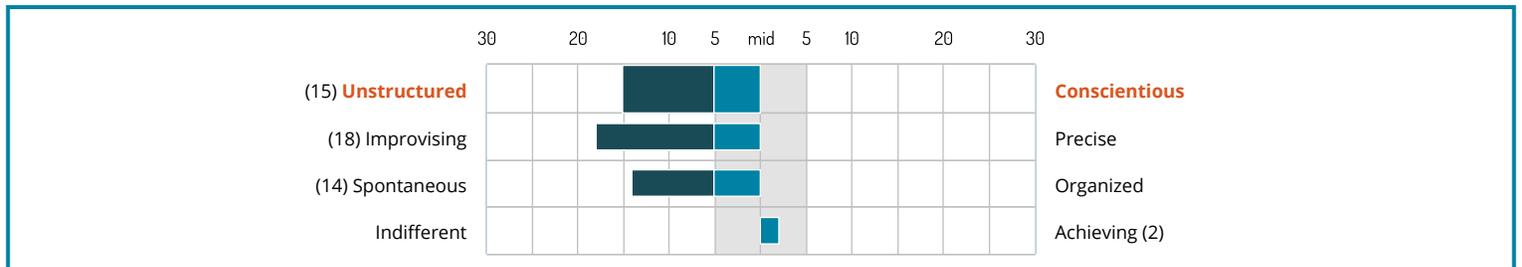
Alitia, your score on the CONVENTIONAL/INNOVATIVE scale indicates that you tend to be conventional in your thinking. The associated strengths would be that you excel as a practical, down-to-earth individual, whose focus is set on proven methods. Grounded in a realistic approach to life, your preference is to work with familiar, reliable procedures, rather than waste time attempting to reinvent the wheel.

Your key strengths include the ability to master a work process and remain on course with it, rather than succumb to distractions or tangents, and you have a comfort range working within established parameters.

Although you have found comfort and reliability in following established habits and procedures, be aware that new ideas may help you to function more efficiently and effectively. The world is experiencing incredible changes in technology. To some degree, we all need to keep abreast of these changes and the possibilities for innovation that they bring.

### 2. Unstructured

spontaneous and prefer to operate without a lot of details or restrictions



#### Career Implications

Your score on the UNSTRUCTURED/CONSCIENTIOUS factor indicates that you should look for occupations that are:

- ✓ Loosely structured**
- ✓ Independent**
- ✓ Inexact**
- ✓ Casual**
- ✓ Broadly oriented**
- ✓ Unpredictable**

Your score on the UNSTRUCTURED/CONSCIENTIOUS scale indicates a strong drive to live in an unstructured manner. In many areas you probably prefer to establish your own standards and set your own priorities, rather than having them set for you by others. You typically believe that you can figure out a way to solve any new problem that arises. In fact, you probably like new problems because they offer a challenge for you to improvise and act on the spot.

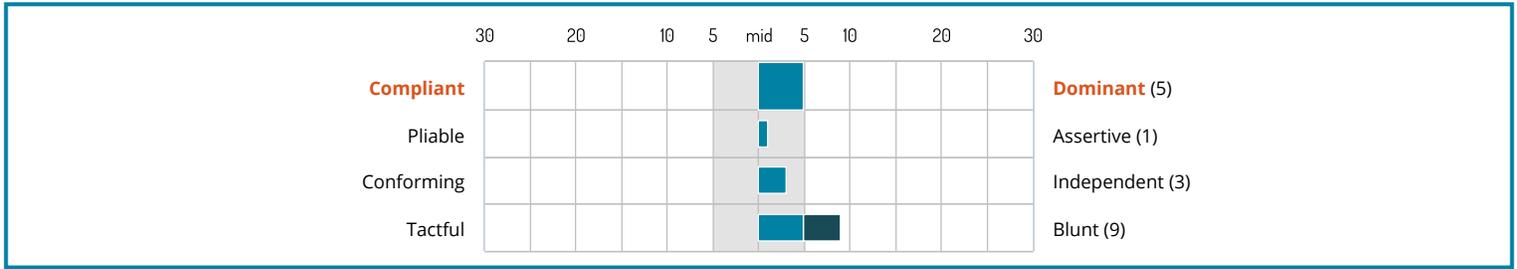
One of your key strengths is your ability to see things in a new and different light, apart from the normal operating procedures. This gives you an opportunity to offer "breakthrough" insights that can enable a new and better way of operation or lead to an entirely new product.

Another strength typical of those with your score is the ability to focus on the big picture and avoid getting bogged down in anything that resembles busywork.

Your strengths listed above can lead to negative consequences when overdone. Keep in mind that everyone has to follow some rules, and we can all benefit by the experience and wisdom of others. Inconsistency may also be a problem, so develop good habits for day-to-day living. Finally, we all have to master some types of detailed work in order to survive and succeed. By balancing your drive for autonomy with wisdom and self discipline, you will be in the best position to achieve your full potential.

### 3. 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 COMPLIANT/DOMINANT, 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

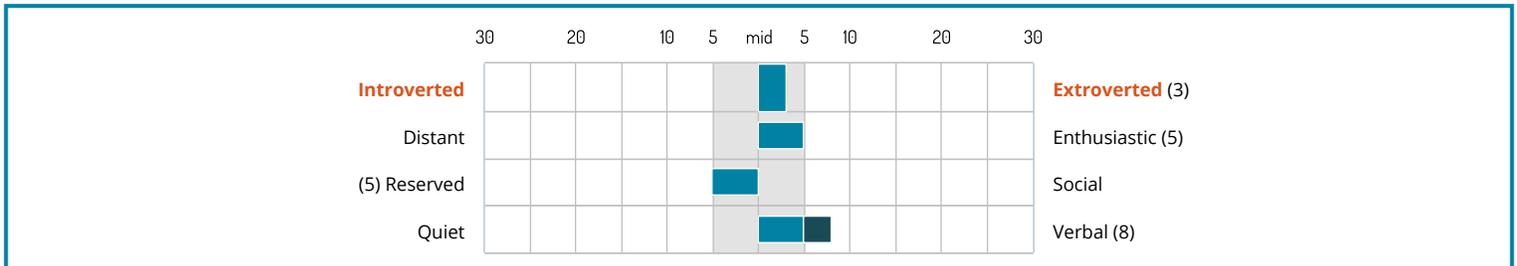
Alitia, your score on the COMPLIANT/DOMINANT scale indicates a balance in your drive to lead and to follow. Typically, individuals with scores similar to yours simply read the setting they are in and respond accordingly. If someone steps forward to provide strong, quality leadership for the group, you 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.

### 4. Introverted / Extroverted (Mid-Range)

engaging and pleasant with others when approached, but enjoy solitude also



#### Career Implications

Your mid-range score on the INTROVERTED/EXTROVERTED factor indicates that you would be most comfortable in a varied social environment at work. Look for a balance in:

- Time alone to prepare
- Time to listen
- Time to be serious
- Time to relate to others
- Time to talk
- Time to entertain

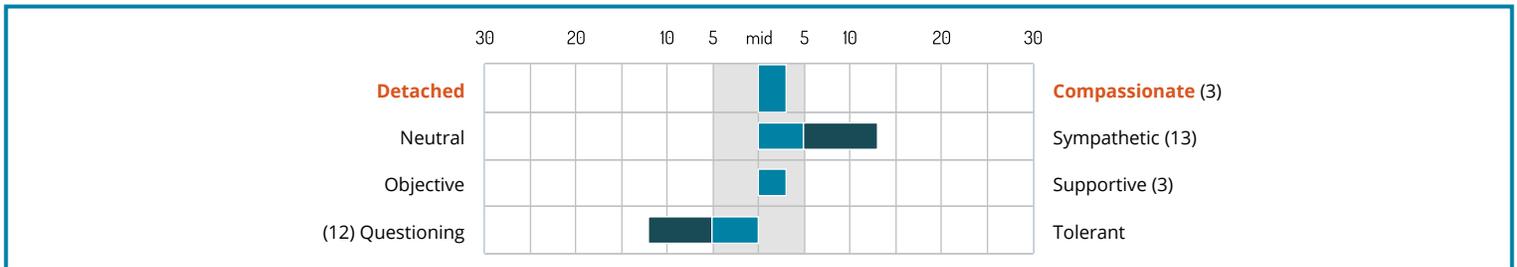
You scored in the mid-range on the INTROVERTED/EXTROVERTED scale. This means that you probably enjoy a combination of time with others and time alone. You have good verbal skills and are comfortable in meeting others. However, if you are among friends, you're likely to be more open and conversational. You probably have a ready smile, are pleasant to be around, and find it easy to fit in with various groups.

You should plan to have some people interaction each day. On the other hand, you may feel stressed if you have to encounter strangers or large numbers of people on a regular basis. To process your feelings and perceptions, you should balance your time between people activities and time to work alone. Your strength with people is the ability to provide practical, caring assistance.

Overall, your ability to be flexible around people and to easily adapt to changing situations will give you the advantage of being comfortable in a broad range of environments.

### 5. Detached / Compassionate (Mid-Range)

capable of being objective about people and situations, yet agreeable and supportive



#### Career Implications

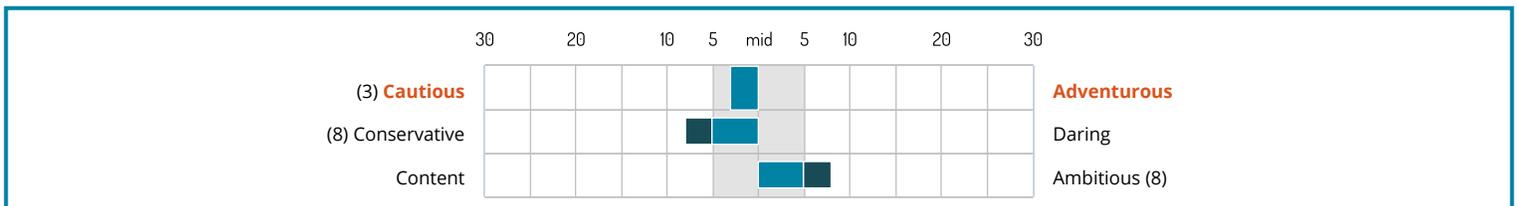
Your mid-range score on the DETACHED/COMPASSIONATE factor indicates a good balance of compassion and toughness in your personality. You should be quite comfortable in most work environments.

However, for the ideal work environment, you'll want to avoid the extremes. For instance, a cold-call selling environment with frequent rejection may be stressful for you. On the other hand, you may become frustrated trying to help people who don't seem to put forth a good effort to help themselves. Balance is the key for you in this area.

Your mid-range score on the DETACHED/COMPASSIONATE scale indicates that you have a sensitivity to people, but you also find it natural to back away and make a more objective assessment when appropriate. This ability to adapt your response to others, depending on the situation, should be an asset in most work settings. Your even-handed approach toward people should engender respect for you as someone who is both fair and tough.

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

moderate in your drive and spirit of adventure, and not a high risk taker



#### Career Implications

Your mid-range score on the CAUTIOUS/ADVENTUROUS 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
- ✓ New undertakings
- ✓ Competition
- ✓ Clear results
- ✓ Risk taking
- ✓ The unusual

Your score on the CAUTIOUS/ADVENTUROUS 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.

### 1.3 Typical Strengths

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Alitia, 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.
- Strong verbal skills, persuasive, and motivating; can inspire an audience.
- Compassionate and sympathetic toward others.
- Able to confront when there is a problem.
- Operates from a generalist perspective.
- Can respond on the spot without extensive preparation.
- Cautious and tends to avoid risks.
- Strong drive to achieve and succeed; sees an opportunity and pursues it.
- Good at maintaining routines and traditions.

### 1.4 Typical Non-Strengths

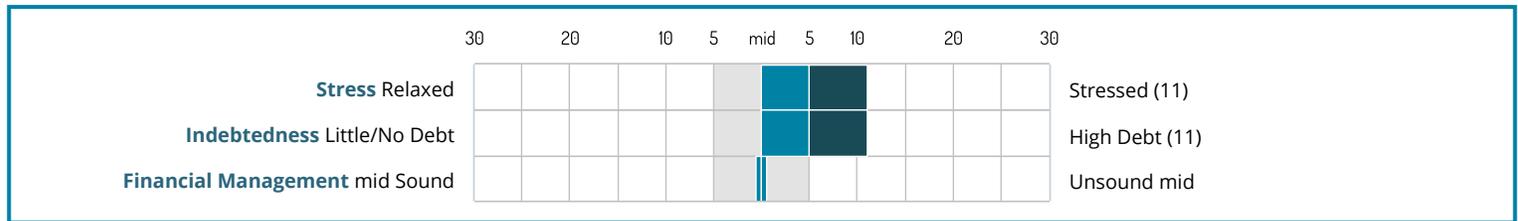
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Shown below are non-strengths that are typical of people who score like you. Improvement in these areas will enhance your performance. On the other hand, try to minimize your exposure in areas that are not your strong points. As mentioned earlier,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

- Forgets that not everyone is comfortable with direct communications.
- May dominate conversations; not always sensitive to the needs of listeners.
- Can be too trusting, allowing others to take advantage of the situation.
- May tend to be overly critical.
- May overlook important facts; jump to conclusions too quickly.
- Can lack focus; tends to go from one thing or subject to another.
- Can be fearful of change and overprotective of self and others.
- Tends to be overly focused on personal goals and may sacrifice family for success.
- Tends to rely too much on established procedures.

## 1.5 Critical Life Issues

This section provides insights that may be helpful in choosing a career. Your stress level, risk of debt, and handling of money can all be factors that influence your career choices. Being aware of these areas can help in decision making.



### Stress

Your score on the STRESS scale indicates that you are presently experiencing some tension and stress in your life. Typical emotions you might be feeling vary from a simple feeling of uneasiness or discouragement over some temporary setback, such as unemployment, to a serious bout of depression.

Keep in mind that this instrument only provides a general indication of stress and is not suitable for diagnosing or prescribing treatment of psychological problems.

We encourage you to discuss your results with a family friend or a close confidant who could help you determine the depth of the issues and whether you need professional assistance to deal with them. If there is any doubt, we recommend you contact a professional who can provide you with a more thorough assessment and counseling and can assist you in dealing with these emotions.

### Indebtedness

Your responses indicate that you have an above-average level of indebtedness. Living on a budget and planning your spending and saving, based on your income, would help your situation. Experience shows that most people can pay off their 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.

## Five Major General Interests Areas

Alitia, 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.

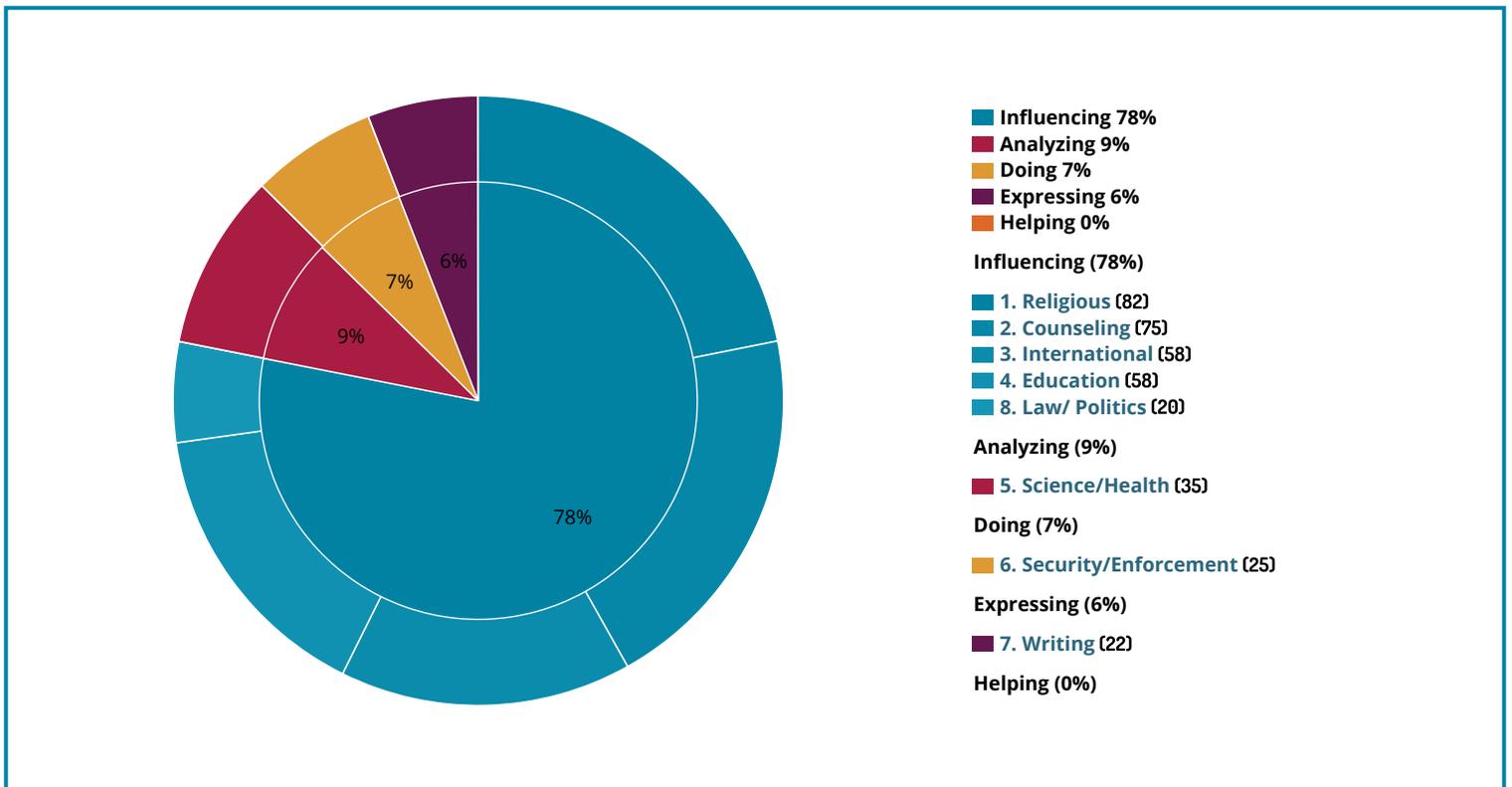
Because of the very nature of your interests, your leisure pursuits may have influenced your General Interest scores. This means you will have to use some discretion when interpreting your General Interest section of the report.

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.

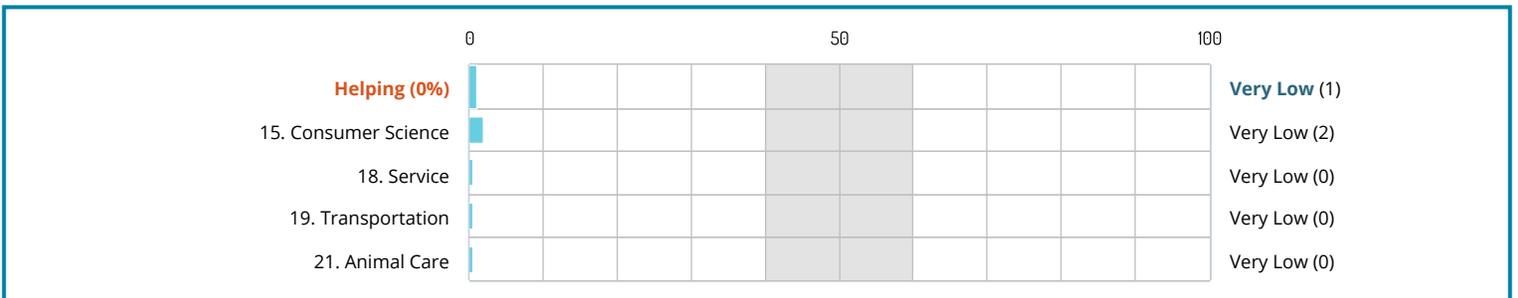
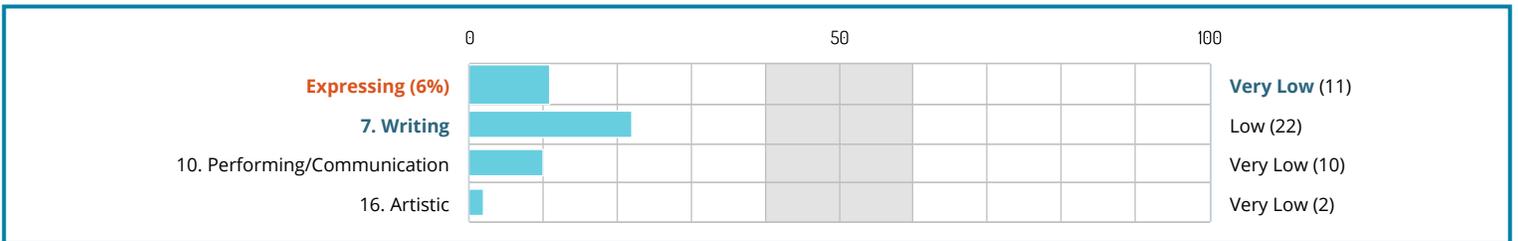
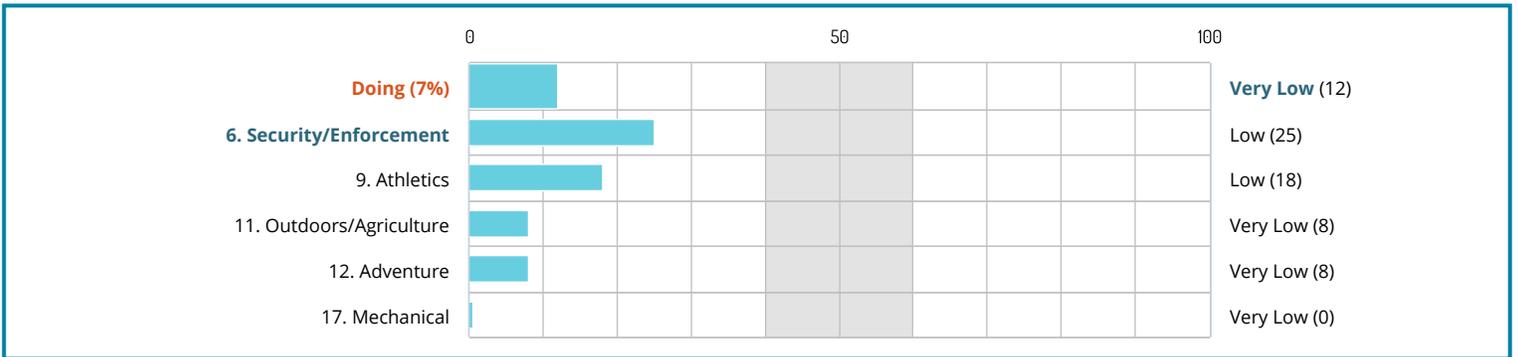
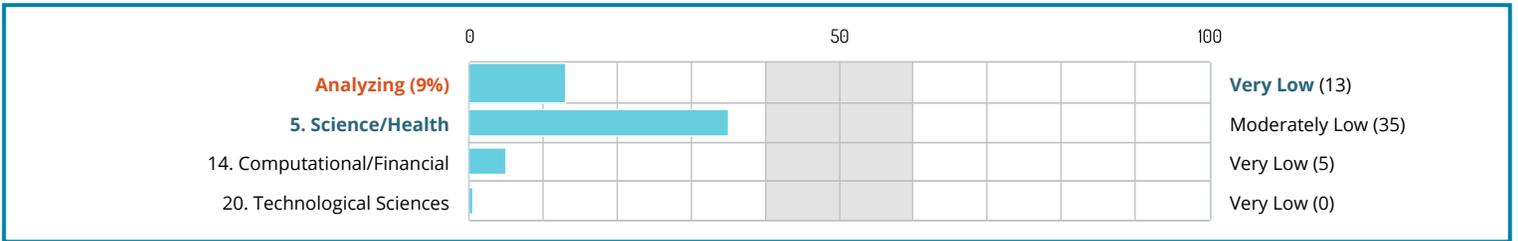
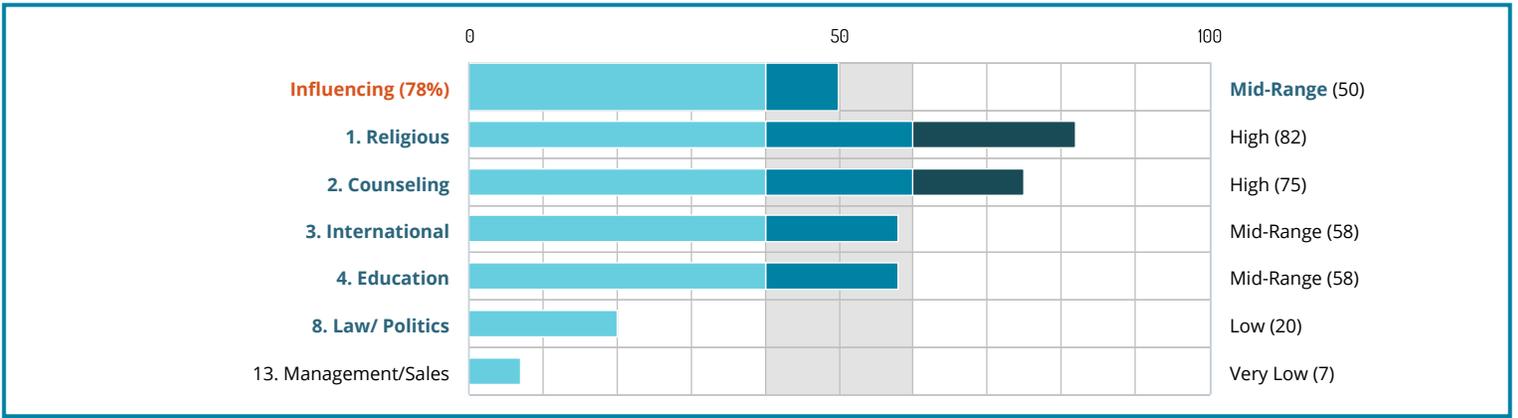
On the other hand, Alitia, the more you can relate your work to areas that excite you, the more likely you are to be successful. One person who loved shooting a bow and arrow became the top sales person for a leading archery company by pursuing strong interests in archery and the outdoors. Likewise, 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 Interest Groups arrayed within five major Career Interest Areas. Some or all of those five major Career Interest Areas are displayed in the circle graph below, denoting how your Top 8 Career Interest Groups fall within them. If you have fewer than five major Career Interest Areas below, it means that none of your top 8 Career Interest Groups fall within the area that is missing. More details on the breakdown within all five major areas can be found on the following pages.

### Major Interest Areas and Career Groups



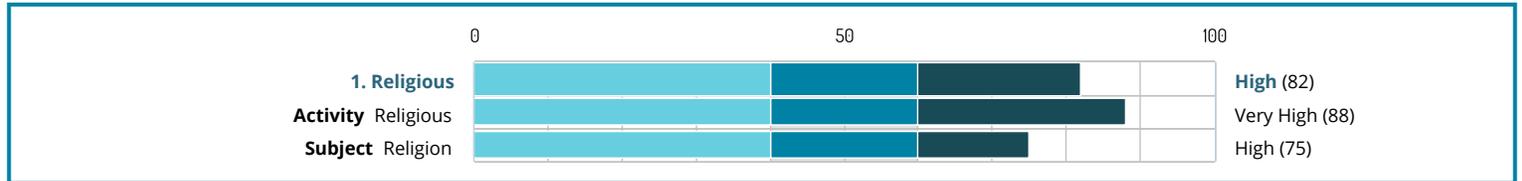
## Five Major General Interests Areas



## 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 may not be 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.

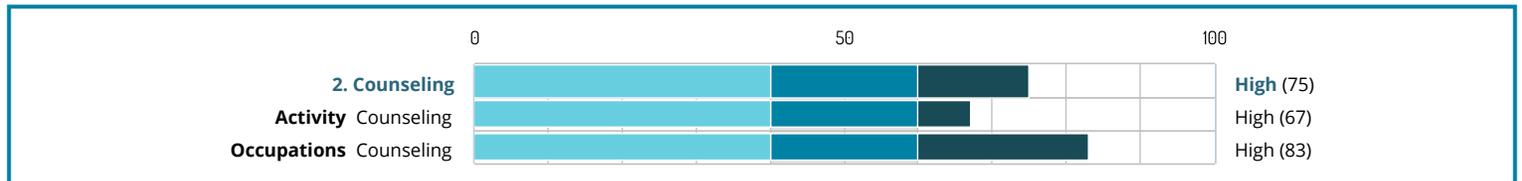
The following gives you detailed feedback on the makeup of your career group scores. For each interest category, your scores in the Activities, Occupations, and Subjects components are given.



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
- Pastor
- Pastoral counselor
- Missionary
- Rabbi
- Priest
- Evangelist
- Youth pastor
- Chaplain

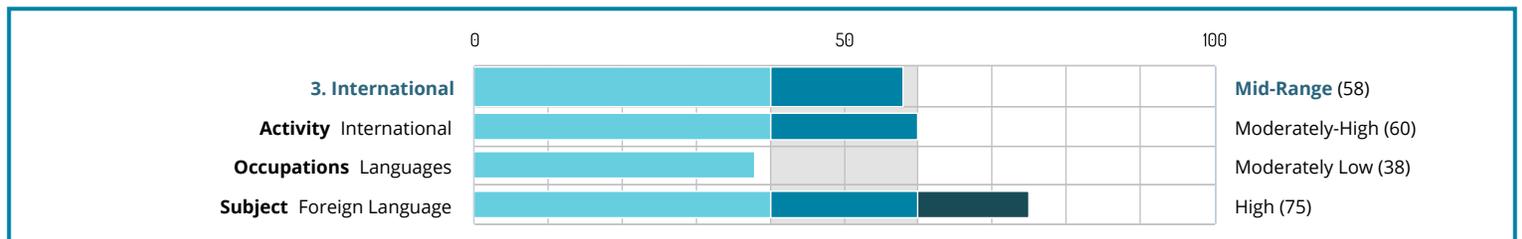
In most situations, an educational background in religious and counseling studies is required.



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
- Marriage/family therapist
- Psychologist
- Social worker
- Rehabilitation counselor
- Psychiatrist
- Minister/Priest/Rabbi
- Employment counselor
- Pastoral counselor

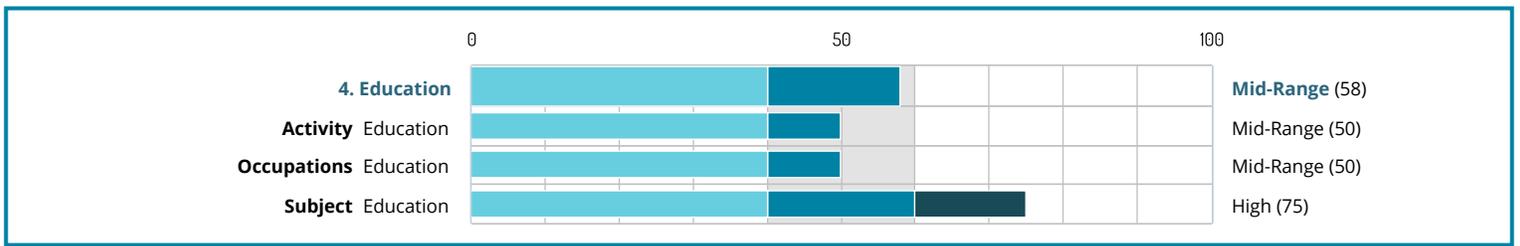
A college degree and certification are usually prerequisites for entry into this career field. Many of these occupations require a master's degree or higher for certification.



This career group 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 Language Teacher
- Translator
- Foreign missionary
- Diplomat
- Overseas travel guide
- International business executive
- Interpreter
- Foreign service executive

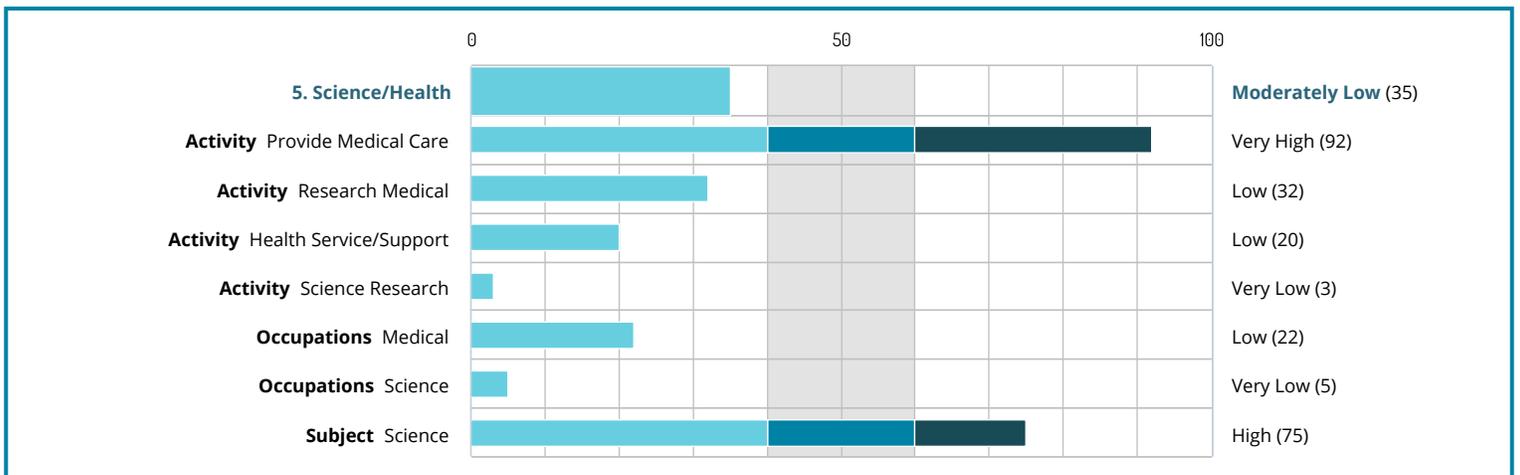
A strong educational background in foreign studies and languages is a must for anyone entering this field.



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

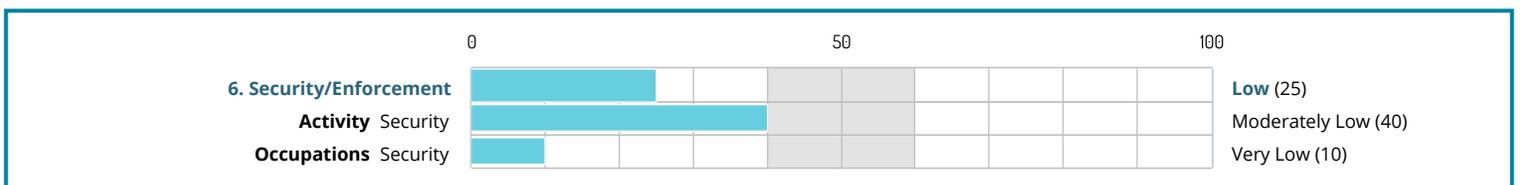
Most jobs in this occupational category require a college degree, with some needing further education, such as a master's degree.



Work in this career group often centers around researching complex issues, diagnosing diseases, helping others in health-related areas, or studying scientific material. Related activities may include dispensing prescription drugs, providing health care or therapy to patients, and writing detailed reports. The following are typical occupations:

- ✓ Pharmacist
- ✓ Dentist
- ✓ Physician
- ✓ Biochemist
- ✓ Chiropractor
- ✓ Physical therapist
- ✓ Nurse
- ✓ Optometrist
- ✓ Biologist

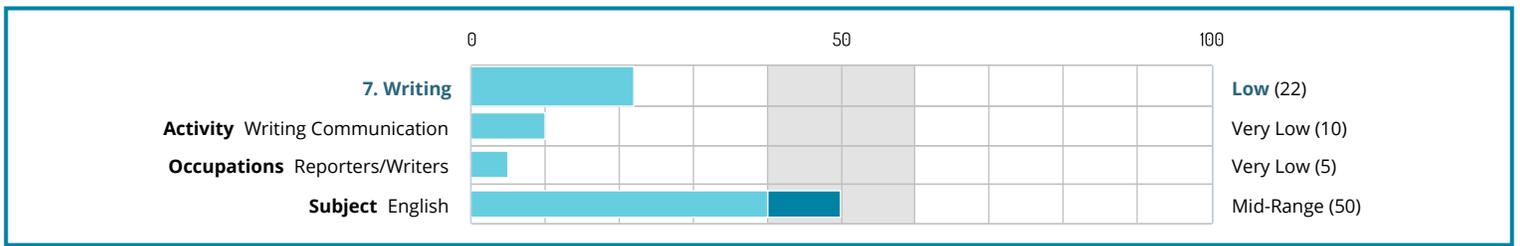
Educational training is usually extensive and may include classes in pharmacy, chemistry, dental hygiene, biology, or other science/medical related subjects. People who are successful in these fields pay close attention to detail; they have compassion for others and good learning and memorization skills.



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

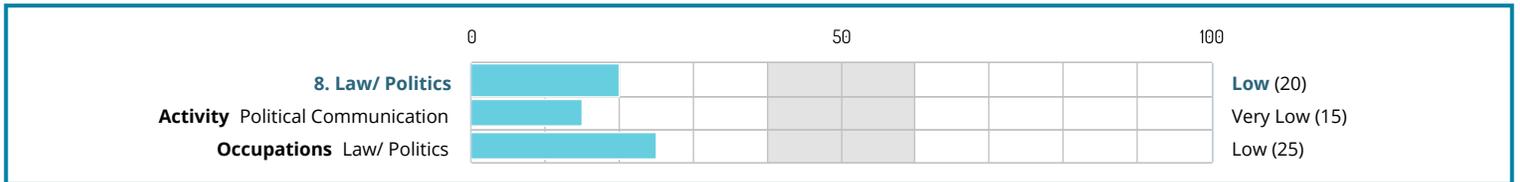
A sound educational background in Security and Enforcement is important for success in this field.



Work in this group relates to communicating ideas through written materials, such as writing news stories and articles, television scripts, and movie reviews. Composing copy for advertisements and speech writing are also examples of tasks performed by people attracted to this type of work. Occupations include the following:

- ✓ Journalist
- ✓ Web content editor
- ✓ Technical writer
- ✓ Desktop publisher
- ✓ Editor
- ✓ Writer
- ✓ Creative writer
- ✓ Advertising copy writer
- ✓ Reporter

A sound educational background in English composition, literature, creative writing, and grammar is important for success in this field.



Those attracted to this career group have a strong desire to influence the thoughts and opinions of others. They typically like to campaign for political candidates, speak publicly on issues at meetings and hold press conferences, represent clients in litigation, and hold political office. The following are a small sample of occupations in this area:

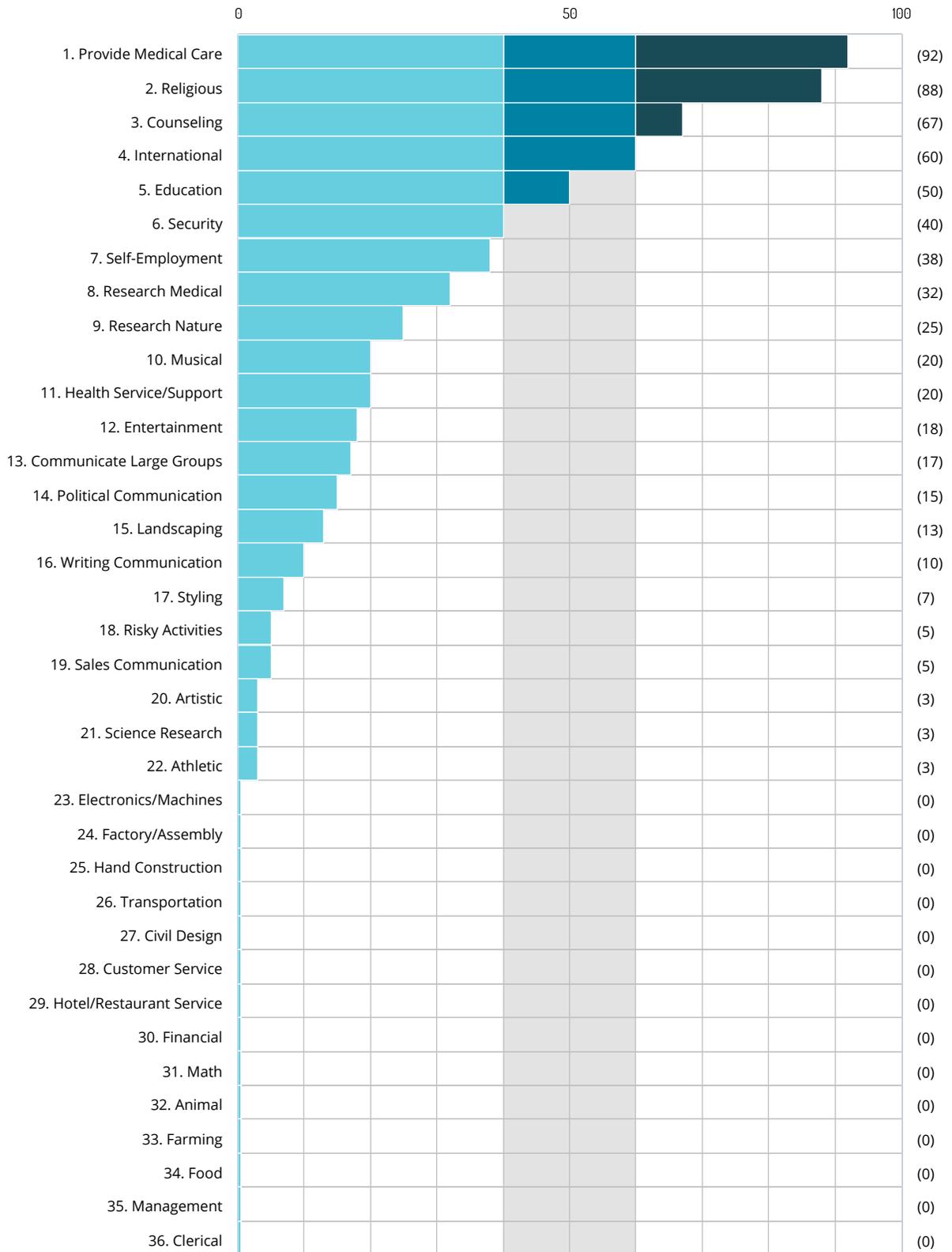
- ✓ Attorney
- ✓ Paralegal
- ✓ Political scientist
- ✓ Arbitrator
- ✓ Legislator
- ✓ Judge
- ✓ Senator
- ✓ Campaign manager
- ✓ Political science teacher

Attention to detail, a competitive nature, and resistance to criticism are important to success in these occupations. Advanced education is also needed for many of these positions.

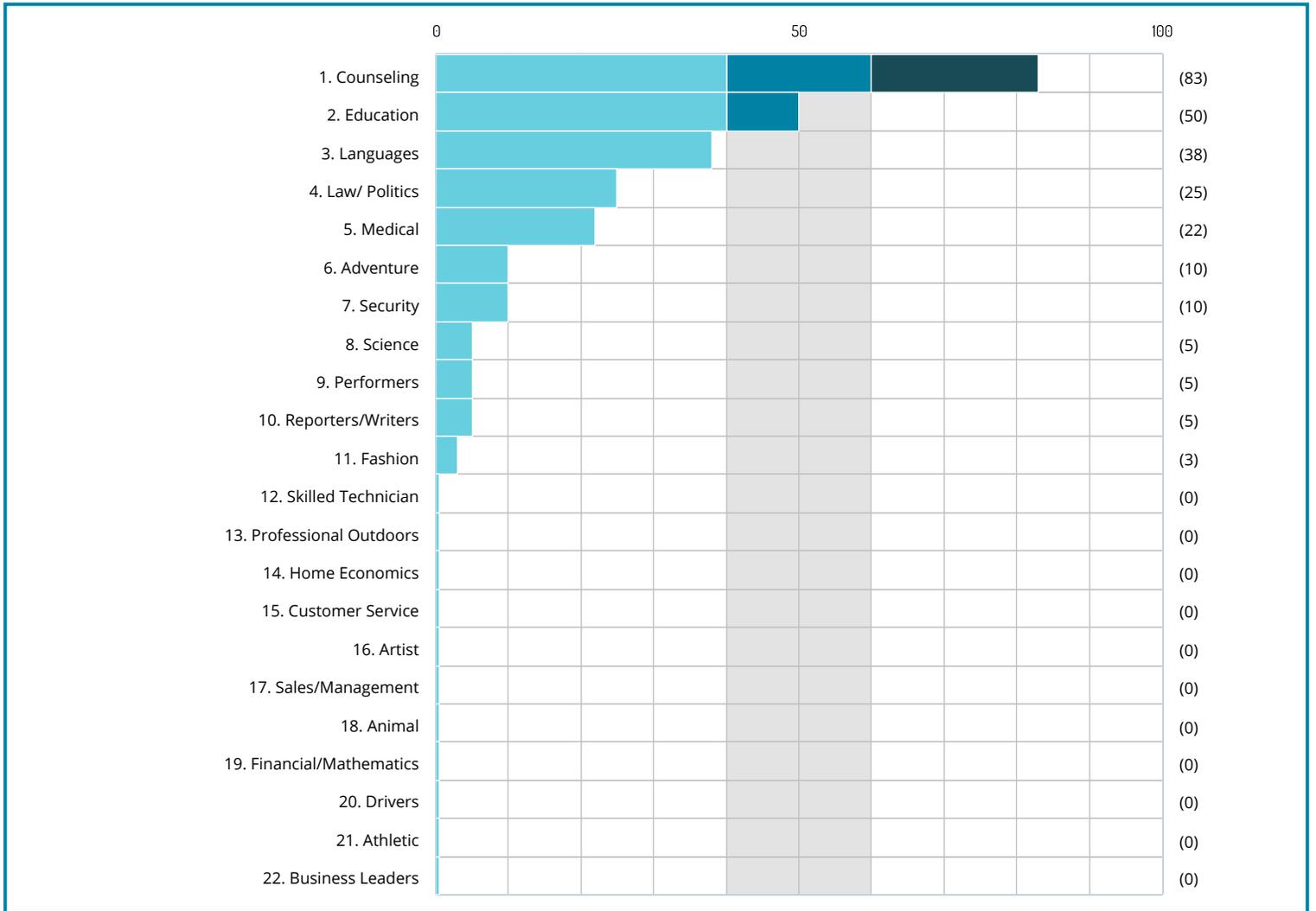
## 2.2 Combined Scores

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.

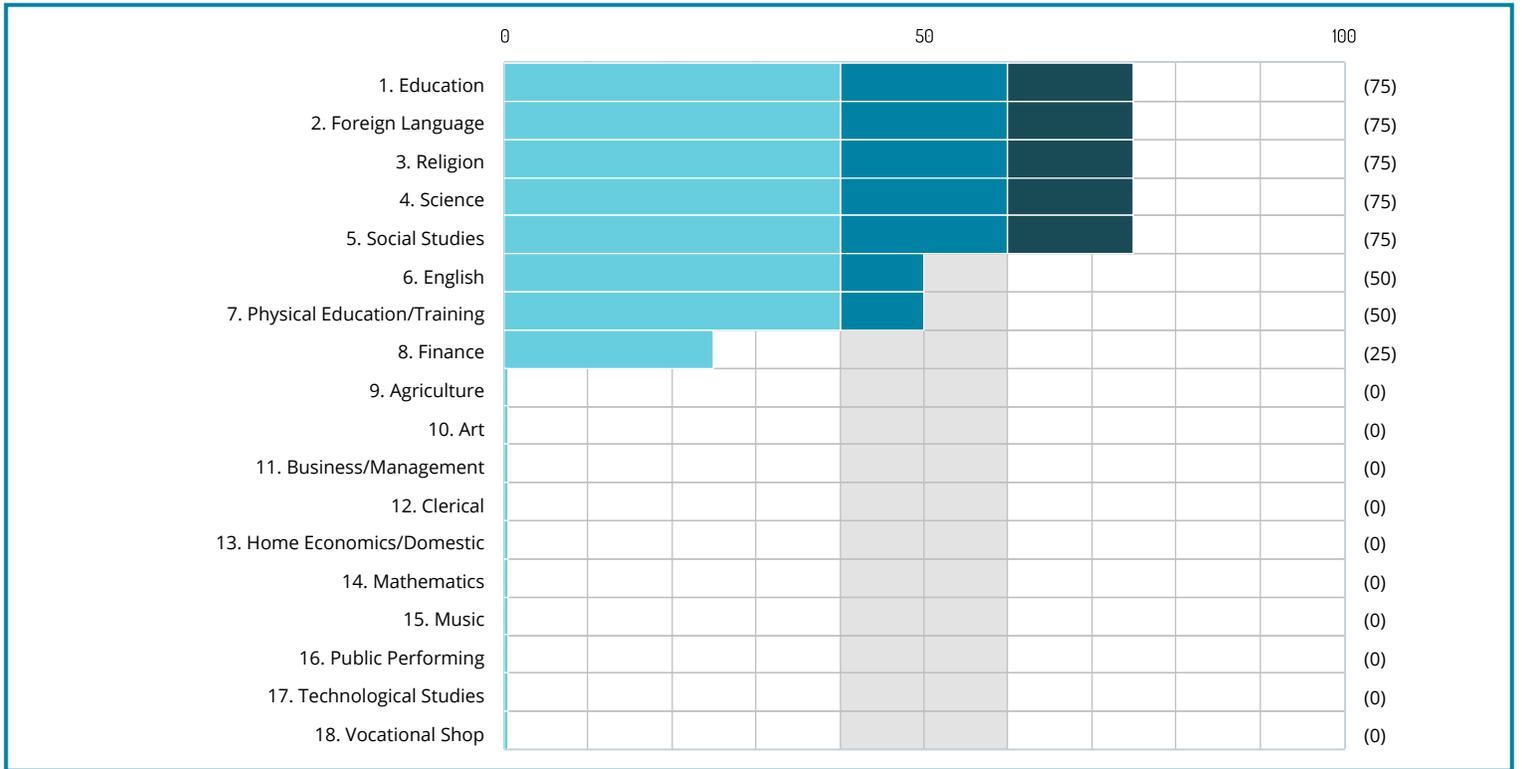
## Activity Groups



## Occupation Groups



## Subject Groups

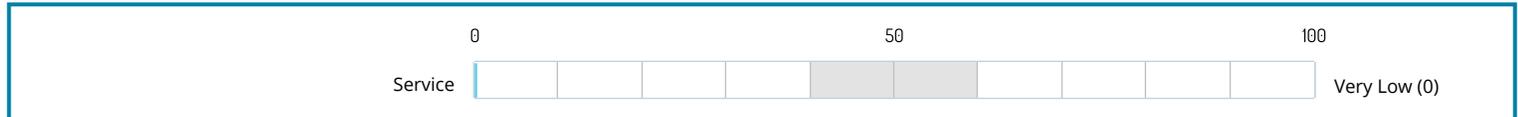


## 2.3 Potential Occupations In Your Top Groups

Alitia, 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® Next Steps** and **Career Direct® Resources** sections will help you in this process.

### 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.



Provide customer service in a bank, store, office, or hotel, serve food, clean homes, work on an assembly line.



Drive various vehicles, provide public or private transportation.



Design a building, bridge, airport, or road; supervise engineering or construction projects.



Treat sick or injured animals, train animals, care for animals, study to understand animal behavior.

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 Are a Key Criteria for Choosing an Occupation

## Skills Are a Key Criteria for Choosing an Occupation

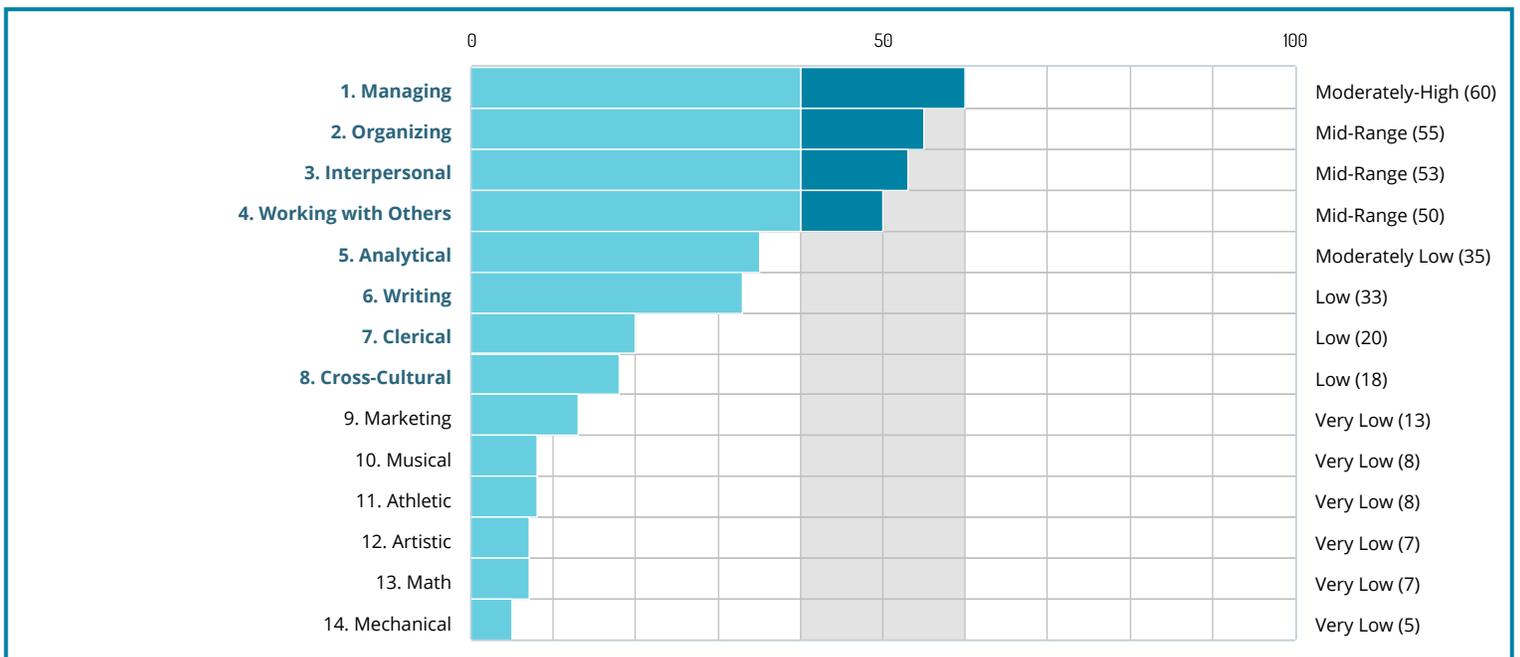
Alitia, an understanding of your skills will be important as you evaluate potential occupations. It is very critical that you match your work to career fields that utilize your best skills in order to gain the personal joy of doing something that comes naturally.

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.

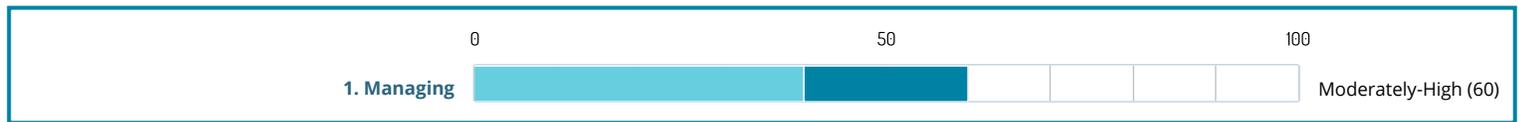
The bottom line is that you are most likely to excel when you use the skills that come naturally and bring joy in their use. Although you do need to be mindful of your weaknesses, it is generally unproductive to make them the primary focus for your work. In the area of skills, try to swim with the current,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

### Skills and Abilities

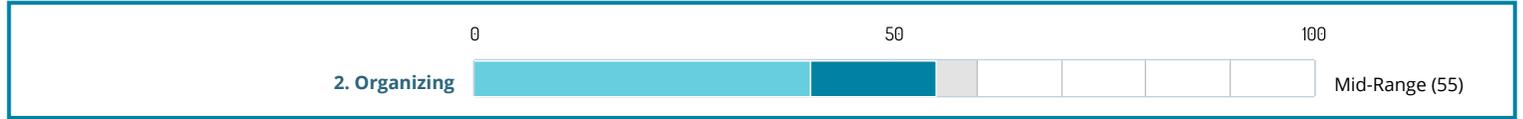


Note: This section's skill scores are from your self-assessment, not an achievement or an aptitude test. Research indicates that self-assessment can give an accurate overview of a person's skills.

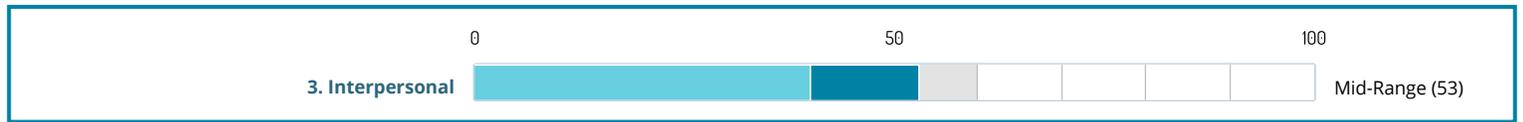
### 3.1 Skills and Abilities: Top 4 Areas



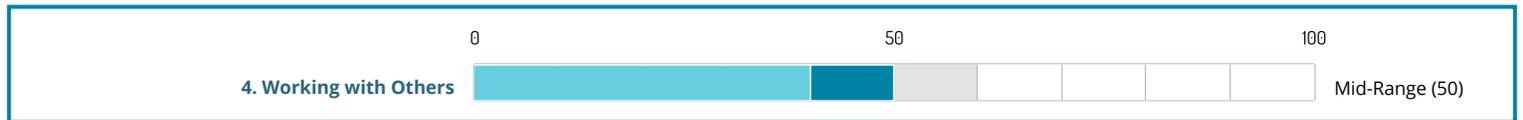
This skill area focuses on an ability to excel when coordinating the activities of others. A high score usually indicates an ability to persuade and motivate others. People readily respond to your convincing leadership. You likely are adept at delegating work and making decisions. To maximize the use of these skills, you should consider occupations that include management, promoting, delegating, and leading others.



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.



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.



Socializing with people comes naturally to you since you love to work with others. You enjoy working with the public and will probably do well in careers where you can capitalize on your natural ease in meeting people and making them feel welcome.

### 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.

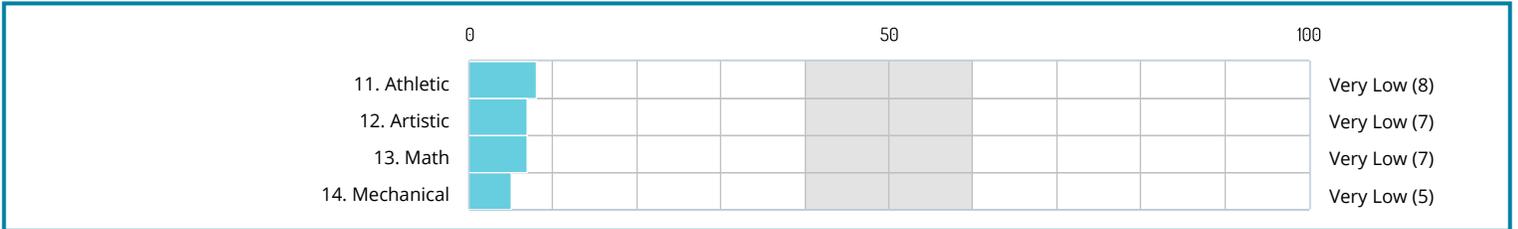
#### DEVELOP YOUR SKILLS

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

Alitia, 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

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Alitia, 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.

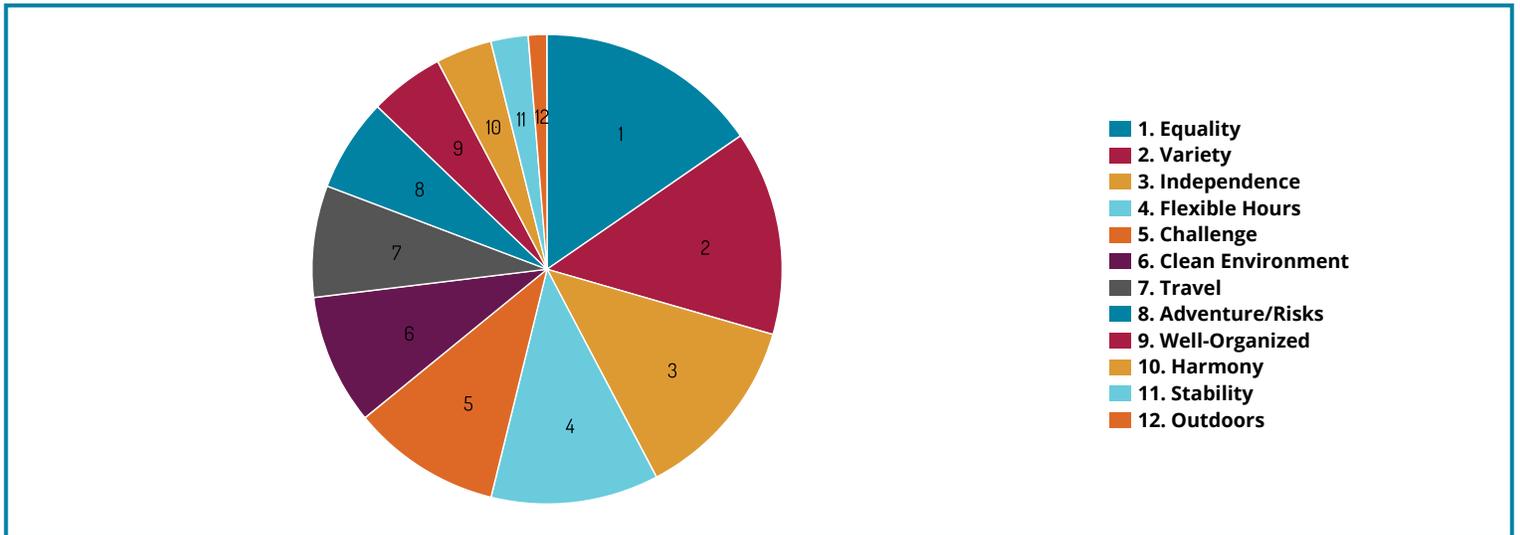
Expect your values to change; these are your priorities and you can change them any time you want. Most people will find that they do change some of their priorities as they age and as their family situations change. It is a good idea to save this report for future reference. A periodic review will enable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

## 4.1 Values: Work Environment

Different people prefer or even require different kinds of environments in their workplace in order to function at their best. The kind of conditions they want when they go to work, such as in their physical surroundings, their schedules, or the workplace atmosphere, all contribute to their work environment. For example, some people can only thrive when their surroundings are very well-organized, while others may not be bothered by some degree of disorganization.

It is important for you to be able to identify the kind of environment you desire, or even need, in order to function to your greatest potential. Understanding this can help you as you evaluate various career opportunities that come your way.

### 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. Variety

Look for occupations that will involve you in a variety of tasks. Frequent changes in activity will help keep you from getting bored at work. In general, you probably will be more motivated to work with different problems and different people on a daily basis.

#### 3. 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.

#### 4. Flexible Hours

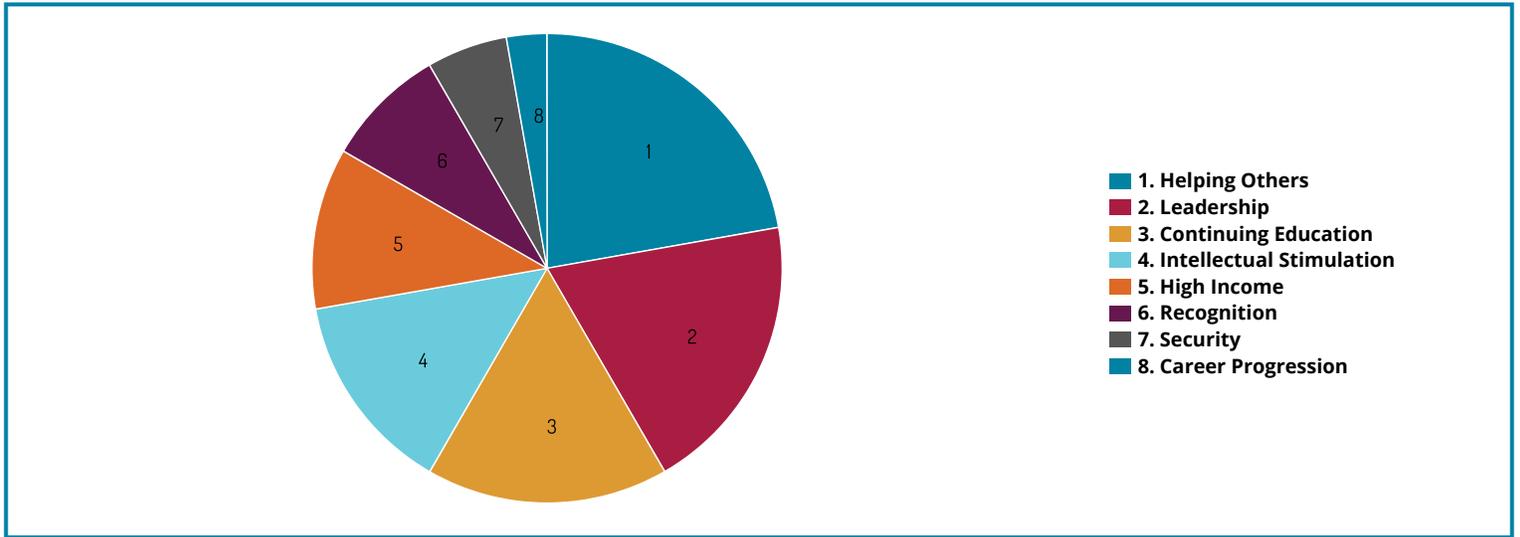
Being able to set your work schedule around other activities is highly regarded by you. Look for career opportunities in which you have some control over the hours of your work and in which you will have a flexible schedule.

## 4.2 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. 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.

#### 2. 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.

#### 3. 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.

#### 4. Intellectual Stimulation

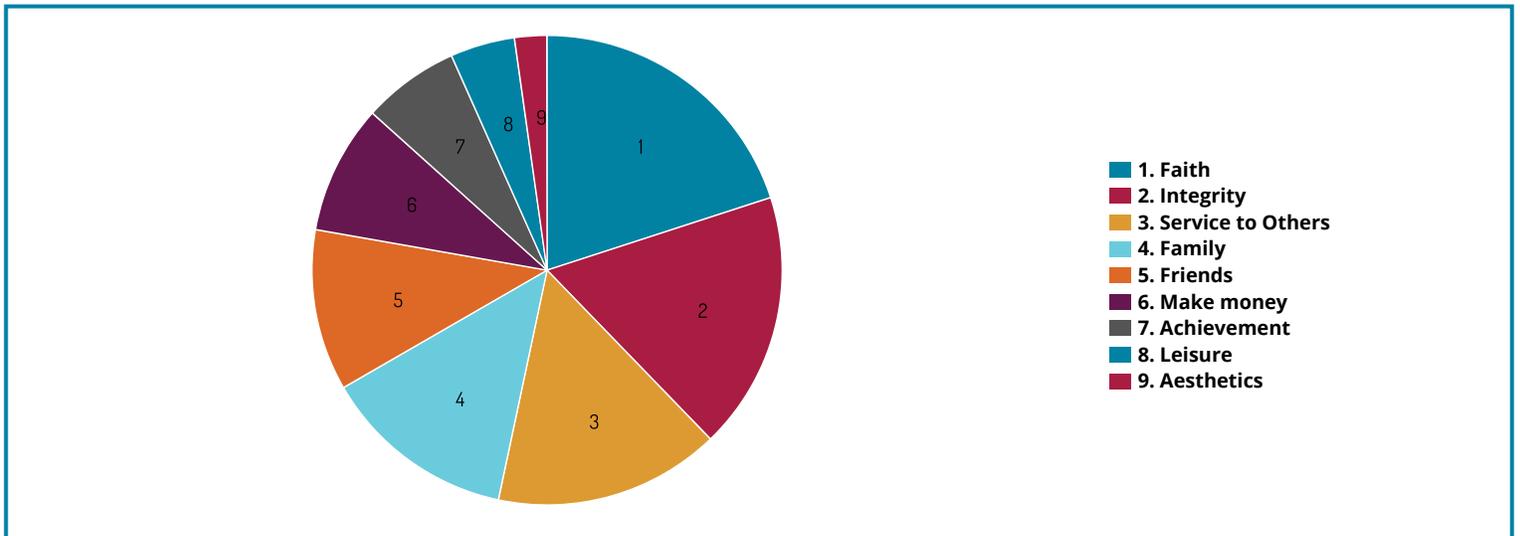
You enjoy thinking through complex issues and applying reasoning skills to solve problems. The opportunity to acquire new information and think at an intellectual level should be part of your career choice criteria.

### 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 below.

#### YOU PRIORITIZED 9 VALUES THAT RELATE TO LIFE PURPOSE



#### LISTED BELOW ARE YOUR TOP 4 LIFE PRIORITIES

##### 1. Faith

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. 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.

##### 3. Service to 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. 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 a consideration to the occupational choices you make.

### 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 update 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.

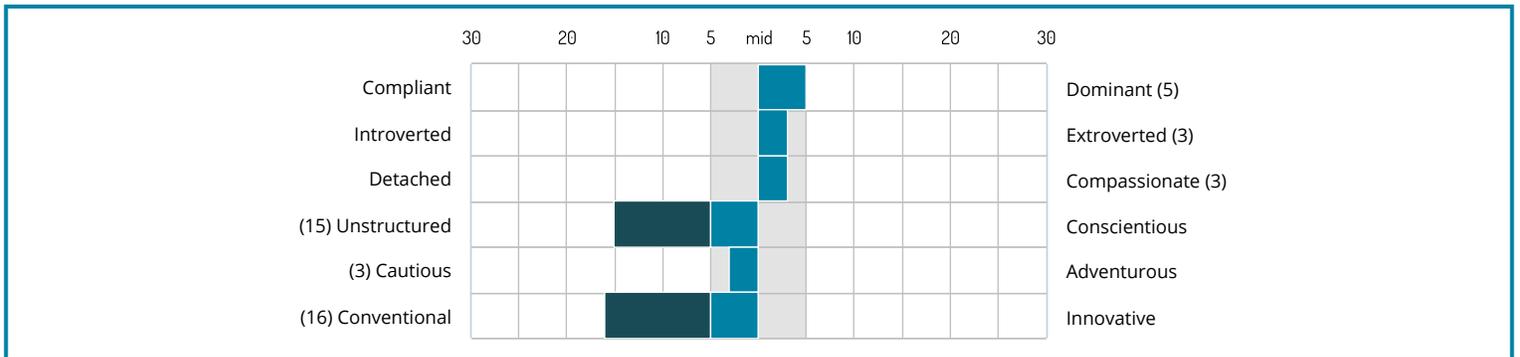
Reading through your CAREER DIRECT report is comparable to studying a road atlas in the first stage of planning the trip. It offers you a broad overview of the general directions to your destination, along with some alternative routes to get you there. However, just reading the report will not solve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

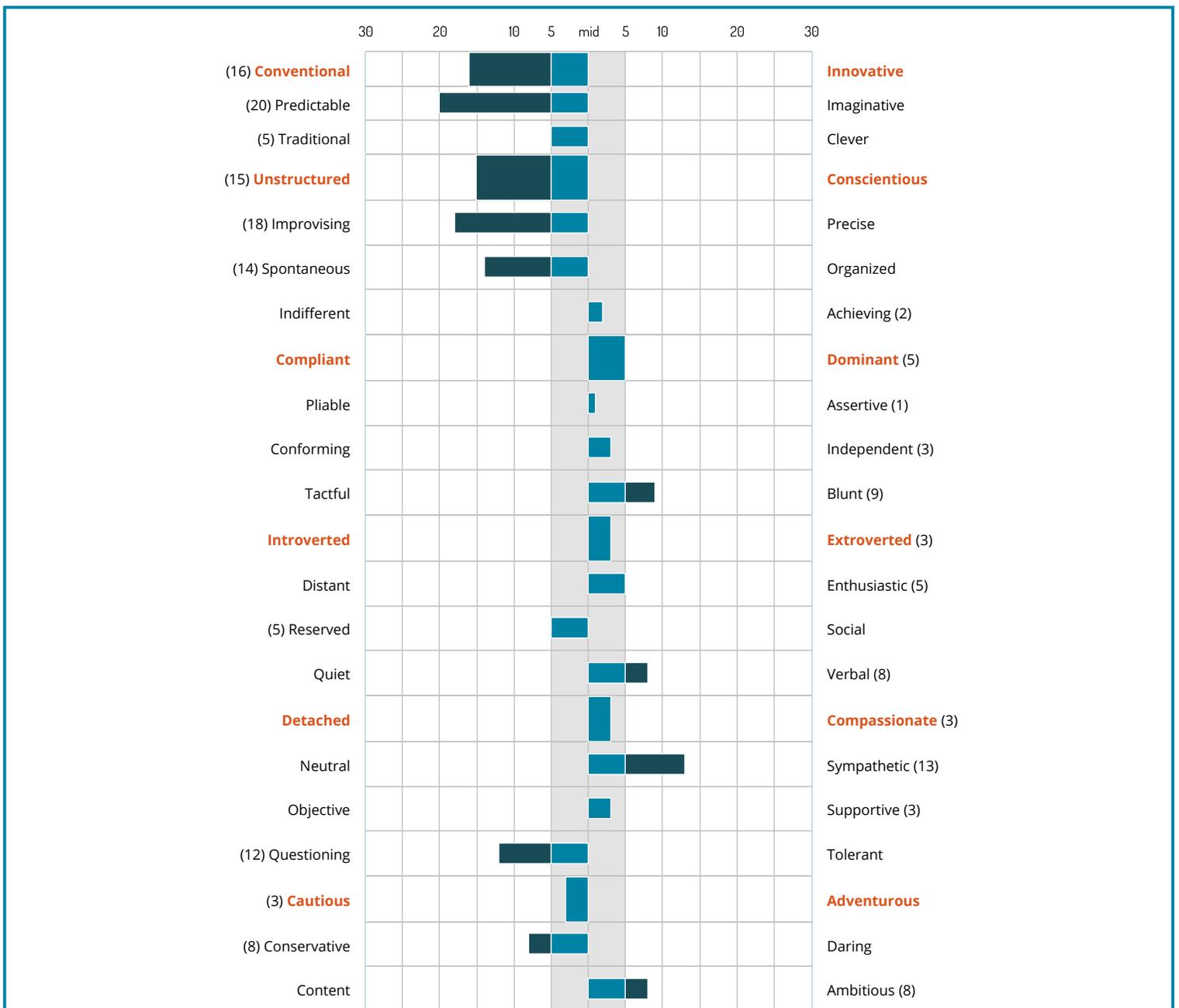
Above all else, don't forget that the basic goal in career planning is to match your talents and interests to the requirements of your work. In doing so, you will have the highest likelihood of reaching your destination and career that fits you.

# Summary Charts

## 1.1 Six Factors of Personality



## 1.2 YOUR PERSONALITY FACTORS AND SUB-FACTORS



### 1.3 PERSONALITY SUMMARY

**Conventional** - able to operate from a practical and conventional perspective and are good at carrying out established procedures

**Unstructured** - spontaneous and prefer to operate without a lot of details or restrictions

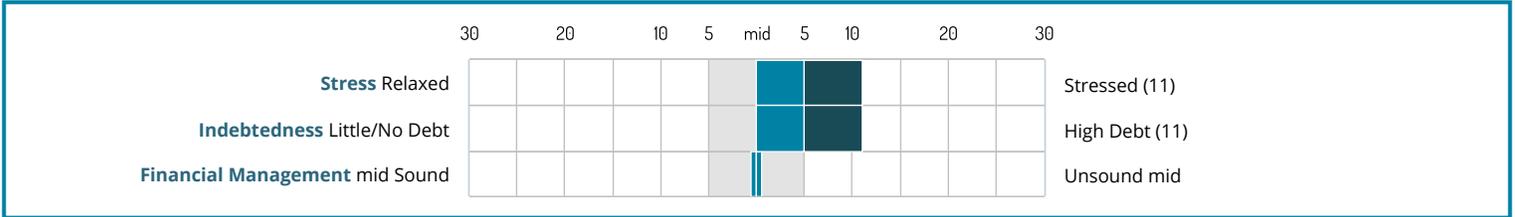
**Compliant / Dominant (Mid-Range)** - comfortable as a leader or follower and will adapt to the needs of the situation

**Introverted / Extroverted (Mid-Range)** - engaging and pleasant with others when approached, but enjoy solitude also

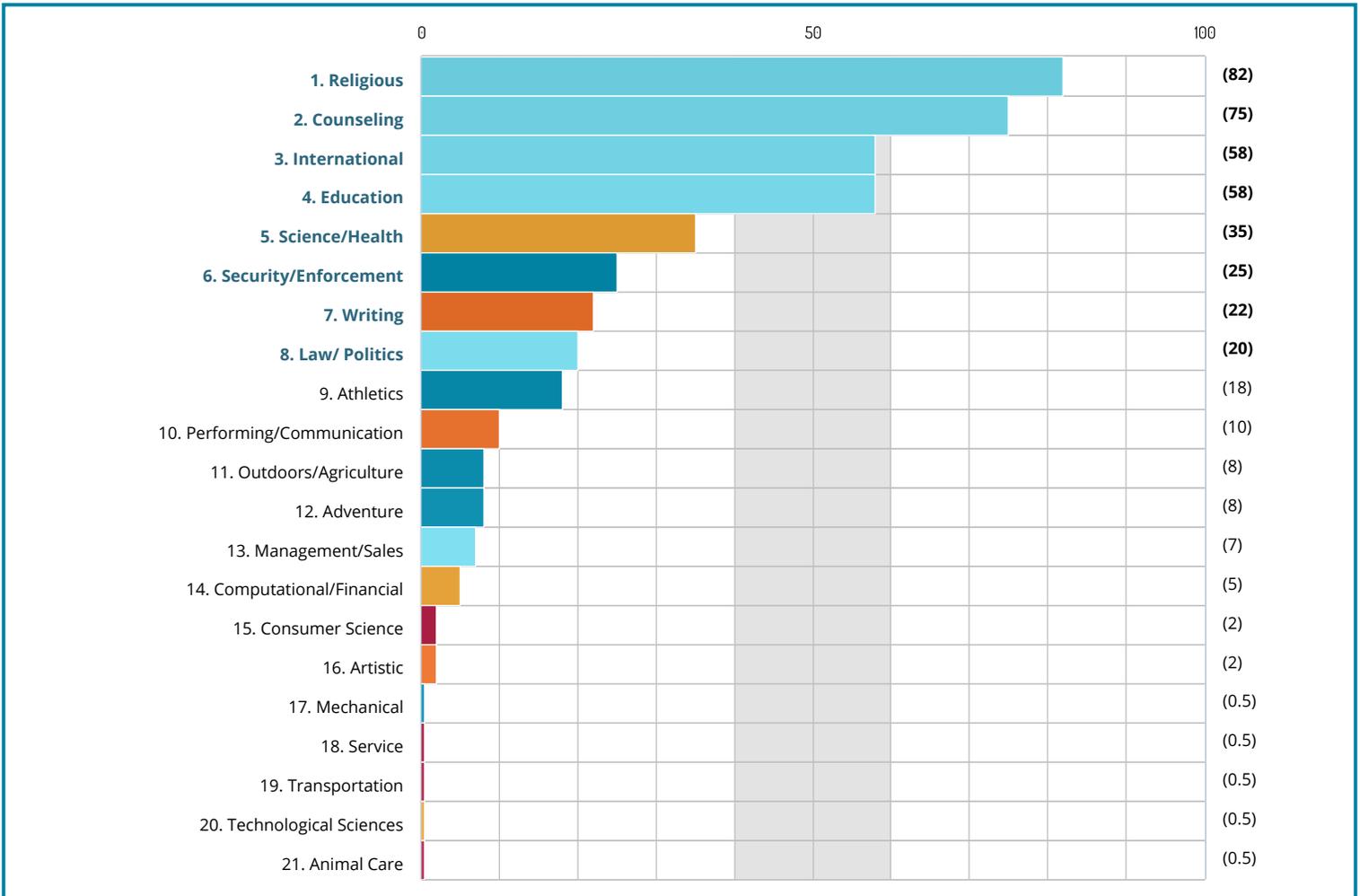
**Detached / Compassionate (Mid-Range)** - capable of being objective about people and situations, yet agreeable and supportive

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

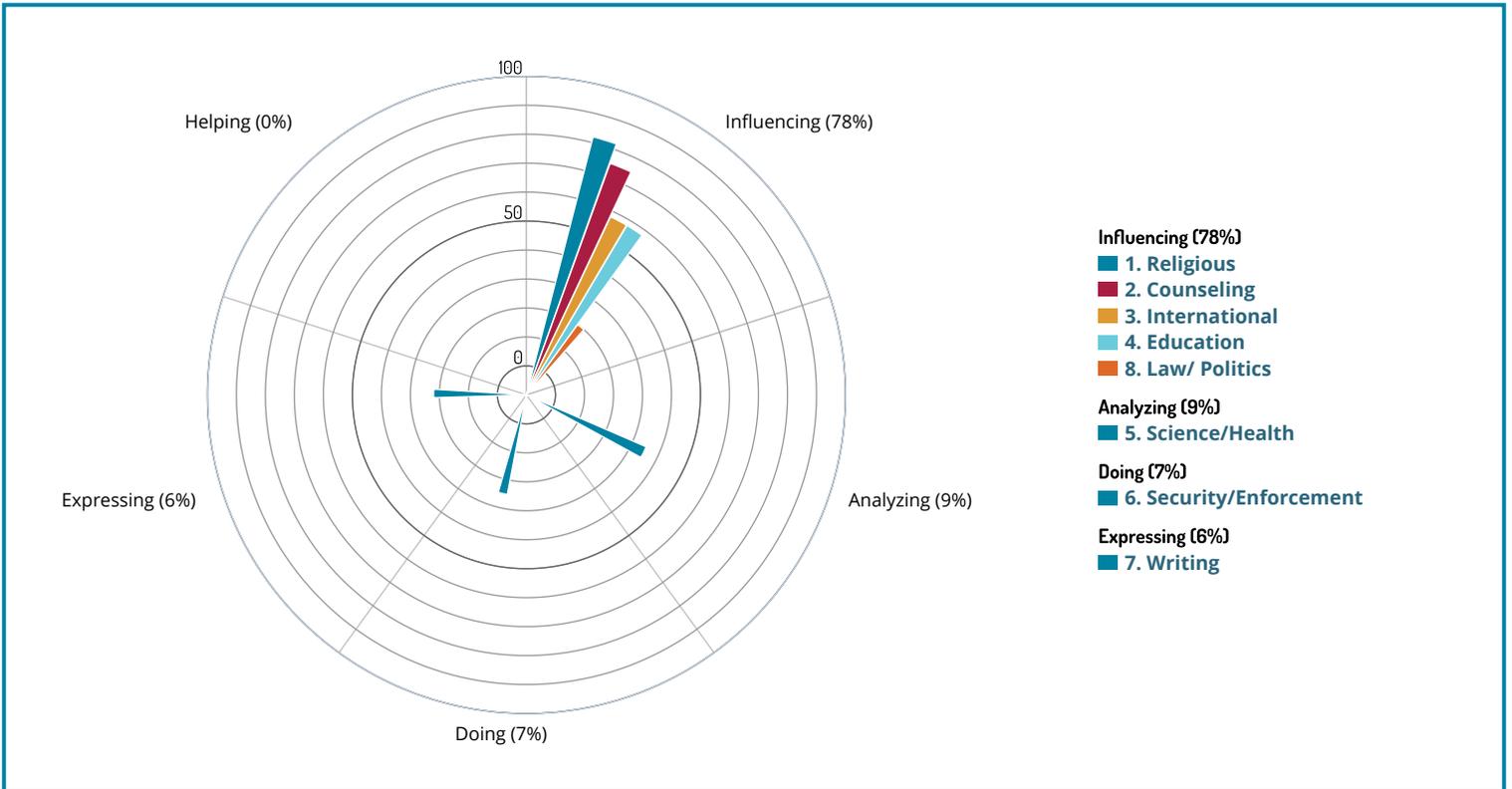
### 1.4 Critical Life Issues



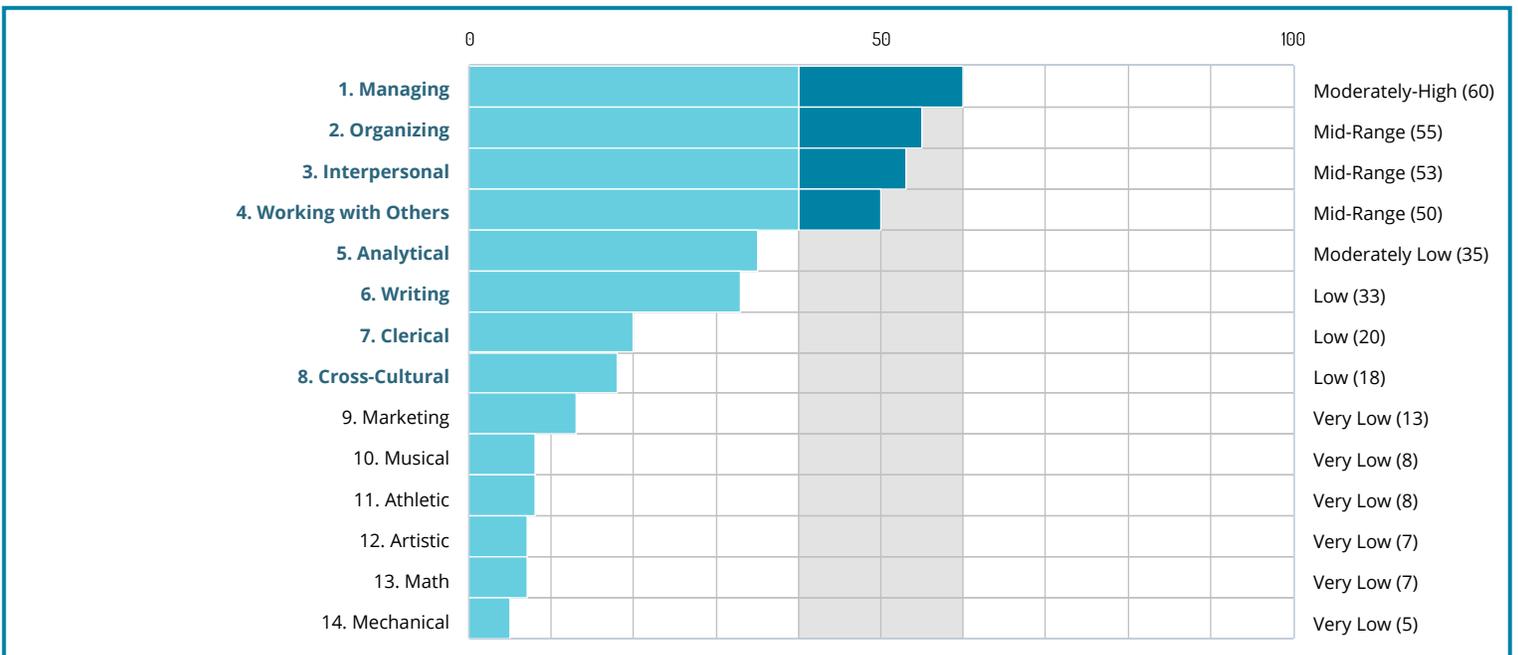
### 2.1 General Interests



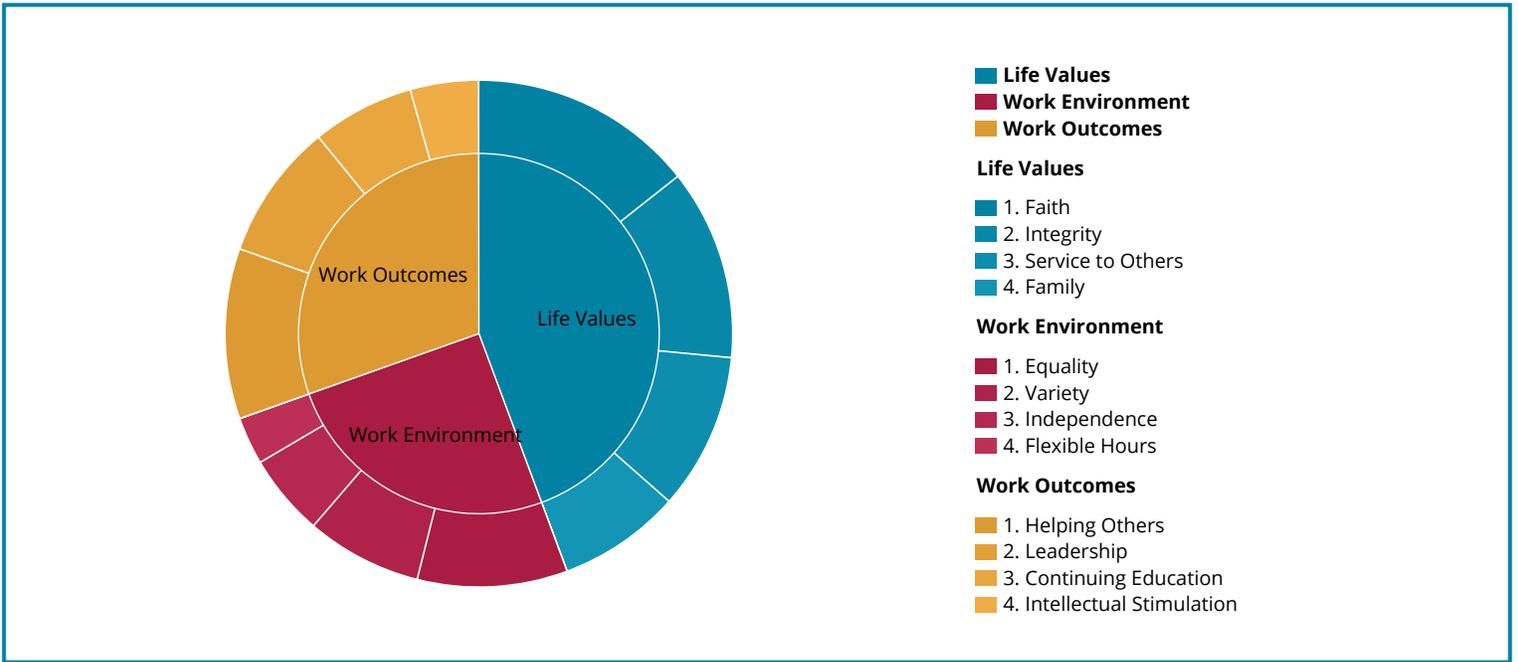
## 2.2 Top 8 Career Groups by Interest Area



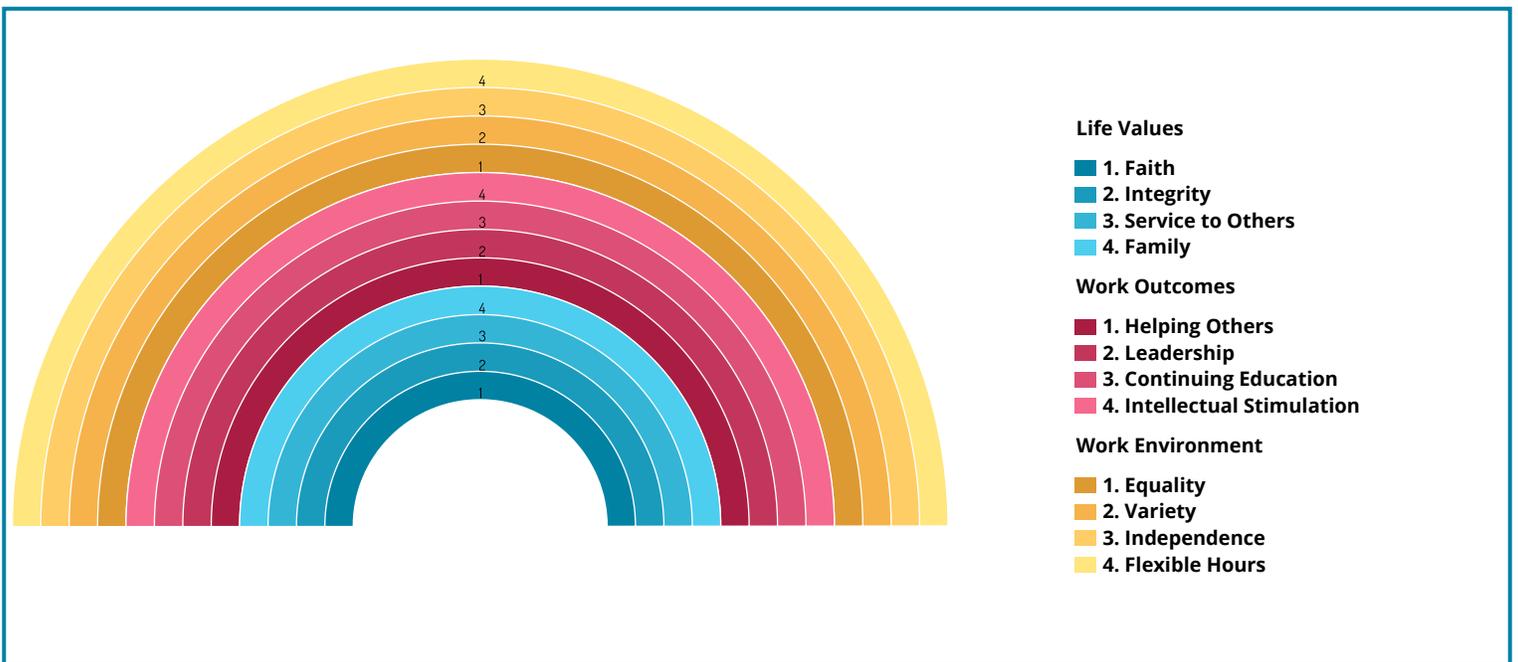
## 3.1 Skills and Abilities



## Top 4 Integrated Value Priorities



## Core Life Planning Values



## 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 and doing research about possible career choices are required steps. Volunteering in a field that aligns with your design may be beneficial.
- You are about to make a crucial 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 a parent's footsteps and/or 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, ideally, you want to connect with one! Alternatively, you can enlist the aid of a coach or mentor who will review your assessment with you and pray regularly regarding your future direction. If you are ready to choose the best option, [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, Skills 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 on the next page(s).

## Top Eight Interest Groups Job Detail Links

### 1. Religious

Religious educator	Pastor	Pastoral counselor
Missionary	Rabbi	Priest
Evangelist	Youth pastor	Chaplain

### 2. Counseling

School/ college counselor	Marriage/family therapist	Psychologist
Social worker	Rehabilitation counselor	Psychiatrist
Minister/Priest/Rabbi	Employment counselor	Pastoral counselor

### 3. International

Foreign correspondent	Foreign Language Teacher	Translator
Foreign missionary	Diplomat	Overseas travel guide
International business executive	Interpreter	Foreign service executive

### 4. Education

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

### 5. Science/Health

Pharmacist	Biochemist	Nurse
Dentist	Chiropractor	Optometrist
Physician	Physical therapist	Biologist

### 6. Security/Enforcement

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

### 7. Writing

Journalist	Web content editor	Technical writer
Desktop publisher	Editor	Writer
Creative writer	Advertising copy writer	Reporter

### 8. Law/ Politics

Attorney	Paralegal	Political scientist
Arbitrator	Legislator	Judge
Senator	Campaign manager	Political science teacher

#### 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](#)
- [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, Budget Coaching, and career resources that teach people true financial freedom. Visit us online for more information about this dynamic ministry. While there, check out our Resource Store.
- [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 \(for adults\)](#)  
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.
- [Career and Education Planning Personal Inventory \(for students\)](#)  
Completing this short questionnaire on your computer screen will help you prepare to address important career issues.

## 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 specific 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: • 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

## Audio Files for Students

### "Action Plan for the Future - Educational" (17 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
- Session Two: • Choosing a college major or career path

### "A Message for Parents" (18 minutes)

Note: Father and Mothers – You should listen to this section in order to guide your children in the best possible way.

- Session One: • Stewardship is more than money
- Session Two: • Your role as your student's career coach