



# Action Plan

Featuring A Unique Career Matching Process





# YOUR CAREER DIRECT ACTION PLAN

The Action Plan provides a systematic method of compiling and comparing the most important factors in career decision making. It is designed to move you from interpreting your assessment results to the career decision stage. When you complete the Action Plan, you may use this information to examine possible career opportunities or college/technical school majors.

The Action Plan incorporates a unique feature that allows you to graphically picture the relationship between the characteristics and requirements of a particular occupation and your personal pattern of work-related characteristics.



The process you learn can be used over and over again throughout your work life.

YOUR COMMITMENT TO COMPLETE THIS ACTION PLAN AND ACT UPON IT WILL DETERMINE THE ULTIMATE BENEFIT YOU RECEIVE FROM THE CAREER DIRECT GUIDANCE PROGRAM.



# THE ABC'S OF CAREER MATCHING

*(Please read completely before beginning)*

This career matching process will enable you to see how your interests, skills, previous experience, personality, and values match the requirements and characteristics of the specific occupations you have researched. These are very important factors in the career decision-making equation.

**A.** Turn to pages 5 and 6 in the Action Plan.

On page 6 is the Defining My Pattern of Work-Related Attributes inventory. On page 5 are instructions for completing this inventory. Your *pattern* is the baseline of your God-given talents and gifts, against which you can compare the requirements and characteristics of any occupation. It is this comparison of an occupation with your pattern that will enable you to evaluate specific jobs to determine whether or not they are a good match for you.

**B.** Using the instructions on page 5, complete the “Defining My Pattern” inventory (page 6)

**C.** When you have completed the “Defining My Pattern” profile, turn to page and select several specific occupations you would like to match against your *pattern*. By following the instructions at the top of page 7, you will be able to identify the occupations in which you have the highest interest.

**D.** After you have reduced your list of occupations to your top eight, you may focus your efforts on researching any number of these specific occupations.

Please follow the instructions on pages 8 and 9 to complete an “Occupation Evaluation Worksheet” for each occupation you wish to investigate. (Pages 10 through 11 contain worksheet forms for you to use in your research. Make as many copies of the worksheet as needed.) NOTE : Be sure to answer all the questions on the Occupation Evaluation Worksheet before you decide whether an occupation is a good match for you. It is vital for you to have information about occupations of most interest to you so you can compare this information with the same type of information in your pattern inventory on page 6. You may match as many occupations with your pattern profile as you wish.

**E.** After you have completed an Occupation Evaluation Worksheet, it’s time to begin your Career Matching. Compare the seven occupation segments on the Evaluation Worksheet with your seven pattern segments on page 9. Using a highlighter, mark the items on the Occupational Evaluation Work sheet that correspond to similar items on the pattern form (page 6).

If there is a high correlation between the two, you may have found a career match—an occupation you wish to pursue. If there is a match, turn to page 11 and think seriously about this occupation when you plan your next career move or for your college/technical school major.



- F.** You have just learned a career-matching process that will help you make decisions about which career fields or occupations are right for you.

This process may be used again and again whenever you want to make a career or occupation change or explore new opportunities that may be presented to you and the corresponding education courses that will prepare you for that field.

Of course, no career decision should be made on this set of factors alone. Praying, seeking Godly counsel, speaking to people in the field, and checking out current opportunities are additional steps that should be taken before a final decision is made.

## CHECKPOINTS

- Have you completed page 6, “Defining My Pattern of Work-Related Attributes”?
- Have you selected the four to eight occupations you want to research?
- Have you done the necessary research on these occupations?
- Have you done the Career Matching exercise on these occupations with your *pattern* on page 9?



# Instructions For

## DEFINING YOUR *PATTERN*

A step-by-step procedure for completing the *My Pattern* of Work-Related Attributes inventory (page 6)

You will derive most of the information for this analysis from the *Career Direct* report, which you have printed out. (Please note, the *Career Direct* report is not printed in the same sequence as this list of factors.)

Please complete this *pattern* on page 6 in the following numbered order.

1. From Interests section of report :

List your top four Career Interest Groups from the General Interests section.  
(Remember to remove any "Top Interest" listed that would be considered a hobby or life style only.)

2. From Skills and Abilities section of report :

- a. List your top five Skill Areas. Read the commentary of each of the Skill Areas for additional insights. (Remember to remove any "High Range" Skill Area that does not pertain to you.)
- b. List your two lowest Skill Areas.

3. Experience (not in report)

List here the types of work and different tasks you have performed and that you would have no hesitancy in performing again. Be sure to include part-time and summer jobs or internships.

4. From Personality section of report :

- a. List high to mid-range Personality Traits (from the Personality Highlights; about pages 5-8 in your report).
- b. List your top five or six Personality Strengths (from the Personality Strengths; about pgs 8-9).
- c. List your most significant four to five Personality Non-Strengths (from the Personality non-Strengths; about pg 9-10).

Note: Be sure to refer to your Career Implications on about pages 6-8 of your report for additional personality highlights.

5. From Values section of report :

- a. List your top five Work Environment Values.
- b. List your top five Work Outcome Values.
- c. List your top five Life Values.

6. Check the appropriate box.

7. List your education completed and/or education goals.



# DEFINING MY PATTERN OF WORK-RELATED ATTRIBUTES

This form requires information found in your *Career Direct* report—please use terminology found there.

1. My Top 4 Vocational Interests: \_\_\_\_\_  
\_\_\_\_\_

2. My Top Five Skill Areas: \_\_\_\_\_  
\_\_\_\_\_

My Low Scoring Skill Areas: \_\_\_\_\_

3. My High or Mid-Range Personality Traits:  
\_\_\_\_\_

My Top Personality Strengths:  
\_\_\_\_\_  
\_\_\_\_\_

My Significant Personality Non Strengths:  
\_\_\_\_\_  
\_\_\_\_\_

4. My Experience--Types of Work Performed (not in the report): \_\_\_\_\_  
\_\_\_\_\_

5. My Top Work Environment Values: \_\_\_\_\_  
\_\_\_\_\_

My Top Work Outcome Values: \_\_\_\_\_  
\_\_\_\_\_

My Top Life Values: \_\_\_\_\_

6. Considering all the information I've gathered, I prefer occupations working with:

People    Data    Things    Ideas

7. My Educational History and/or Goals: \_\_\_\_\_  
\_\_\_\_\_



## OCCUPATION AND PATTERN MATCHING

Please refer to the General Interests section of your *Career Direct* report . Review the General Interests bar graph and the descriptions that follow. Select the four Career Groups that interest you most. These Career Groups should come from the high or mid-range scores. List these under Career Groups A, B, C, and D below.

Next, select four specific occupations you would like to explore for each of those Career Groups. Write these down. The page following the General Interests bar graph contains some specific occupations within your top-rated Career Groups. You also may find many related occupations in the [Job Sampler](#).

CAREER GROUP A \_\_\_\_\_

Occupations:

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

CAREER GROUP B \_\_\_\_\_

Occupations:

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

CAREER GROUP C \_\_\_\_\_

Occupations:

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

CAREER GROUP D \_\_\_\_\_

Occupations:

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

Reflect on these four Career Groups and the 16 specific occupations and pray about them. Discuss them with your coach or consultant.

Briefly view these 16 occupations in light of your work-related skills, personality traits, strengths, and values listed on page 6, “*My Pattern of Work-Related Attributes*.”

Next, narrow the list of specific occupations from 16 to the six or eight that seem to most closely fit your *pattern*. List them below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Conduct research on any number of the above occupations using the Occupation Evaluation Worksheet (pages 8 through 10) .

Finally, conduct the Career Matching exercise on each of the occupations you have researched. (Refer to Career Matching instructions, item E, pg 3.)



## HOW TO COMPLETE THE OCCUPATION EVALUATION WORKSHEET

In order to effectively evaluate a particular occupation in relationship to your God-given pattern and purpose, you need to have comparable information about the occupation.

You may obtain information to complete the Occupation Evaluation Worksheet, for a specific occupation, from a variety of sources. Following are some resources.

### Other good sources of job information:

- Parents/friends
- Library
- Someone involved in this type of work
- Visit a company
- Counselor—school or career guidance
- Book store
- Career guidance pamphlets or videos (school career guidance center)
- Military recruiter
- Internet websites like [www.onetonline.org](http://www.onetonline.org)
- Your own experience or knowledge from a previous occupation or internship

Call a company, cold turkey; ask to speak with someone in human resources and seek his or her help.

You may not be able to obtain definitive information for each factor covered in this worksheet. If your research does not turn up explicit answers, it may be necessary for you to estimate or infer what the information might be, based on the nature of the occupation.

The numbered segments on the Occupation Evaluation Worksheet correspond to the numbered segments on the “MyPattern” (page 6).

This is so you may compare the information on both sheets to help you determine if there is a clear-cut career match.



# SEVEN INFORMATION SEGMENTS TO MEASURE

## Occupation Worksheet

Covers requirements and information associated with a specific occupation

## Your Pattern of

Interests, skills, experience, personality traits, strengths, and values



### Segment

1. Type of Occupation		1. Your Interests
2. Skills Required		2. Your Skills
3. Duties and Responsibilities		3. Your Experience
4. Personality Traits and Strengths Needed		4. Your Personality
5. Job Value Implications		5. Your Values
6. Primary Work Orientation of Occupation		6. Your Work Orientation of Occupation
7. Education and Training Required		7. Your Education or Choices

For segment 5, Job Value Implications, the possible factors (in alphabetical order) are as follows:

### Work Environment Factors

- |                      |                 |                    |
|----------------------|-----------------|--------------------|
| 1. Adventure/Risks   | 5. Flexibility  | 9. Stability       |
| 2. Challenge         | 6. Harmony      | 10. Travel         |
| 3. Clean Environment | 7. Independence | 11. Variety        |
| 4. Equality          | 8. Outdoors     | 12. Well-organized |

### Typical Work Outcomes that Might be Attained from this Occupation Work Environment Factors

- |                         |                             |
|-------------------------|-----------------------------|
| 1. Career Progression   | 5. Intellectual Stimulation |
| 2. Continuing Education | 6. Leadership               |
| 3. Help Others          | 7. Recognition              |
| 4. High Income          | 8. Security                 |

### Typical Life Values that Might be Attained from this Occupation Work Environment Factors

- |                |                |                   |
|----------------|----------------|-------------------|
| 1. Achievement | 4. Flexibility | 7. Making Money   |
| 2. Aesthetics  | 5. Integrity   | 8. Serving God    |
| 3. Family      | 6. Leisure     | 9. Serving Others |

It may be difficult to ascertain the value implications for some occupations. You may have to question people who work in such occupations.

This should be an enjoyable, challenging, and enlightening part of your career investigation journey. Taking the time to do the research will produce important long-term benefits



# OCCUPATION EVALUATION WORKSHEET

This form requires information found in your *Career Direct* report—please use terminology found there.

1. Name of occupation \_\_\_\_\_ Career Group \_\_\_\_\_  
Product or service provided \_\_\_\_\_

2. Skills/abilities required in this occupation.  
\_\_\_\_\_

3. Duties and responsibilities of job \_\_\_\_\_  
\_\_\_\_\_

4. Probable personality traits required (typically pgs 7-9 of the Career Direct report):  
Probable personality strengths required in this occupation of report for typical strengths:  
\_\_\_\_\_  
\_\_\_\_\_

Personality weaknesses that could be detrimental in this occupation:  
\_\_\_\_\_  
\_\_\_\_\_

5. VALUES:  
Typical work environment factors of this occupation:  
\_\_\_\_\_  
\_\_\_\_\_

Work outcomes that might be found in this occupation:  
\_\_\_\_\_  
\_\_\_\_\_

Life values likely to be fulfilled in this occupation:  
\_\_\_\_\_  
\_\_\_\_\_

6. Considering all the information I've gathered, I prefer occupations working with:

People      Data      Things      Ideas

7. Education and training required for this occupation/career field:
- |   |  |
|---|--|
| <input type="checkbox"/> On-the-job training            | <input type="checkbox"/> Bachelor's degree           |
| <input type="checkbox"/> Special certificate or diploma | <input type="checkbox"/> Two-year associate's degree |
| <input type="checkbox"/> Apprenticeship program         | <input type="checkbox"/> Master's degree             |
| <input type="checkbox"/> College/university internship  | <input type="checkbox"/> Other advanced degree       |

*Information on this sheet should be compared with your pattern (page 6).*



## ADDITIONAL QUESTIONS TO ANSWER

1. Do you know how to go about investigating career opportunities or education/training courses available for this occupation? \_\_\_\_\_

2. Are you willing to seek a part-time, temporary, or seasonal work in this field? \_\_\_\_\_

3. How motivated are you to pursue the preparation necessary to enter this occupation?

Not motivated      Some what motivated      Very motivated

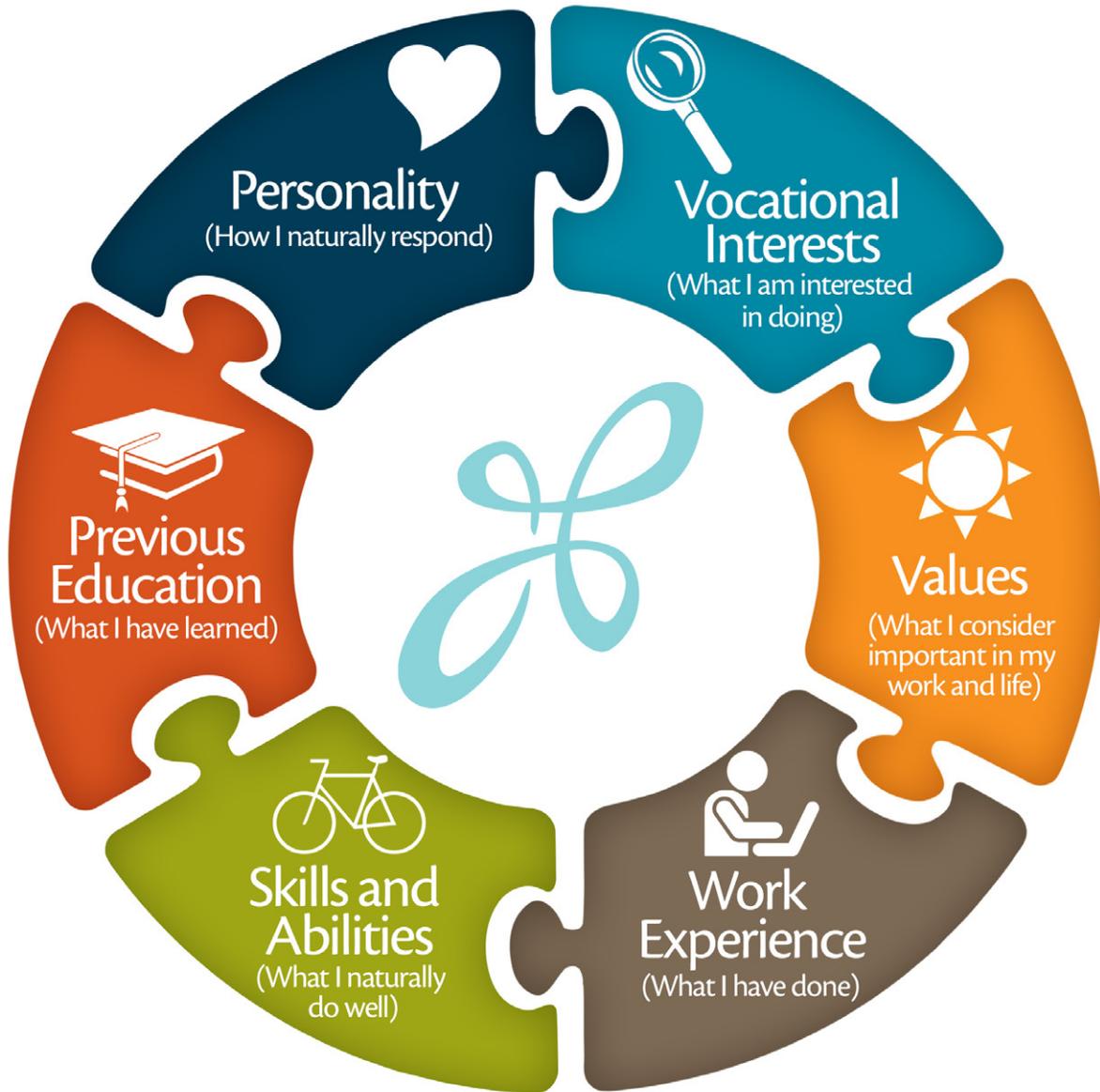
4. If your answer to question 3 is "Not motivated," you should look at other possibilities.

5. If your answer to question 3 is "Very motivated," you should begin making education plans.

6.	I will take the following actions	Date Completed
a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____
e.	_____	_____
f.	_____	_____
g.	_____	_____



## MY PATTERN OF WORK-RELATED ATTRIBUTES





## AN EVEN DOZEN BITS OF WISDOM For Those Making Career Decisions

- ➔ A career assessment is a tool to help you find out more about yourself so you can make considered judgments about appropriate occupations or career fields.
- ➔ An assessment is not an end in itself.
- ➔ Assessments can provide definitive information about your God-given strengths, weaknesses, interests, skills, and gifts. This enables you to evaluate occupations compatible with your work related attributes.
- ➔ The assessment may reveal new information or it may confirm what you already know.
- ➔ An assessment will surely give you ammunition for your résumé, interviews, and job search. The *Career Direct* assessment report will be invaluable to you in managing your career over the long haul.
- ➔ No one should make a final decision on a job or occupation solely on the basis of an assessment finding or report. Assessments are not infallible.
- ➔ It is wise to get input from others—a career direct consultant, coach, counselor, spouse, relative, or friend—someone who knows you and who will level with you.
- ➔ Don't let others make your career and education decisions for you.
- ➔ Ultimately, the individual must work through the process of career evaluation and job search.
- ➔ Godly counsel is essential.
- ➔ Shortcuts, procrastination, failure to acquire sufficient information will produce insufficient results or inaccurate conclusions.
- ➔ Prayer must be an integral part of all that is done.