



# 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



Patricia, 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

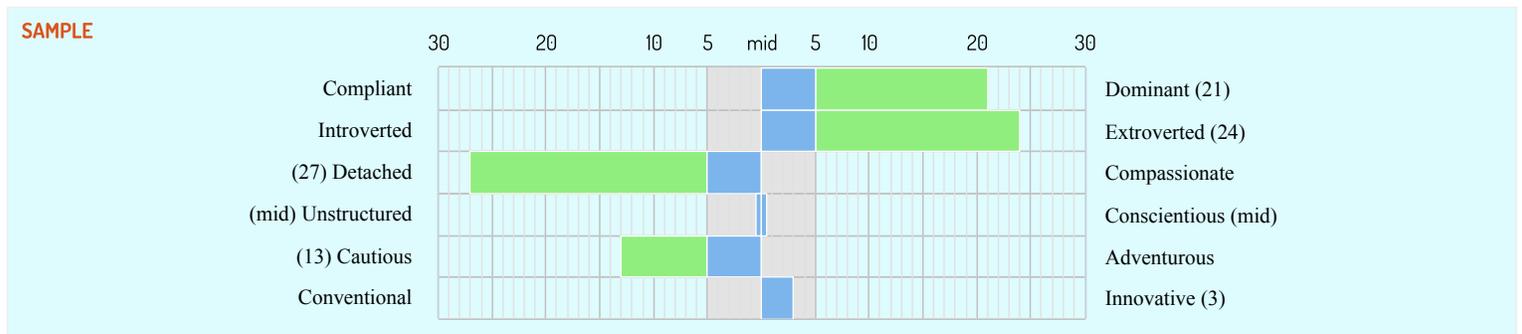
## ORGANIZATION OF THE REPORT

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.

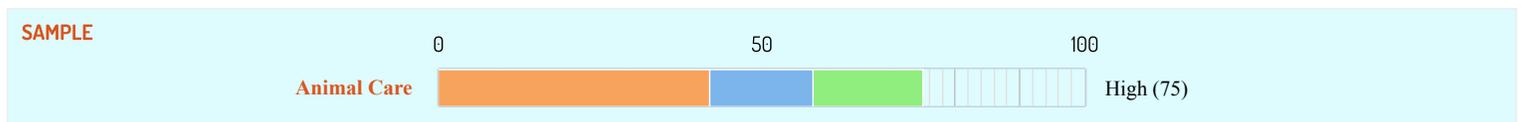
1. **Personality.** The report begins with the personality section, in which you will find an analysis of six personality factors in your Personality Highlights, your Typical Strengths and Non-Strengths, and your Career Environment based on your unique personality profile.
2. **General Interests.** In 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.

# Concept of Personality

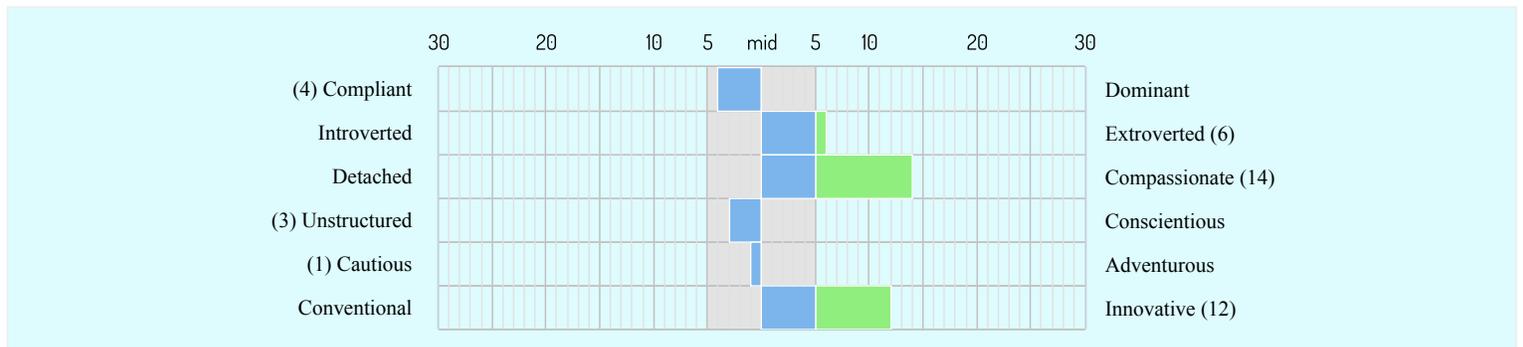
Patricia, in this section, the term personality describes the way a person is naturally motivated to act. For example, some people are naturally motivated to be very organized and precise, and some are more spontaneous and casual. Likewise, some are risk takers, and some are naturally cautious.

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

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

### 1. Compassionate

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



#### Career Implications

With your score on the DETACHED/COMPASSIONATE factor, look for occupations that will allow you to support people in a friendly environment and try to steer clear of those that require you to confront others or deal with strife or rejection on a regular basis. In your ideal work environment look for jobs that include:

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

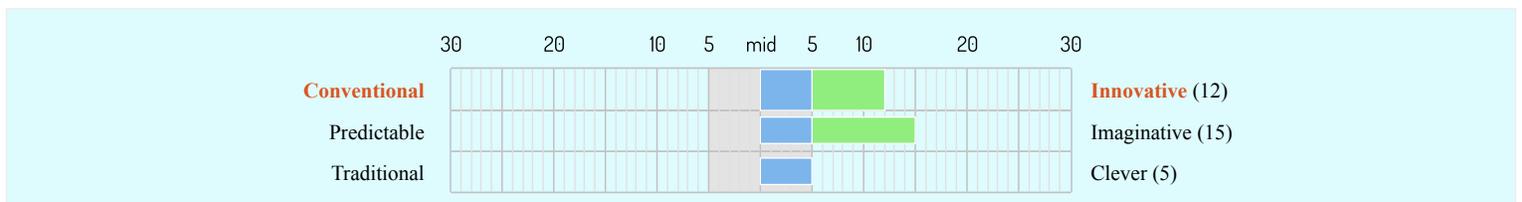
Your score on the DETACHED/COMPASSIONATE scale indicates that you are a person of compassion and understanding. Your sensitivity enables you to be attuned to the hurts and struggles of those around you. As a patient, nonjudgmental listener, you can have a very profound influence on others, especially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

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

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

### 2. Innovative

very creative; like to generate and express new ideas and seek mental challenges



#### Career Implications

Considering your score on the CONVENTIONAL/INNOVATIVE factor, look for opportunities in your work for:

- ✓ Freedom to be creative
- ✓ Intellectual challenge
- ✓ Problem solving
- ✓ Time to think
- ✓ Abstract thinking
- ✓ Artistic expression

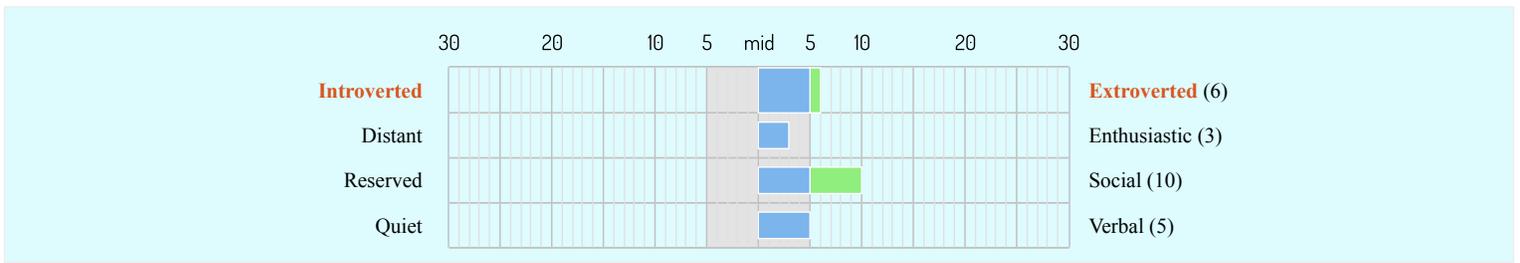
Patricia, your score on the CONVENTIONAL/INNOVATIVE scale indicates that you are a very creative person. You excel at generating new solutions and ideas, even though they may sound a bit unusual to others. You may catch yourself daydreaming or playfully considering an idea from various angles. You may express your creativity in a variety of ways, including logical problem solving, working with your hands, or more artistic ventures, such as writing, music, drama, or visual arts.

You also may have a bent for being clever and quick minded. It may be natural for you to seek mental challenges. You enjoy thinking, almost as an entertainment, and you find that it is easy for your mind to analyze subjects both in depth and breadth.

While creativity and imagination are strong assets in many situations, they can be overdone if practical steps are not taken to implement new ideas. You may struggle with keeping focus and with follow-through on projects you start. You may be forgetful of daily, practical matters. Keeping a list, imposing the discipline of deadlines, and a strong commitment to accountability may improve your effectiveness.

### 3. Extroverted

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



#### Career Implications

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

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

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

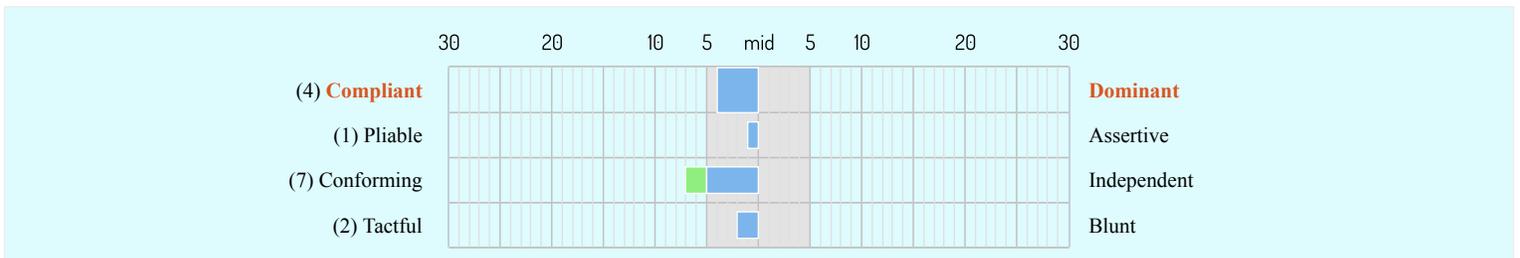
As a people person, you probably look forward with great excitement to the networking opportunities that come with events such as conventions, reunions, meetings, parties, and similar social activities.

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

Patricia, keep in mind that a strength overdone becomes a weakness. Your verbal strengths are a real asset, but there is wisdom in knowing when to be quiet and listen. More awareness of how others are receiving your conversation will help you be more considerate of their interests and conversation needs. For maximum effectiveness consider others around you and adapt your behavior to fit the situation.

### 4. 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**

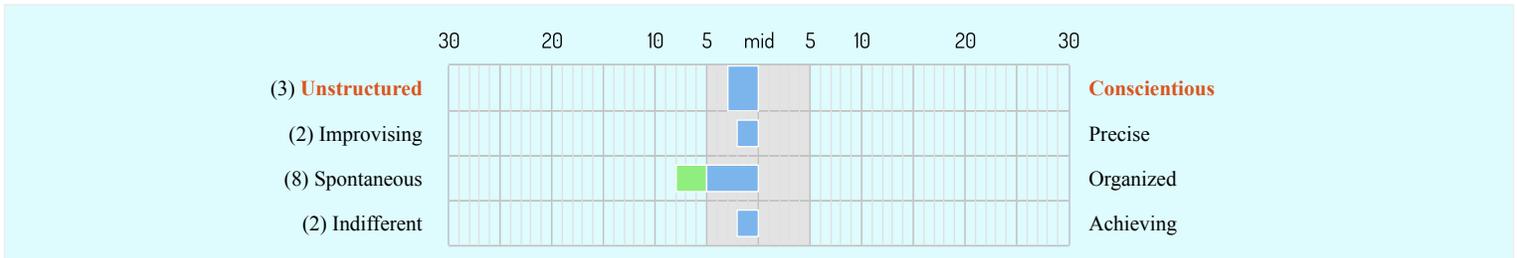
Patricia, your score on the COMPLIANT/DOMINANT scale indicates a balance in your drive to lead and to follow. Typically, individuals with scores similar to yours simply read the setting they are in and respond accordingly. If someone steps forward to provide strong, quality leadership for the group,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

### 5. Unstructured / Conscientious (Mid-Range)

structured in some areas and operate spontaneously in others



#### Career Implications

Your mid-range score on the UNSTRUCTURED/CONSCIENTIOUS factor indicates that you enjoy some structure, but you also like some spontaneity. You like to be prepared, but you also may be comfortable with an on-the-spot response when necessary. In considering various career fields, look for occupations that offer a balance and can be described as:

- ✓ structured but not too rigid
- ✓ consistent but with some variety
- ✓ predictable but with some opportunities to be spontaneous
- ✓ detailed but with an opportunity to work broader issues

Your mid-range score on the UNSTRUCTURED/CONSCIENTIOUS scale indicates that you have the capacity to be both precise and carefree. As you examine your lifestyle and work habits you likely will discover some areas where you are very organized, thorough, and accurate. You may even rigidly defend some of your methods and ideas and find compromise distasteful.

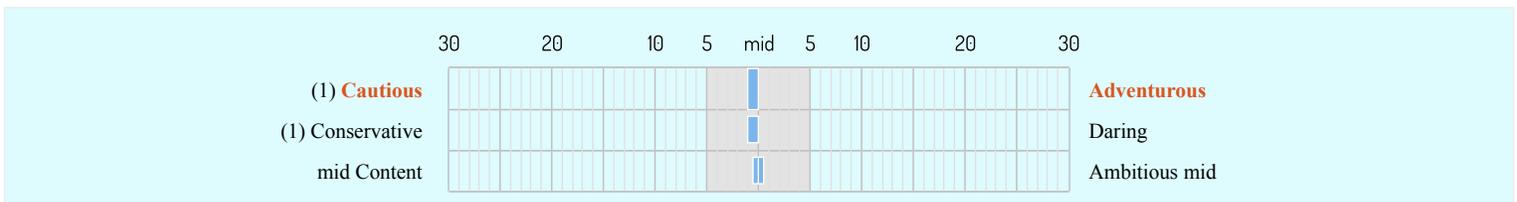
In other areas, however, you may be carefree, loose, and even non attentive to detail. You may discover yourself resisting structure, rules, and established procedures in order to launch out in a new direction.

Because of your balance in this dimension, variety may best describe the level of conscientiousness in your life. Your surges of spontaneity and curiosity may be offset by caution and tentativeness. The reason is simple: In your view, some spheres of activity warrant more attention and care than others.

Your flexibility, combined with a persistent commitment to excellence, can produce remarkable results, especially when you write out your goals and develop a well-thought-out plan to make them happen.

### 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

Patricia, 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.

- Good team player.
- Outgoing, good mixer; energized by meeting new people.
- Compassionate and sympathetic toward others.
- Good at encouraging others.
- Agreeable and gets along well with others.
- Can respond on the spot without extensive preparation.
- Creative, imaginative, and original; good at coming up with new ideas.

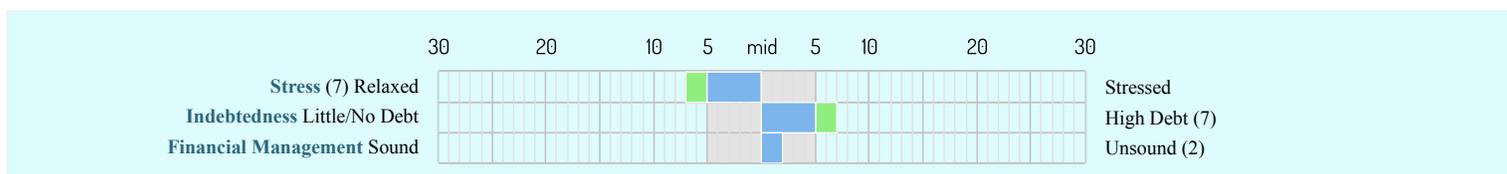
### 1.4 Typical Non-Strengths

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.

- Hesitant in making decisions.
- May have a problem with time management and keeping conversations focused.
- Can be too trusting, allowing others to take advantage of the situation.
- Has a hard time saying "No" to others.
- Can be stressed by conflict and does not like confrontation.
- Can lack focus; tends to go from one thing or subject to another.
- Easily bored with established procedures.

### 1.5 Critical Life Issues

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



#### Stress

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

#### Indebtedness

Your 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.

## Part 2: General Interests

# Five Major General Interests Areas

Patricia, 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.

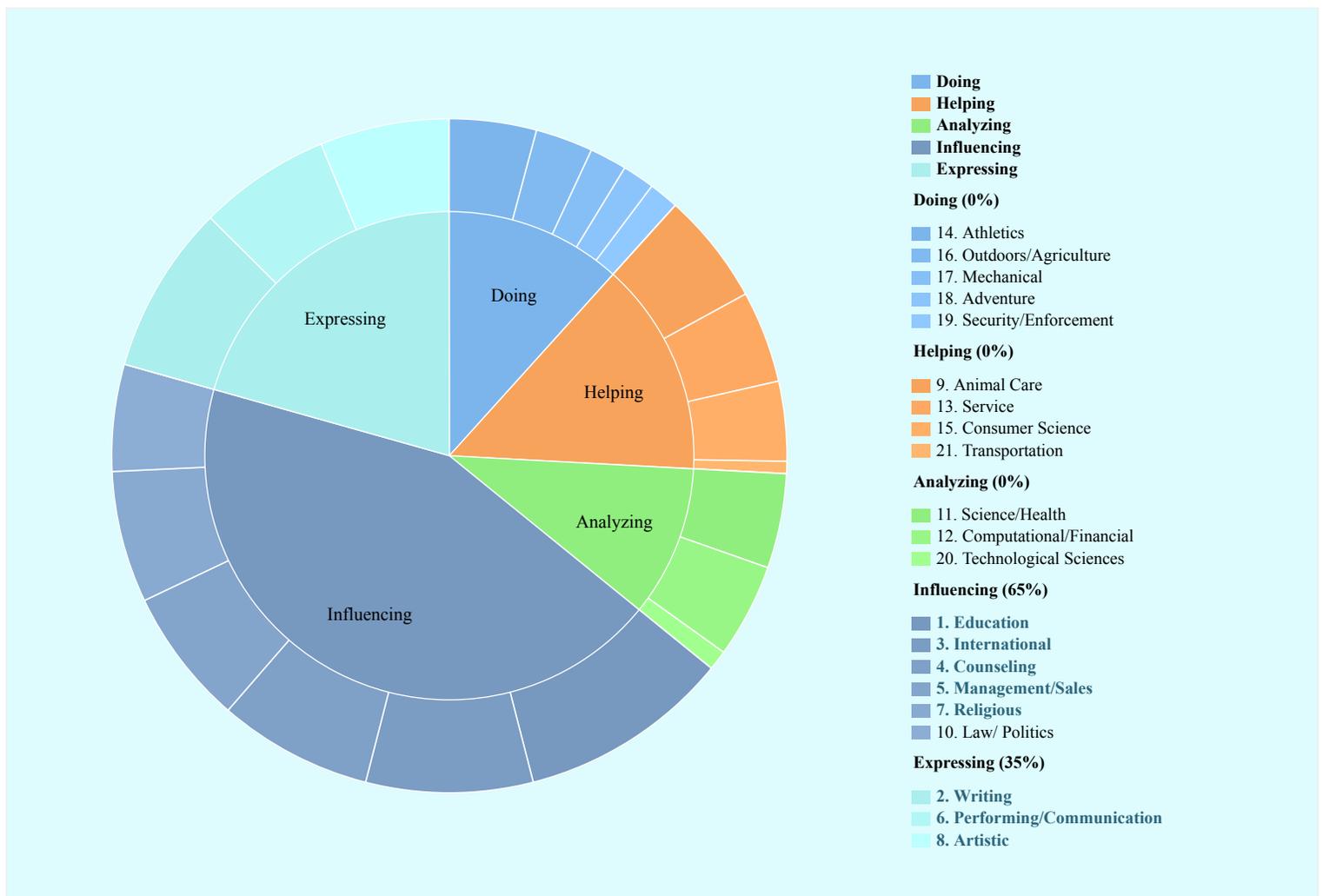
Because of the very nature of your interests, your leisure pursuits may have influenced your General Interest scores. This means you will have to use some discretion when interpreting your General Interest section of the report.

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.

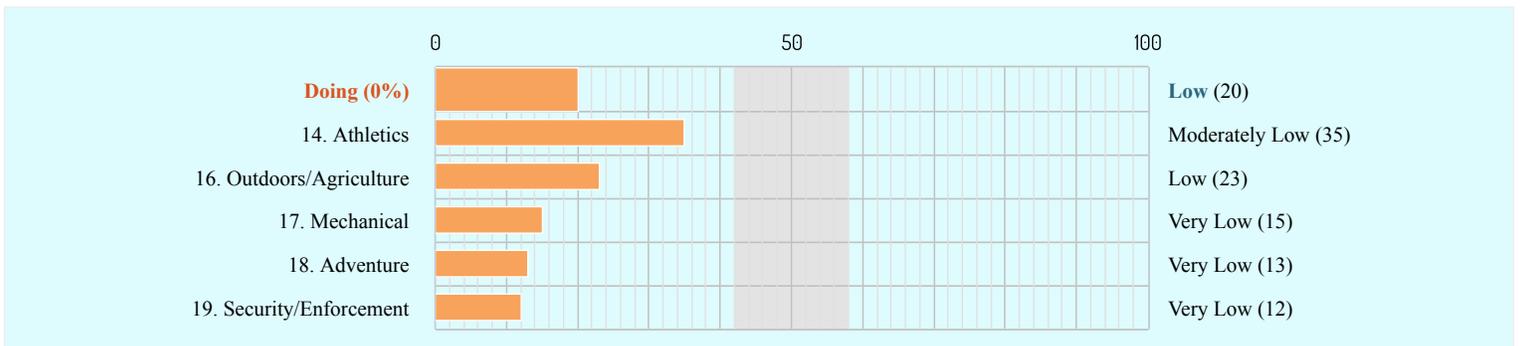
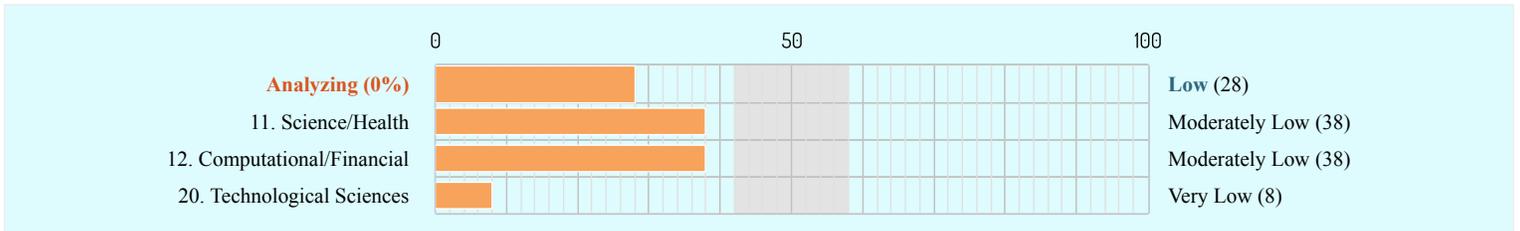
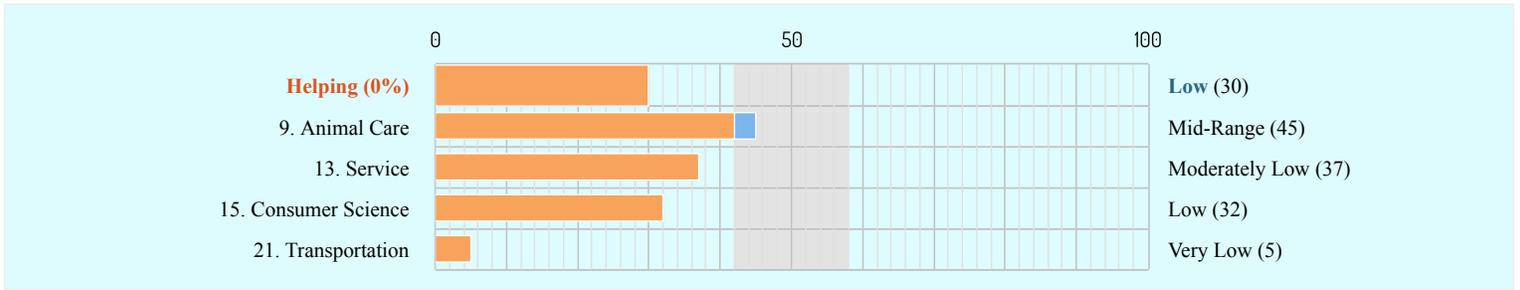
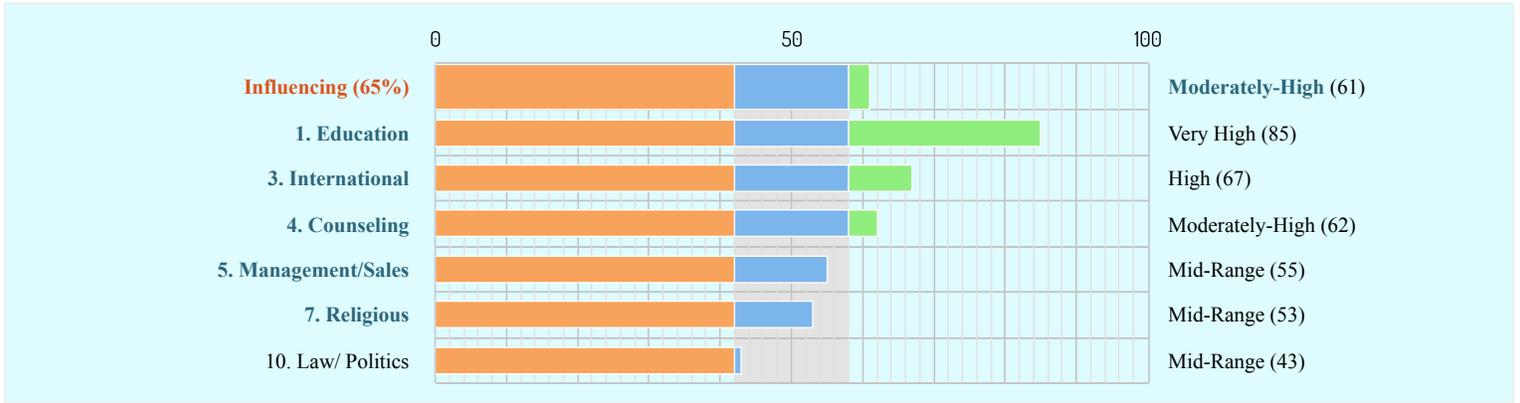
On the other hand, Patricia, the more you can relate your work to areas that excite you, the more likely you are to be successful. One person who loved shooting a bow and arrow became the top sales person for a leading archery company by pursuing strong interests in archery and the outdoors. Likewise, 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

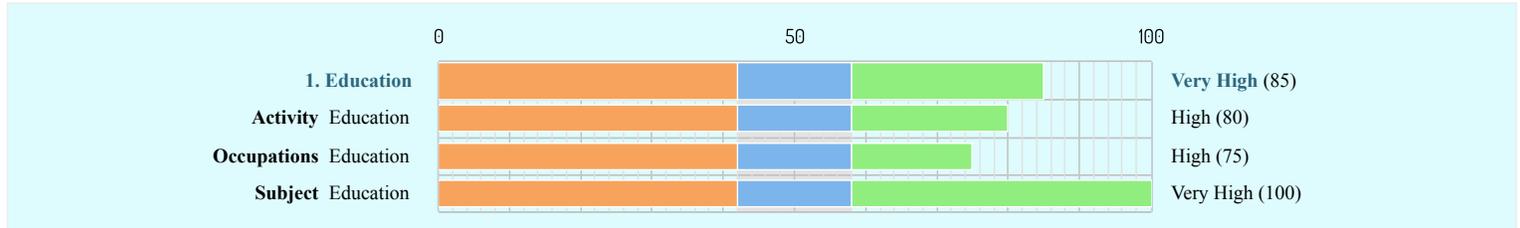


## 2.1 Top Eight Career Groups

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.

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



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

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

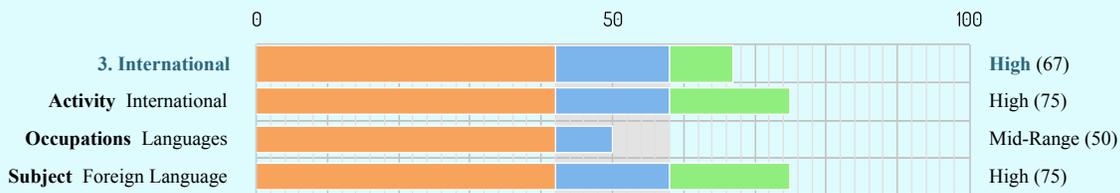
Most jobs in this occupational category require a college degree, with some needing further education, such as a master's degree.



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

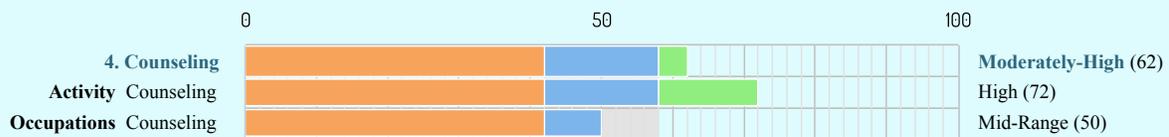
A sound educational background in English composition, literature, creative writing, and grammar is important for success in this field.



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.



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

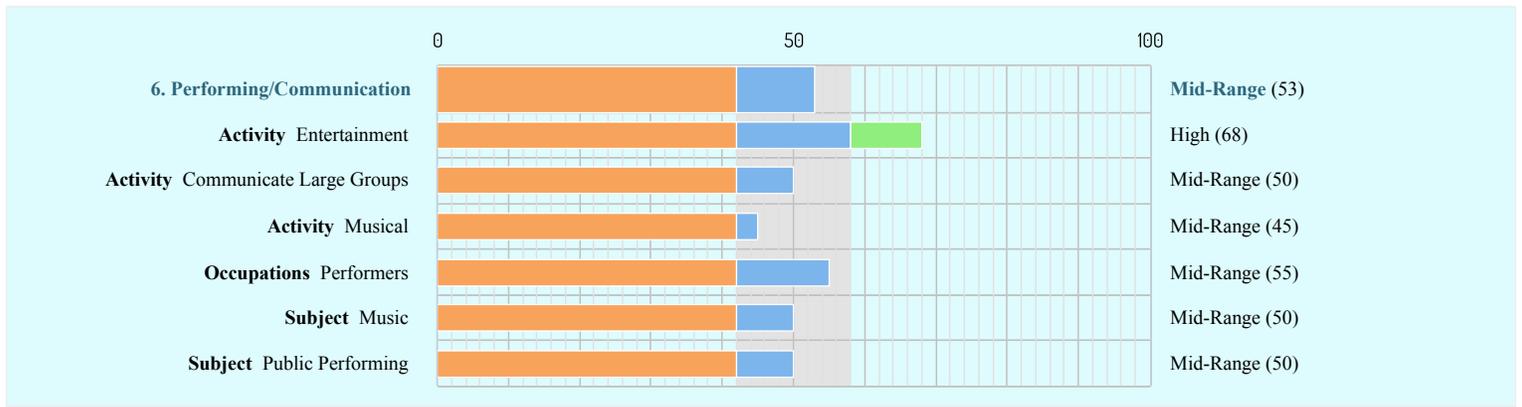
A college degree and certification are usually prerequisites for entry into this career field. Many of these occupations require a master's degree or higher for certification.



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

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

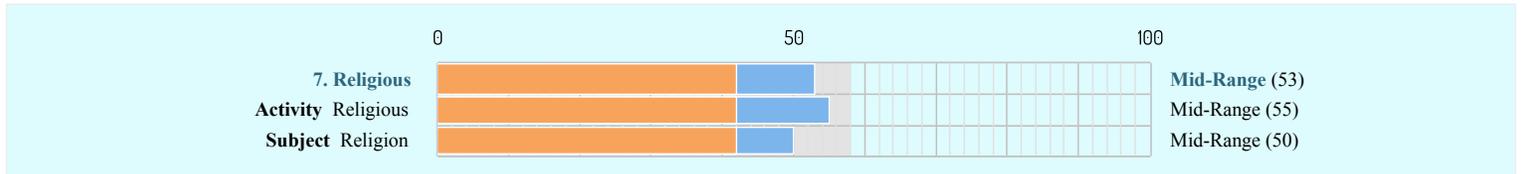
Educational courses to prepare for these career fields focus in the area of business administration, management, marketing, human resource management, and finance.



People who are interested in this career group enjoy entertaining or communicating through presentations of artistic talent and/or public speaking. Occupations include the following:

- ✓ Professional singer
- ✓ Training specialist
- ✓ Announcer
- ✓ Radio/TV Announcer
- ✓ Talent director
- ✓ Actor/Actress
- ✓ Producer/director
- ✓ Reporter
- ✓ Musician Conductor

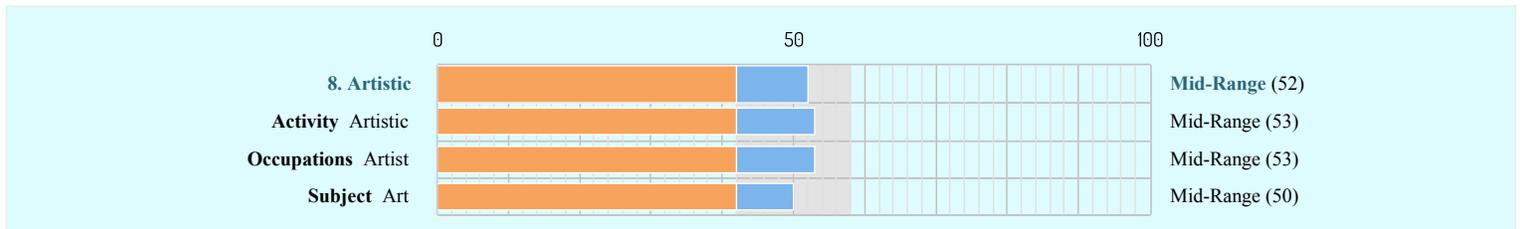
Positions in these fields are very competitive and may be difficult to secure. A back-up job is frequently necessary to provide income while gaining experience. Areas of study related to these fields are music classes (vocal, instrumental), public speaking, theater, and broadcasting.



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

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

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



Those attracted to this group enjoy expressing ideas through the creation of original art work. Typical activities include drawing, designing objects with graphical art, planning and designing interior environments, sculpting, designing theater sets, design/repair, and photography. Occupations include the following:

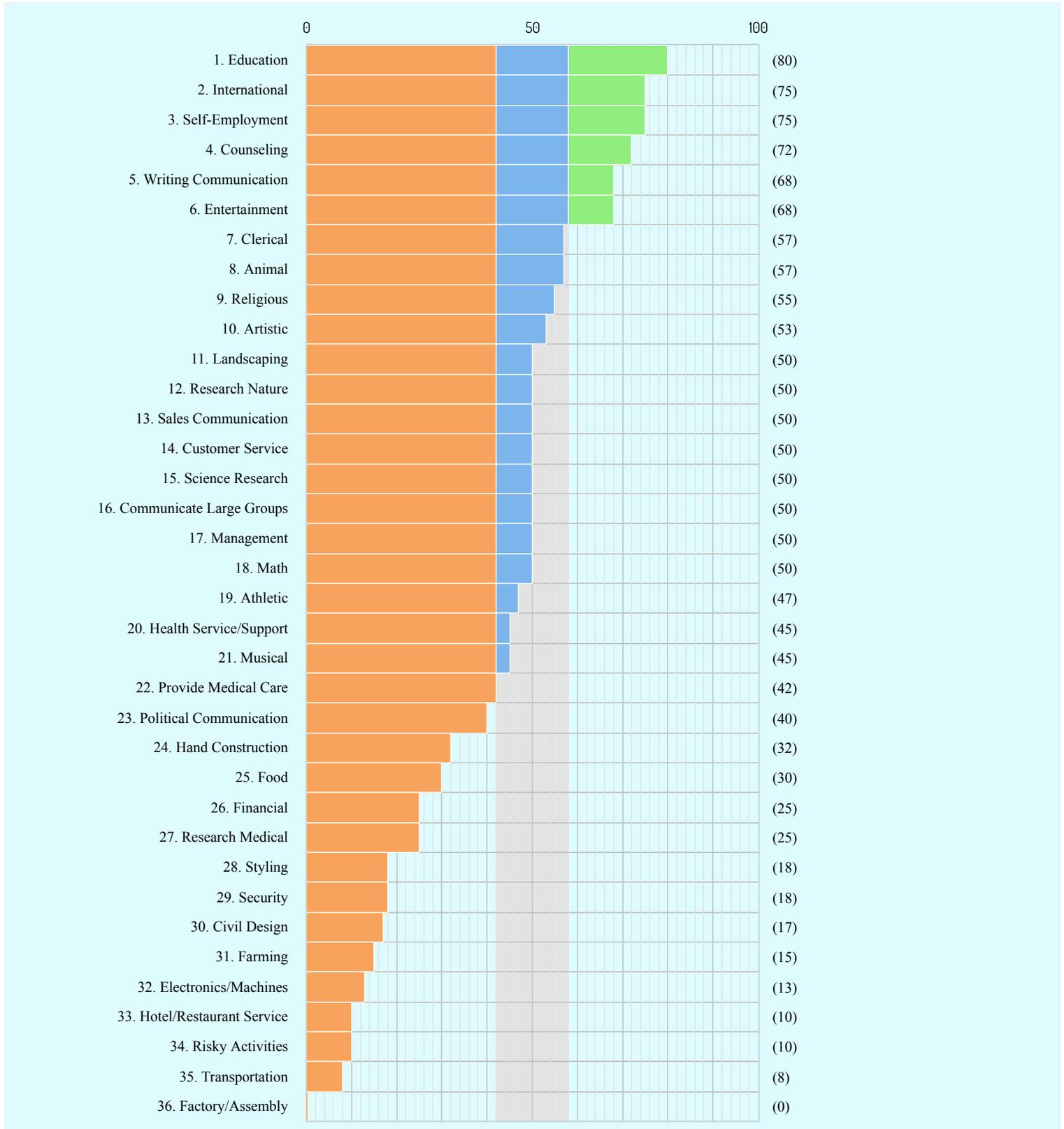
- ✓ Graphic designer
- ✓ Commercial Illustrator
- ✓ Camera operator
- ✓ Art director
- ✓ Cartoonist
- ✓ Theater set designer
- ✓ Multi-media artist
- ✓ Artist
- ✓ Photographer

Educational courses in art, drawing, art history, computerized graphic art, interior design, sculpture, or photography may enhance natural talents.

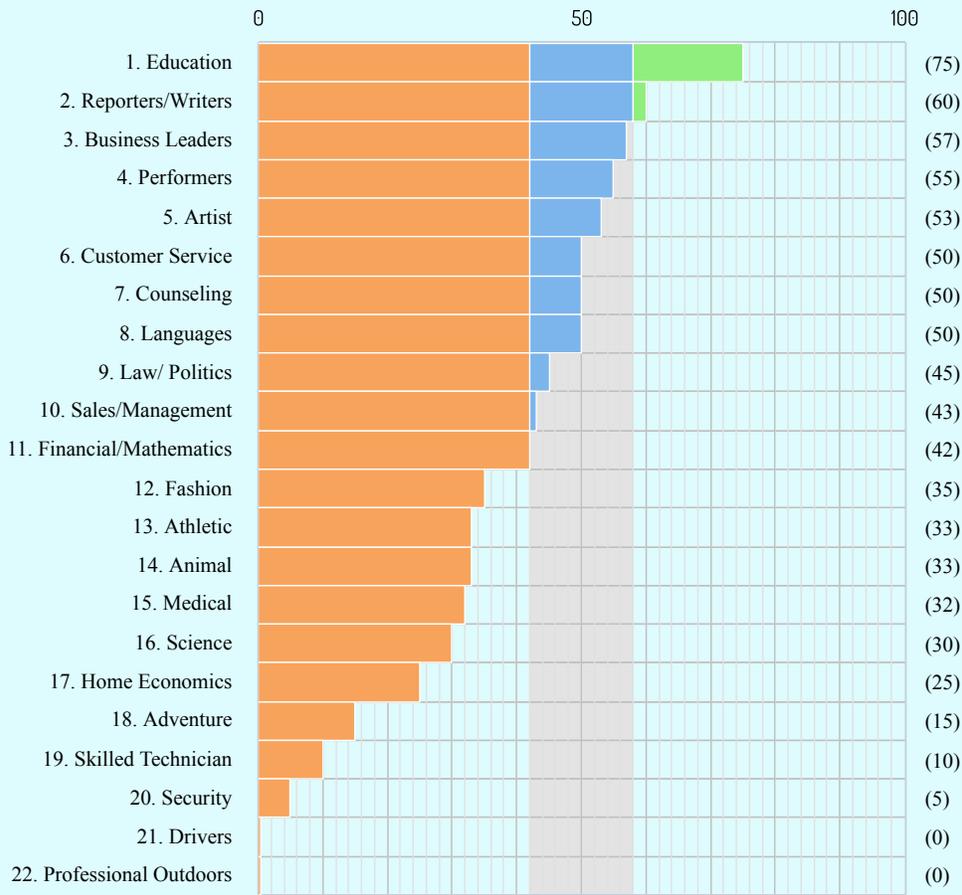
## 2.2 Combined Scores

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.

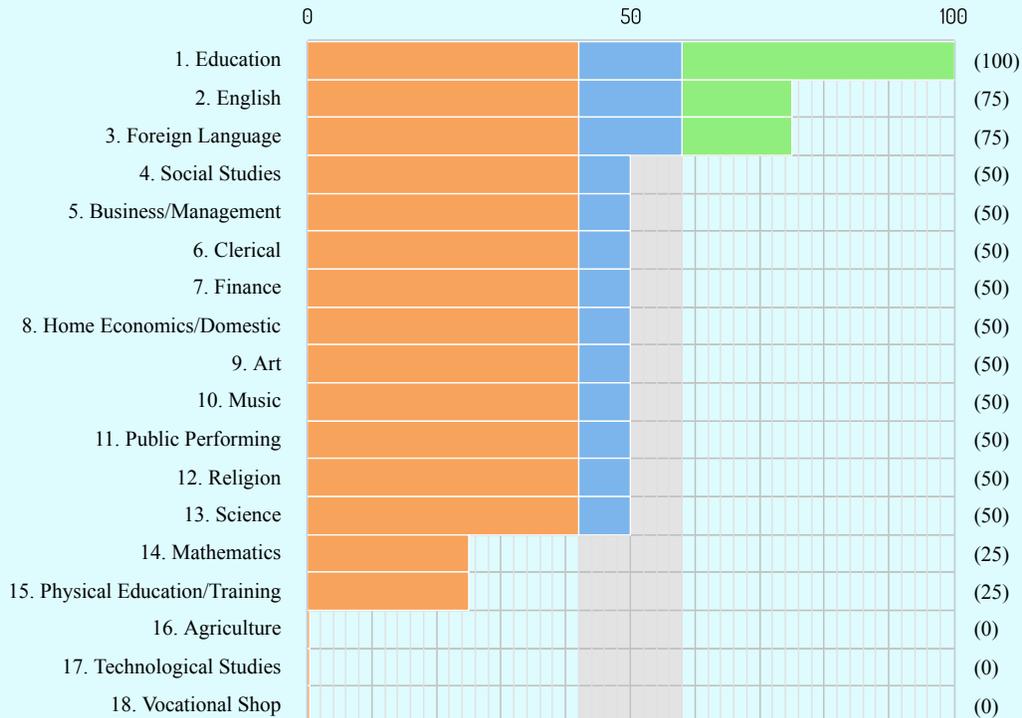
### Activity Groups



## Occupation Groups



## Subject Groups

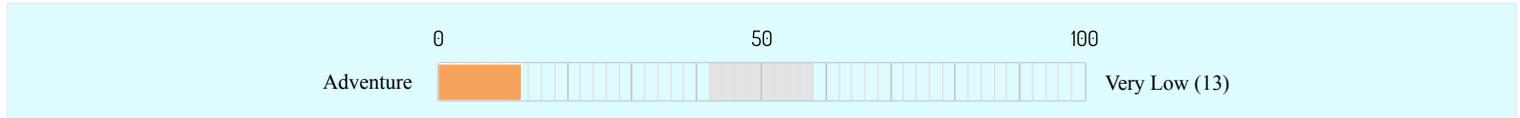


## 2.3 Potential Occupations In Your Top Groups

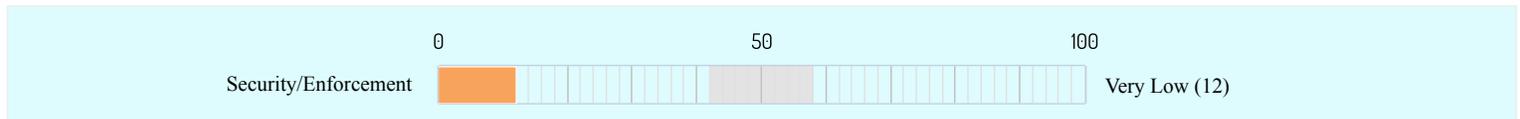
Patricia, your top eight Career Groups described on the previous pages provide general definitions for broad groups of occupations in which you have the highest level of interest. Some of the descriptions and occupations in the groups may not appeal to you. That's fine; just make note of what you don't 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

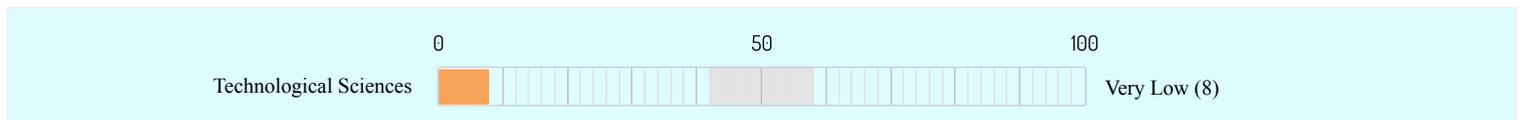
It's important for you to take note of your four lowest interest groups. They are listed in the chart below. Areas of low scores can reveal some insights about your career interests.



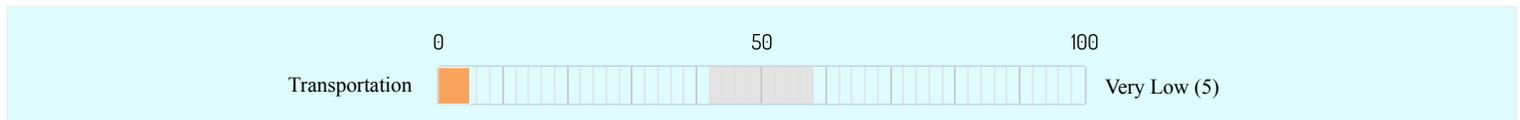
Participate in risky activities, drive in competition, fly combat or remote flights, put out forest fires, transport explosives.



Carry out investigations, conduct surveillance, protect people and property, respond to alarms, prosecute law breakers.



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



Drive various vehicles, provide public or private transportation.

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

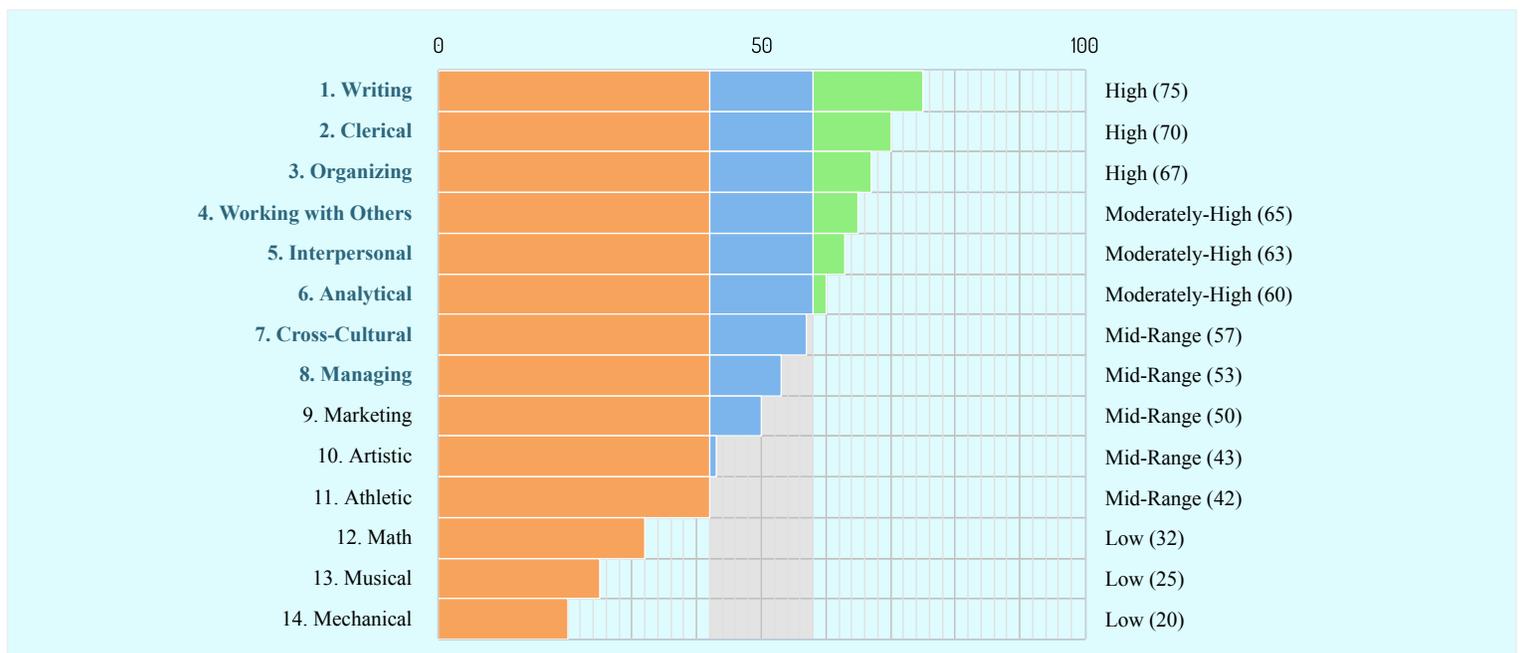
Patricia, an understanding of your skills will be important as you evaluate potential occupations. It is very critical that you match your work to career fields that utilize your best skills in order to gain the personal joy of doing something that comes naturally.

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.

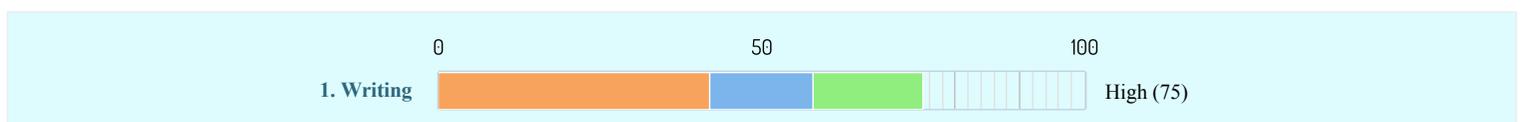
The bottom line is that you are most likely to excel when you use the skills that come naturally and bring joy in their use. Although you do need to be mindful of your weaknesses, it is generally unproductive to make them the primary focus for your work. In the area of skills, try to swim with the current,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

### Skills and Abilities

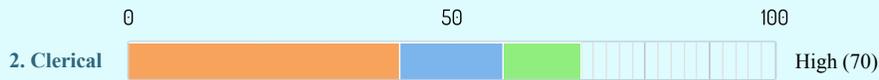


Note: This section's skill scores are from your self-assessment, not an achievement or an aptitude test. Research indicates that self-assessment can give an accurate overview of a person's skills.

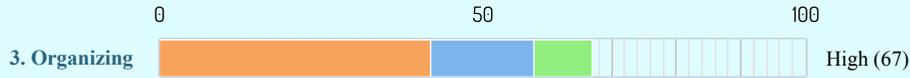
### 3.1 Skills and Abilities: Top 4 Areas



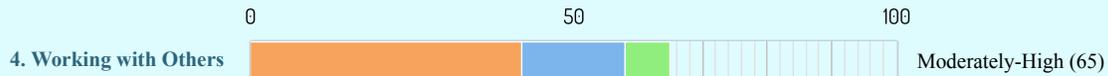
People who score high on writing skills typically are able to clearly communicate their thoughts and ideas through writing. Writing also requires the ability to synthesize information and present key points logically and concisely in reports, letters, or summaries. Individuals high in this skill area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



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



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



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.

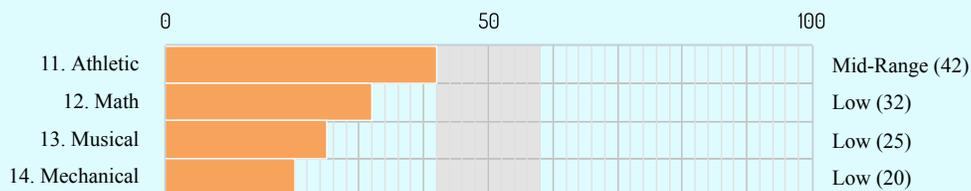
#### DEVELOP YOUR SKILLS

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

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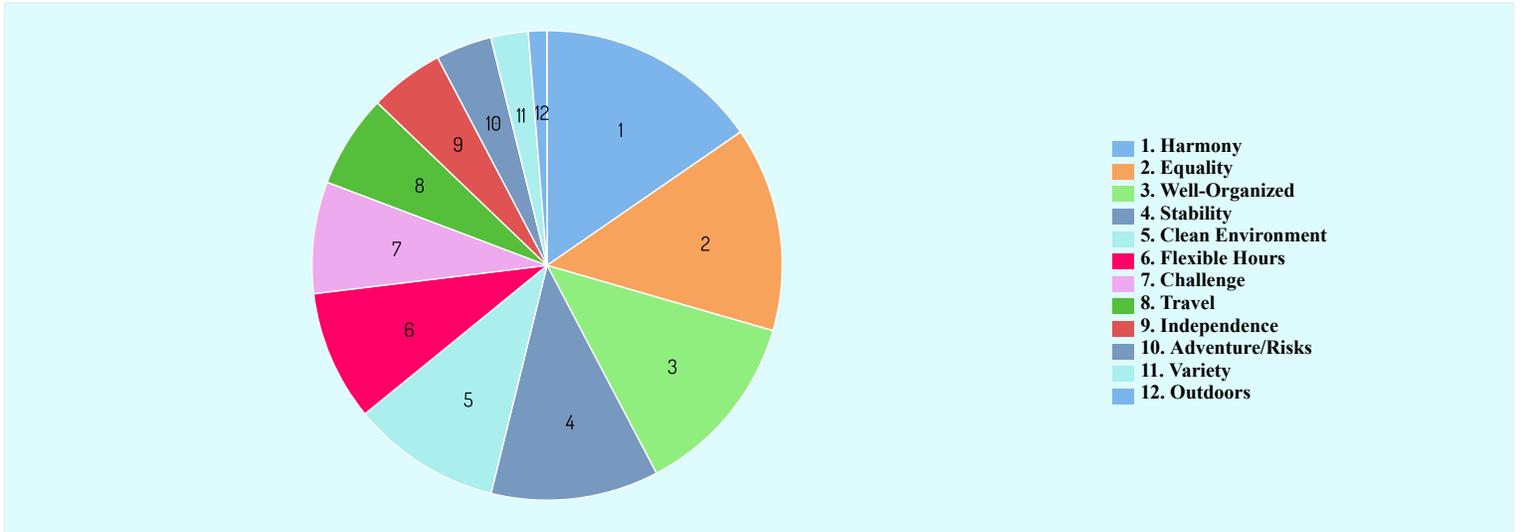
Patricia, you can be in a career field that is a good match for your vocational interests, skills, and personality strengths and still experience job dissatisfaction and stress if your work does not match your values. For example, many people value working outdoors and will never feel totally comfortable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

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

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

## 4.1 Values: Work Environment

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



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

#### 1. Harmony

You enjoy a harmonious, agreeable work environment. Look for occupations in which you can work with little confrontation, in harmony with your coworkers and boss and with a considerate team of individuals.

#### 2. 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.

#### 3. Well-Organized

You value a highly structured and organized work environment. Seek careers in which the work environment promotes order, neatness, and systematic processes.

#### 4. Stability

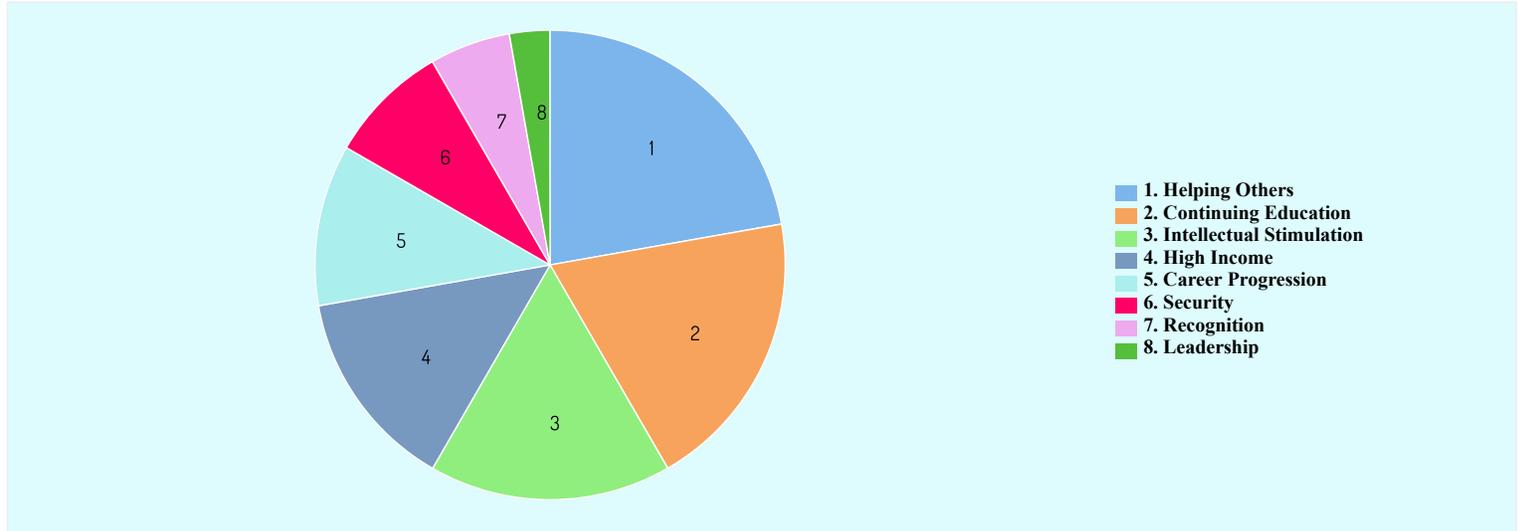
You enjoy working in an environment of consistency, an established routine, and no surprises. You value regular hours, steady salary, and a schedule that does not change.

## 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. Continuing Education

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

#### 3. 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. High Income

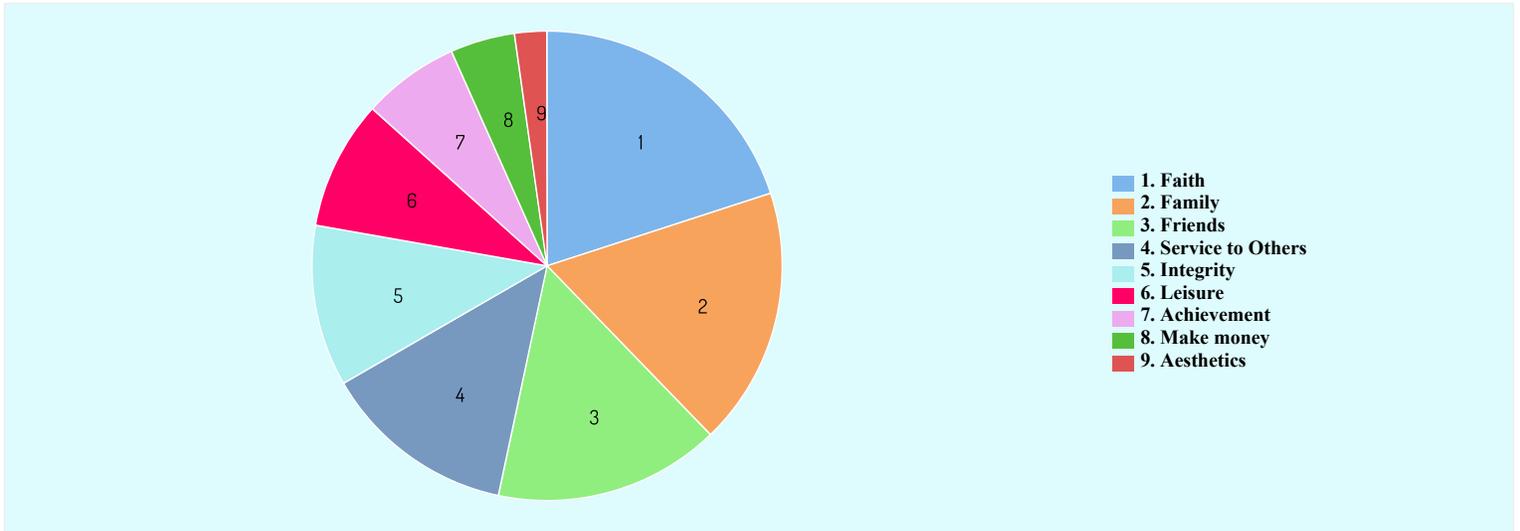
You value being highly rewarded financially for your efforts at work. To feel successful in your work, you believe a high-income level is a necessary factor.

### 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. Family

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

##### 3. Friends

Making and keeping friendships is an important part of your life. You enjoy spending time with close friends, helping them when they need you, and building and developing new friendships. You value a lifestyle that allows time to get away from responsibilities and to enjoy time with close friends and acquaintances.

##### 4. 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.

### **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.