

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 ARISING OUT OF OR IN CONNECTION WITH THE USE OF THIS ASSESSMENT.

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Using this report for Career Planning



Gloria, 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. The process of using your talents and interests to make career decisions will serve you well both now and in your future career management.

GETTING THE MOST FROM YOUR REPORT

There is much 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 is different from you in personality can be especially helpful in picking up on concepts you might miss. If you decide to see a guidance counsellor 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 work through the **Action Plan** in your **CAREER DIRECT GUIDANCE SYSTEM**.

Career Direct® Complete Guidance System Report

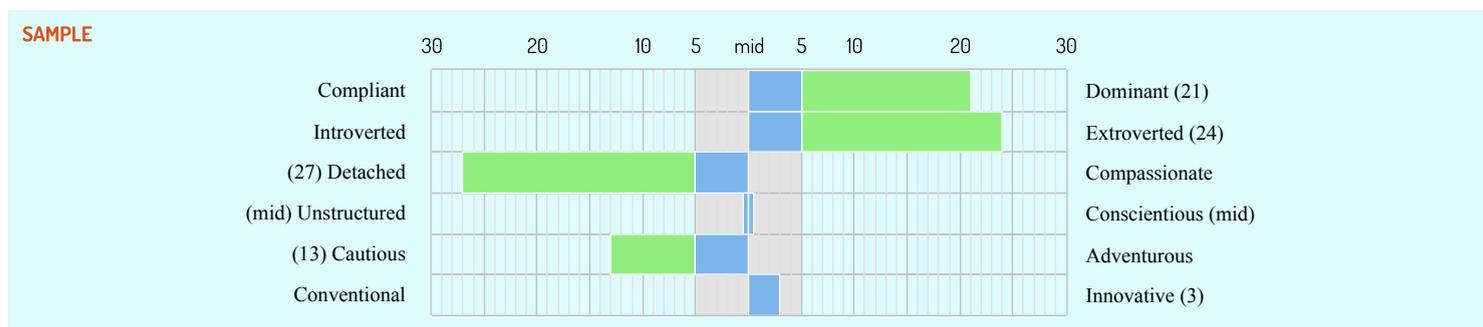
ORGANISATION OF THE REPORT

The report is organised 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.

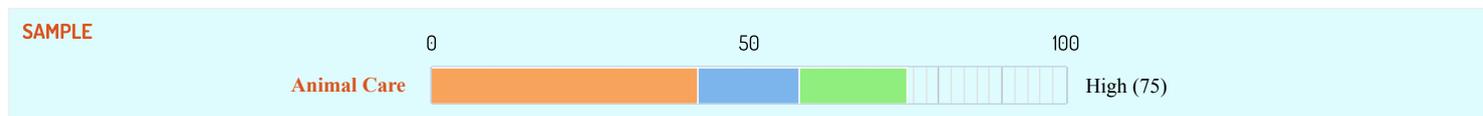
1. **Personality.** The report begins with the personality section, in which you will find an analysis of six personality factors in your Personality Highlights, your Typical Strengths and Non-Strengths, and your Career Environment based on your unique personality profile.
2. **General Interests.** In this section you will see a ranking of your interest in 21 General Interest Career Groups and descriptions of your highest career groups. These broad career groupings are derived from the Vocational Interests section of the Inventory. Your scores reflect your level of interest in 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 standardised 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 scale used is shown below.



The range of standard scores is from 0 to +30, and the average score is 0. For each factor, roughly one-third of the population will score between +5 and +30 on the right, one-third between + 5 on the left and +5 on the right, and one-third between +5 and +30 on the left. Interpret the scores on the scale as shown below.



You will notice on the sample scale above, those scores between +5 and +30 on the right and the left are interpreted as high. Scores between +5 on the right and + 5 on the left are considered MIDRANGE. These scores do not indicate achievement or "good" or "bad" scores. They represent your measured standing, indicating your natural behaviour. The more you tend to go left or right, the more evident your behaviour would be towards that specific dimension. 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

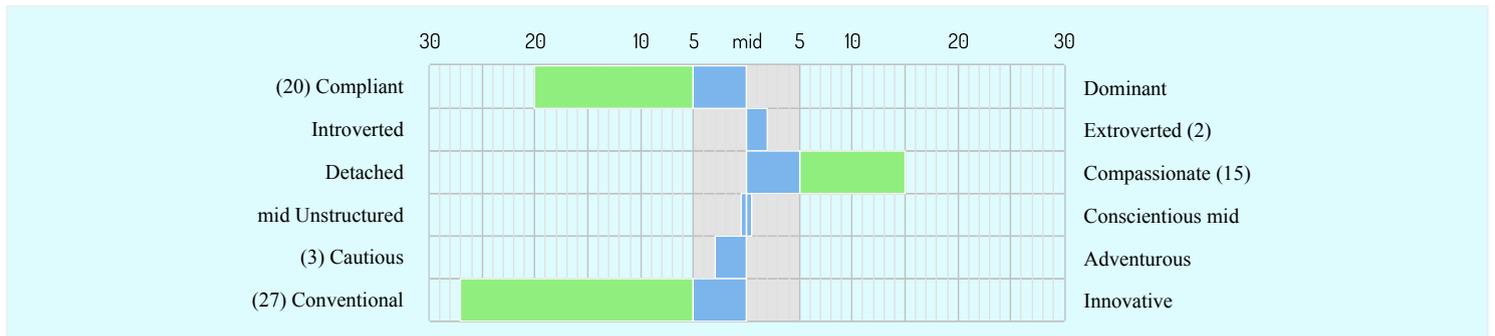
Gloria, in this section, the term personality describes the way a person is naturally motivated to act. For example, some people are naturally motivated to be very organised and precise, and some are more spontaneous and casual. Likewise, some are risk takers, and some are naturally cautious.

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 essential 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 personality survey covers six major factors of 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 his 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 behaviours. For example, those who score in the extroverted direction will naturally have a significantly 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 behaviours. As you read this section, keep in mind that all points on the scale have strengths and non-strengths.

CONFIRMING YOUR PERSONALITY FEEDBACK

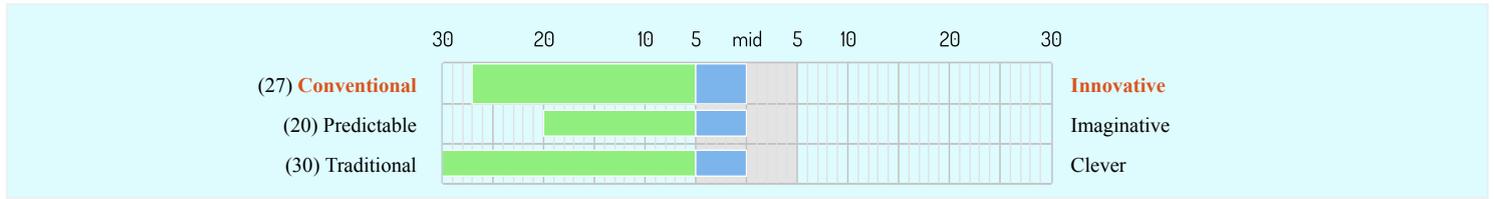
This section of your report, as well as the rest of the report, has been developed from the responses you provided and reflects profiles that are typical of people who scored like you. The reports are usually quite accurate, but every insight may not apply to you. You will need to confirm the information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

Gloria, 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 scale 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

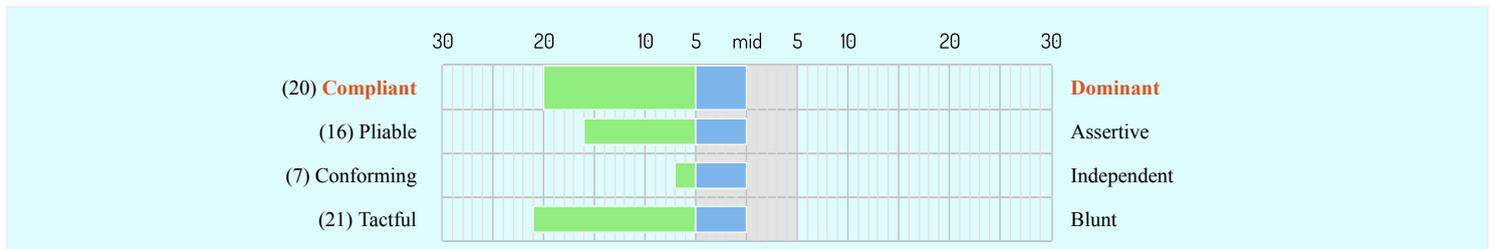
Gloria, your score on the CONVENTIONAL/INNOVATIVE scale indicates that you tend to be conventional in your thinking. The associated strengths would be that you excel as a practical, down-to-earth individual, whose focus is set on proven methods. Grounded in a realistic approach to life, your preference 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. Compliant

Naturally cooperative with others to get the job done and tend to lead by setting the example rather than by taking charge.



Career Implications

Based on your score on the COMPLIANT/DOMINANT scale, in your work situation you should look for:

- ✓ Caring leadership
- ✓ A harmonious work team
- ✓ A clearly defined mission
- ✓ Minimum rejection
- ✓ Opportunities to cooperate
- ✓ Non-confrontational situations

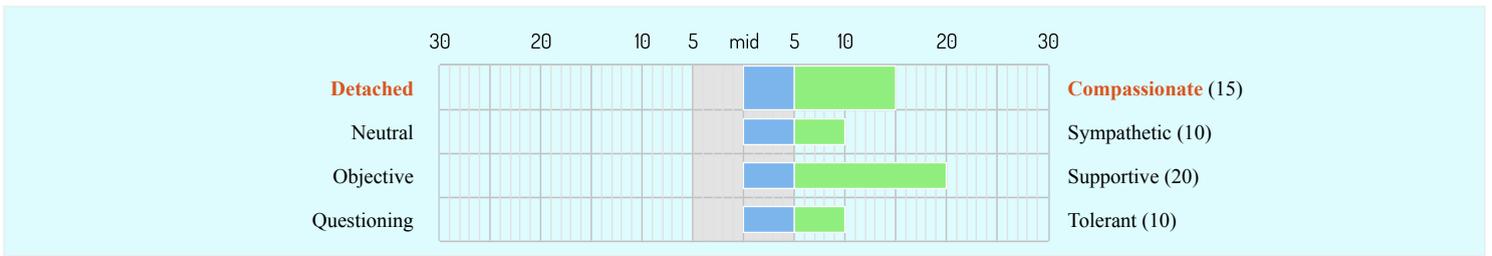
Gloria, your score on the COMPLIANT/DOMINANT scale indicates that you naturally cooperate with others to get the job done. You tend to be a team player who can be depended on to support organisational goals. Others respect you for your loyalty. You probably find that you are more concerned about just getting the job done than who's going to be in charge. Your strengths focus on your tactful demeanour, the way you support others, and your ability to promote harmony in the group.

The most common weakness you may face involves hesitancy to take action or speak out. To become more effective, you may need to project yourself into a more outspoken role in certain situations. Doing this will help you overcome a lack of confidence or shyness.

When you hold back, some of your best ideas never get heard, and there may be times when you need to act. Practice being more assertive and you probably will be surprised at the respect others have for your abilities. By opening up and sharing your talents, you will make even greater contributions in every area of your life.

3. Compassionate

Compassionate, 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**

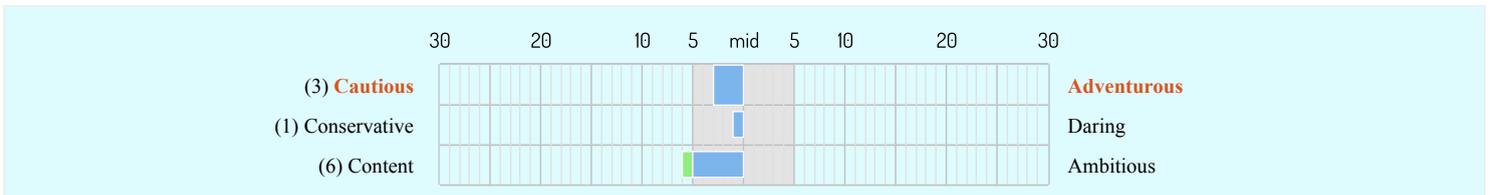
Your score on the DETACHED/COMPASSIONATE scale indicates that you are a person of compassion and understanding. Your sensitivity enables you to be attuned to the hurts and struggles of those around you. As a patient, nonjudgmental listener, you can have a very profound influence on others, especially 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 organisations and work teams you are considering before you join them.

4. Cautious / Adventurous (Mid-Range)

Average in your drive and spirit of adventure, but are 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:

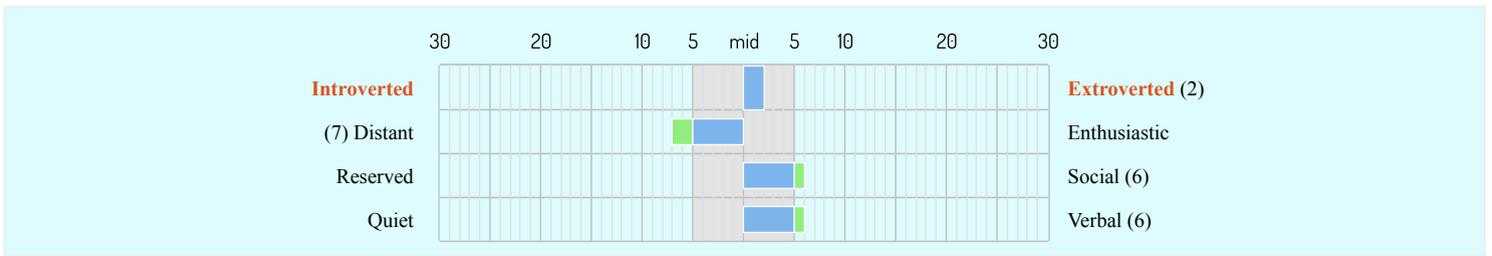
- ✓ Challenge**
- ✓ New undertakings**
- ✓ Competition**
- ✓ Clear results**
- ✓ Risk taking**
- ✓ The unusual**

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.

5. Introverted / Extroverted (Mid-Range)

Engaging and pleasant with others when approached, but you 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

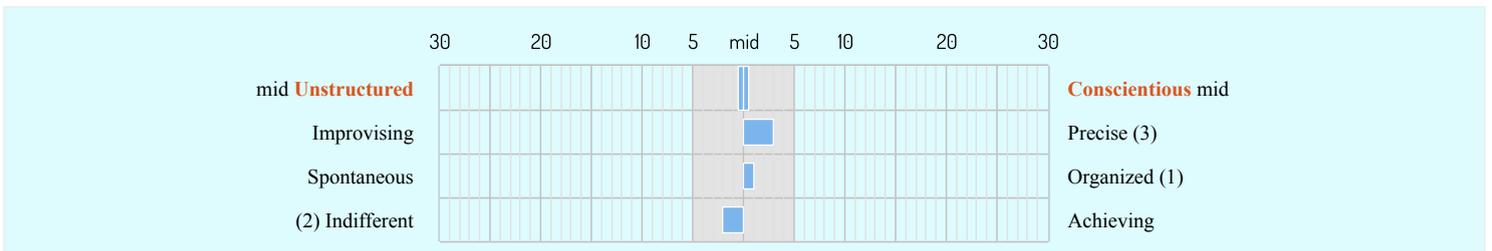
You scored in the mid-range on the INTROVERTED/EXTROVERTED scale. This means that you probably enjoy a combination of time with others and time alone. You have good verbal skills and are comfortable in meeting others. However, if you are among friends, you are likely to be more open and conversational. 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.

6. 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.

1.3 Typical Strengths

Gloria, 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.

- Helpful to others.
- Good team player.
- Diplomatic in relating to others.
- Relies on logic more than emotions and enthusiasm.
- Outgoing, good mixer; energized by meeting new people.
- Strong verbal skills, persuasive, and motivating; can inspire an audience.
- Compassionate and sympathetic toward others.
- Good at encouraging others.
- Agreeable and gets along well with others.
- Supportive of others; a steady performer.
- Good at maintaining routines and traditions.
- Very practical and good at following routines.

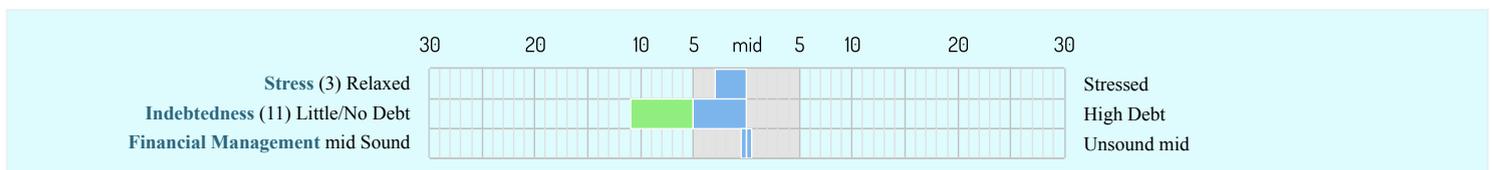
1.4 Typical Non-Strengths

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 minimise 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.

- Easily intimidated by others; tends to underestimate self.
- Hesitant in making decisions.
- May withhold true opinions.
- Can come across as being too serious and unenthusiastic.
- May have a problem with time management and keeping conversations focused.
- May dominate conversations; not always sensitive to the needs of listeners.
- 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 be complacent and slow to initiate.
- Tends to rely too much on established procedures.
- May underestimate personal abilities.

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 your level of stress is about the same as is experienced by the average person in society. Keep in mind that this instrument is not designed to identify or treat psychological problems. If you feel that you do need help in some area, contact an appropriate professional for a further diagnostic assessment.

Indebtedness

Your scores indicate that indebtedness is not a problem for you. Congratulations on being able to live within your income.

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

Gloria, 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.

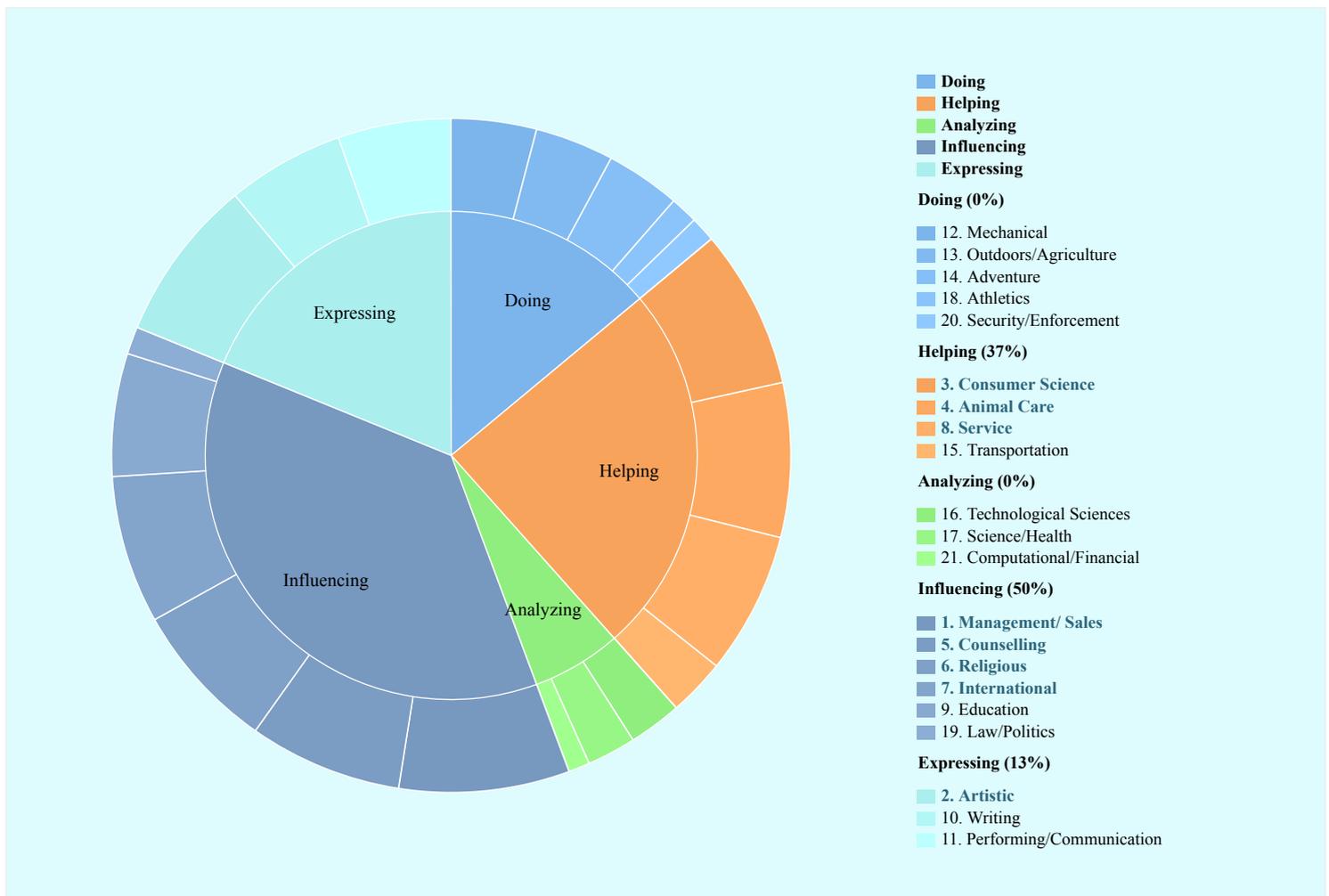
Because of the very nature of your interests, your leisure pursuits may have influenced your General Interest scores. This means you will have to use some discretion when interpreting your General Interest section of the report.

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, recognise the high score for what it likely is - something you will do for fun and leisure but not for a career.

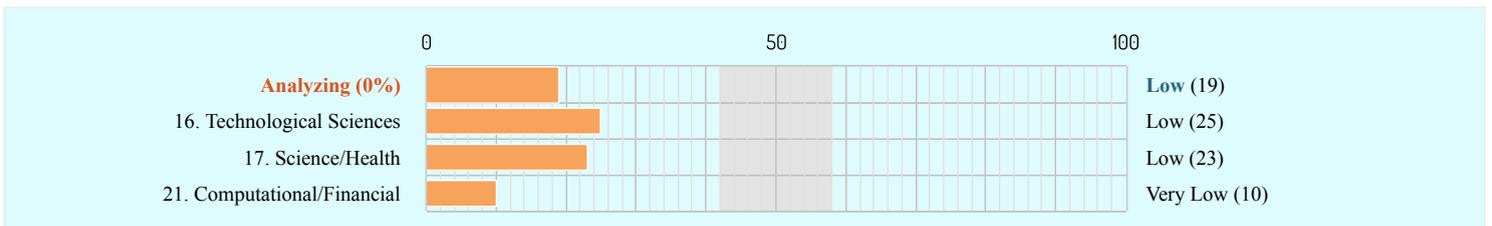
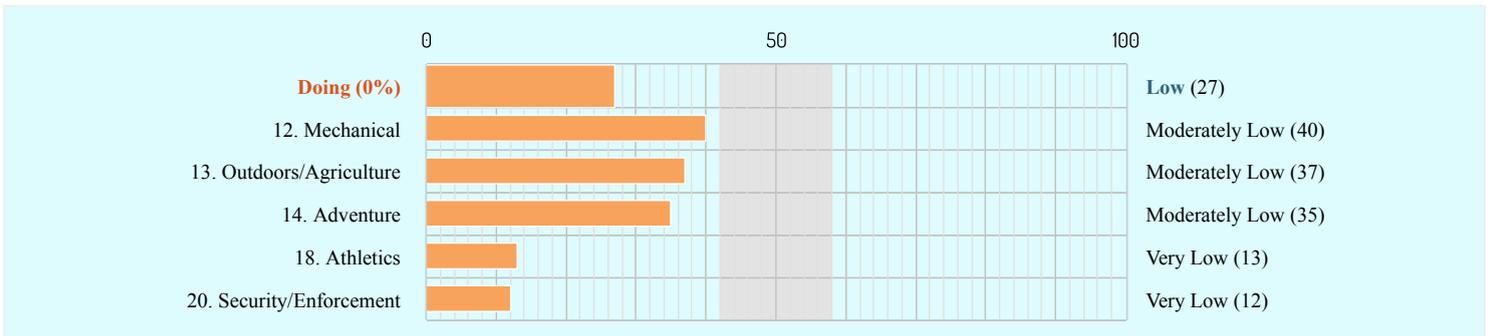
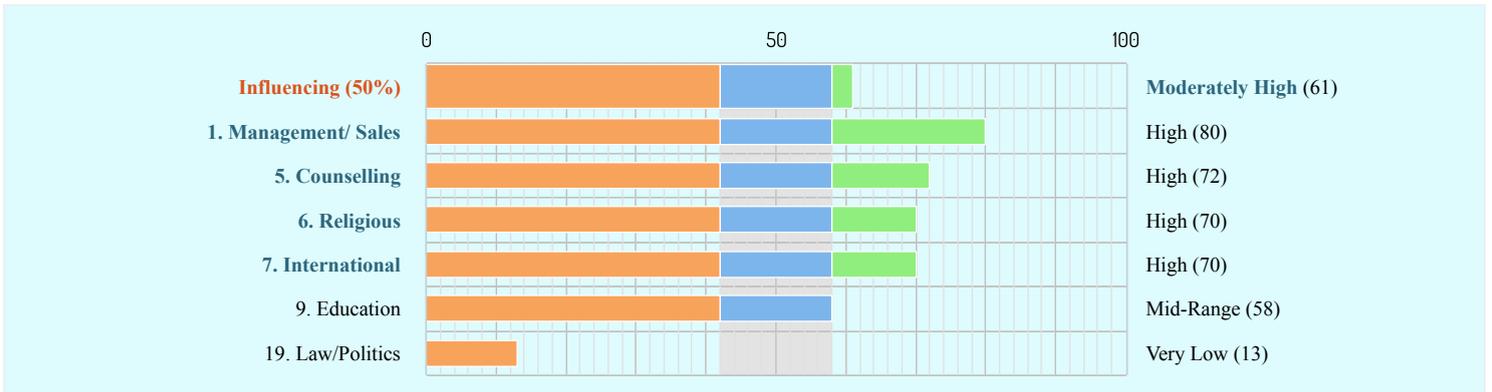
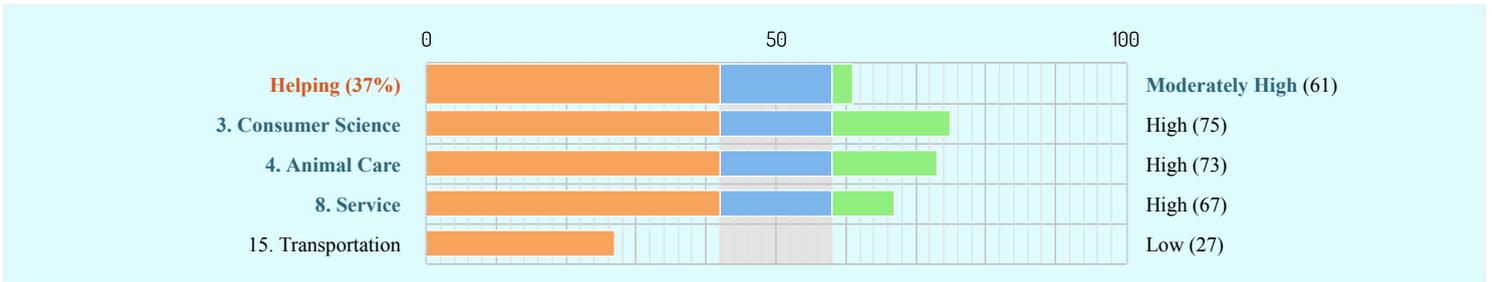
On the other hand, Gloria, the more you can relate your work to areas that excite you, the more likely you are to be successful. One person who loved shooting a bow and arrow became the top salesperson for a leading archery company by pursuing strong interests in archery and the outdoors. Likewise, many 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 categorise career interest. This report uses 21 Career Groups arrayed within five major Career Interest Areas, as shown below.

Major Interest Areas and Career Groups



Five Major General Interests Areas

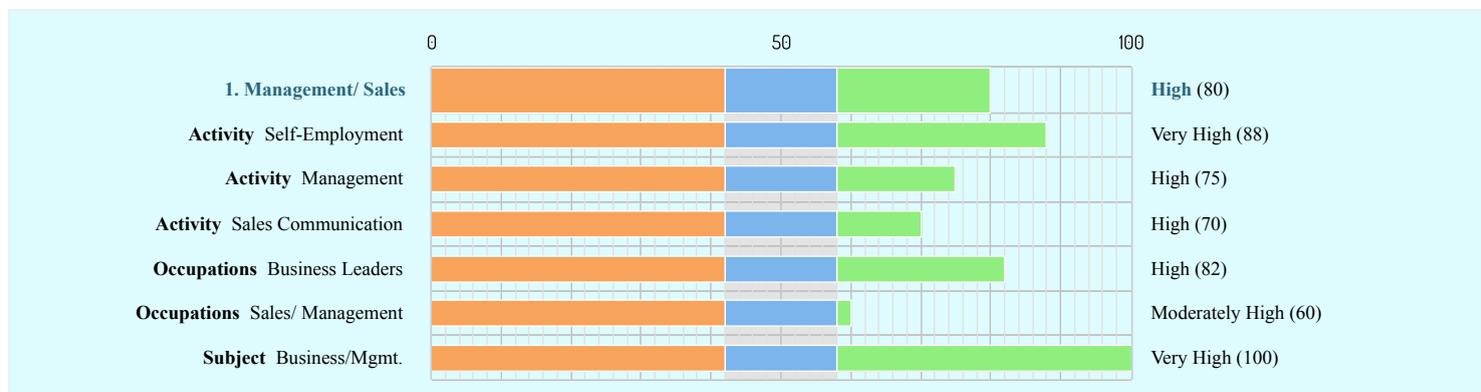


2.1 Top Eight Career Groups

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 significant 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.

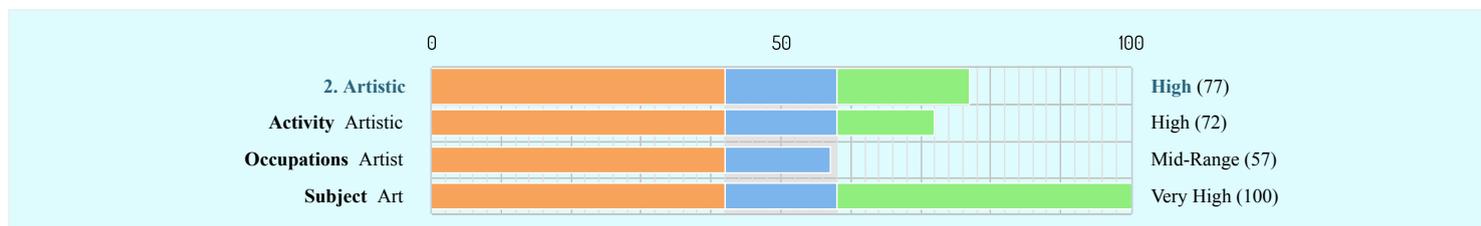
Note: All groups have Activities, but not all contain both Occupations and Subjects groups



This career group centres 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
- ✓ Real Estate Agent/Realtor
- ✓ Insurance sales agent
- ✓ Buyer
- ✓ Retail store manager
- ✓ Stockbroker
- ✓ Business executive
- ✓ Travel agent
- ✓ Manager

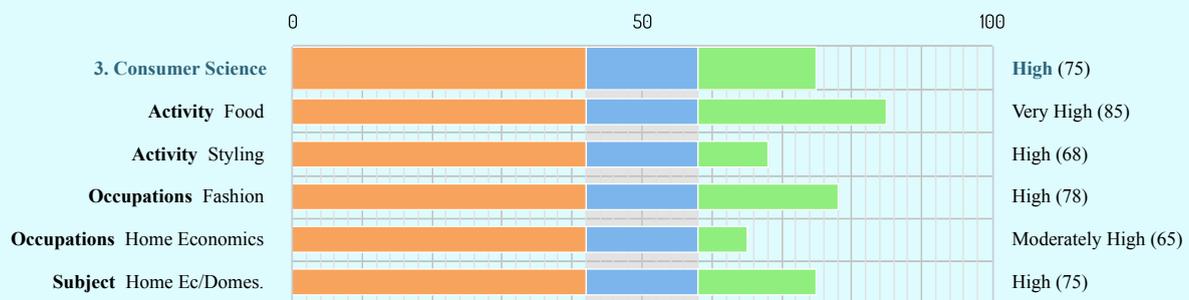
Educational courses to prepare for these career fields focus in the area of business administration, management, marketing, human resource management, and finance.



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

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

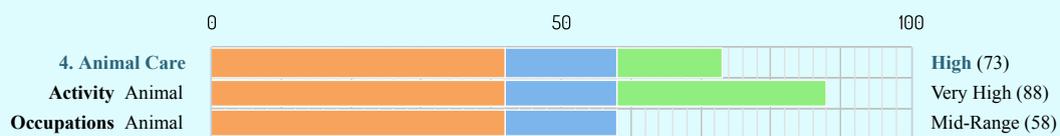
Educational courses in art, drawing, art history, computerised graphic art, interior design, sculpture, or photography may enhance natural talents.



This career group centres around activities like menu planning, catering, decorating, hair styling, and personal care. The following are typical occupations:

- ✓ Chef
- ✓ Interior decorator
- ✓ Catering manager
- ✓ Fashion designer
- ✓ Food service manager
- ✓ Home health aide
- ✓ Beautician
- ✓ Dietitian
- ✓ Florist

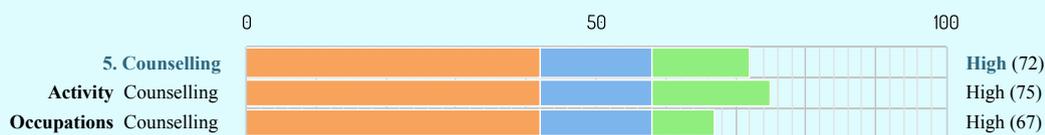
Areas of study to prepare for these fields include family, child care, consumer and food science, restaurant management, interior and fashion design, clothing, and cosmetology.



This career or interest group relates to activities of all kinds involving animals. These activities include treating sick or injured animals, caring for them in a kennel or lab, training animals, and understanding animal behaviour. A high interest in this area may also indicate that animals are an important part of one's life, but not necessarily the focus of one's career. The following are examples of possible occupations for those that choose to work in this career group:

- ✓ Veterinarian
- ✓ Animal Trainer
- ✓ Zookeeper
- ✓ Wildlife biologist
- ✓ Veterinary assistant
- ✓ Groomer
- ✓ Race horse trainer
- ✓ Kennel supervisor
- ✓ Animal breeder

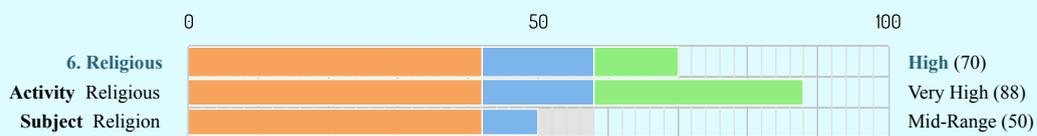
(See Job Sampler, Animal Care, for additional occupations.)



Work in this group relates to influencing others for the purpose of self-improvement and problem-solving. Typical activities include counselling, testing, listening, and advising others. Occupations include the following:

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

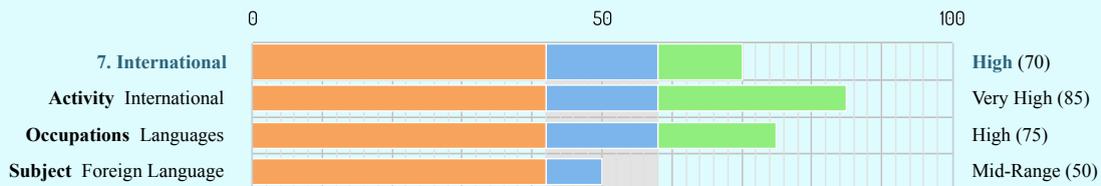
A college degree and certification are usually prerequisites for entry into this career field. Many of these occupations require a master's degree or higher for certification.



This career group centres 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 a high interest in this field volunteer their time rather than working in a full-time position. Occupations include the following:

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

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



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.



This career group centres on activities that assist, help, or provide a service to others. People interested in service-related occupations usually enjoy interacting with people, answering questions, keeping records, inspecting products, operating office equipment or machinery, or providing assistance to others. This broad career group includes the following occupations:

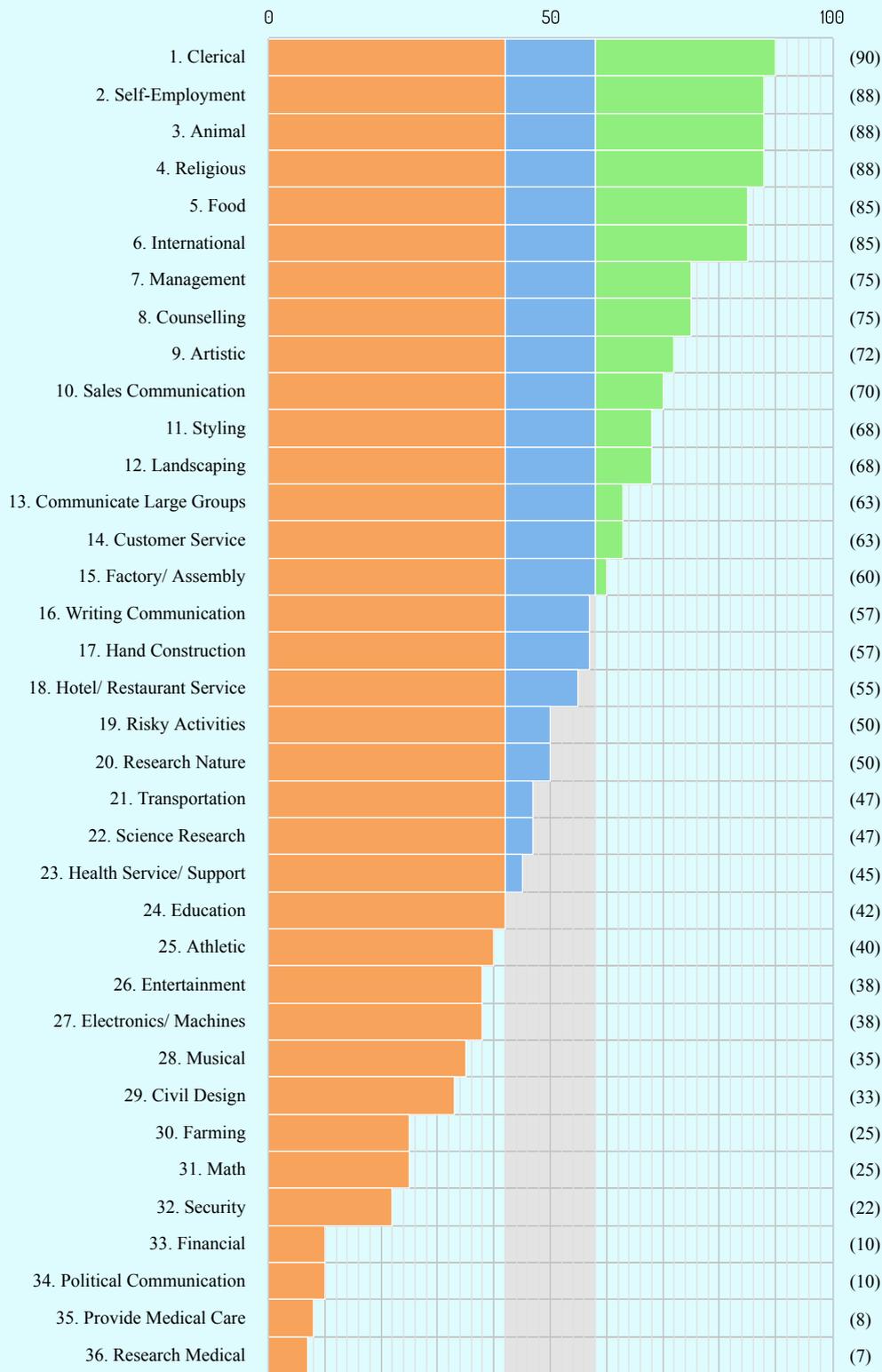
- Customer service representative
- Banking associate/ teller
- Administrative assistant
- Concierge
- Cashier
- Help desk analyst
- Restaurant server
- Receptionist
- Hotel desk associate

Patience, accuracy, dependability, and helpfulness are characteristics needed for success in this career field.

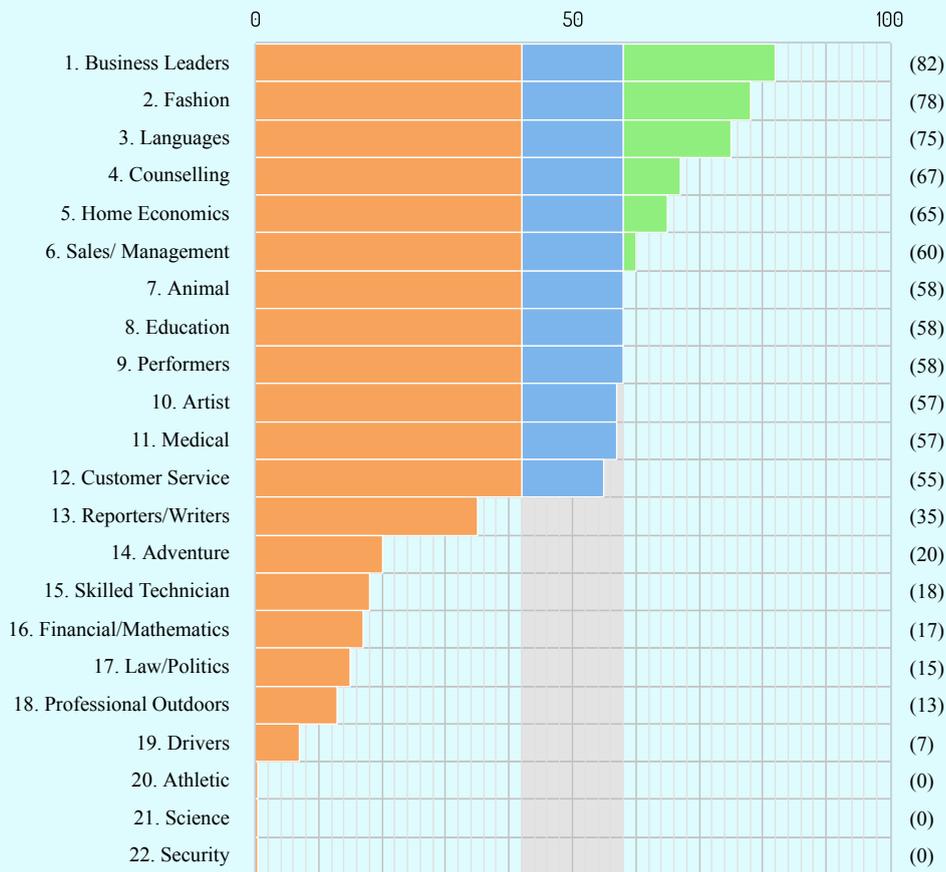
2.2 Combined Scores

The tables below contain your actual standardised 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. These scores are on the same scale as on the graphs (low = 20 to 44, mid-range = 45 to 55, and high = 55 to 80). Keep in mind that these are interest scores and **do not** take into account your experience or abilities.

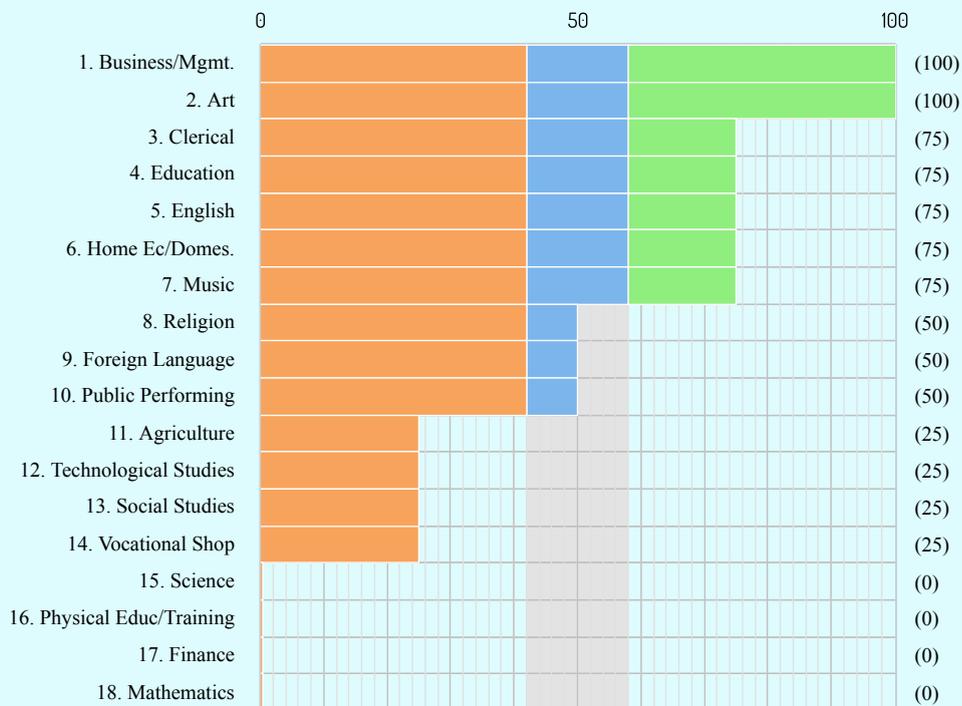
Activity Groups



Occupation Groups



Subject Groups

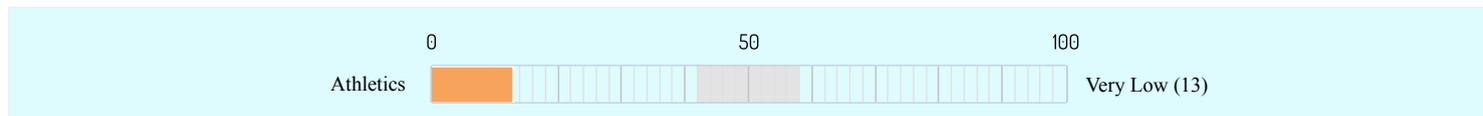


2.3 Potential Occupations In Your Top Groups

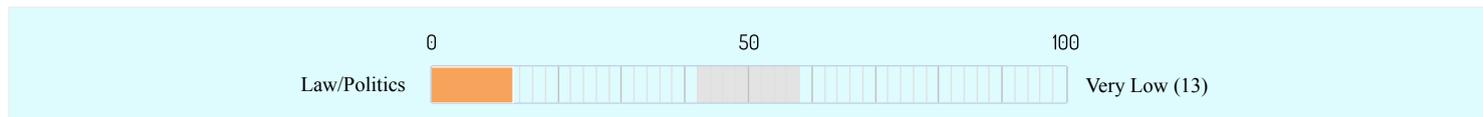
Gloria, your top eight Career Groups described on the previous pages provide general definitions for broad groups of occupations in which you have the highest level of interest. Some of the descriptions and occupations in the groups may not appeal to you. That is fine; just make a note of what you do not like and use it as a criterion to narrow your career interest. 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

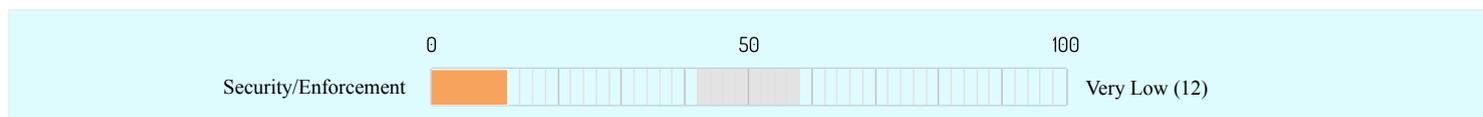
It is important for you to take note of your four lowest interest groups. They are listed in the chart below. Areas of low scores can reveal some insights about your career interests.



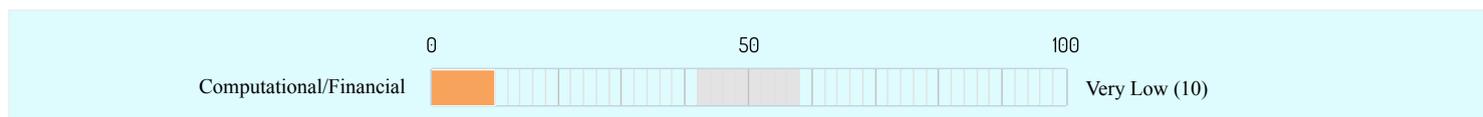
Compete in athletic events, coach, lead recreational activities, train in physical fitness, officiate/referee, act as a sports scout.



Manage a political campaign, hold public office, represent clients in court, conduct press conferences, speak persuasively.



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



Work with math formulas, work with computer software, perform financial activities, prepare tax returns, use statistics.

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

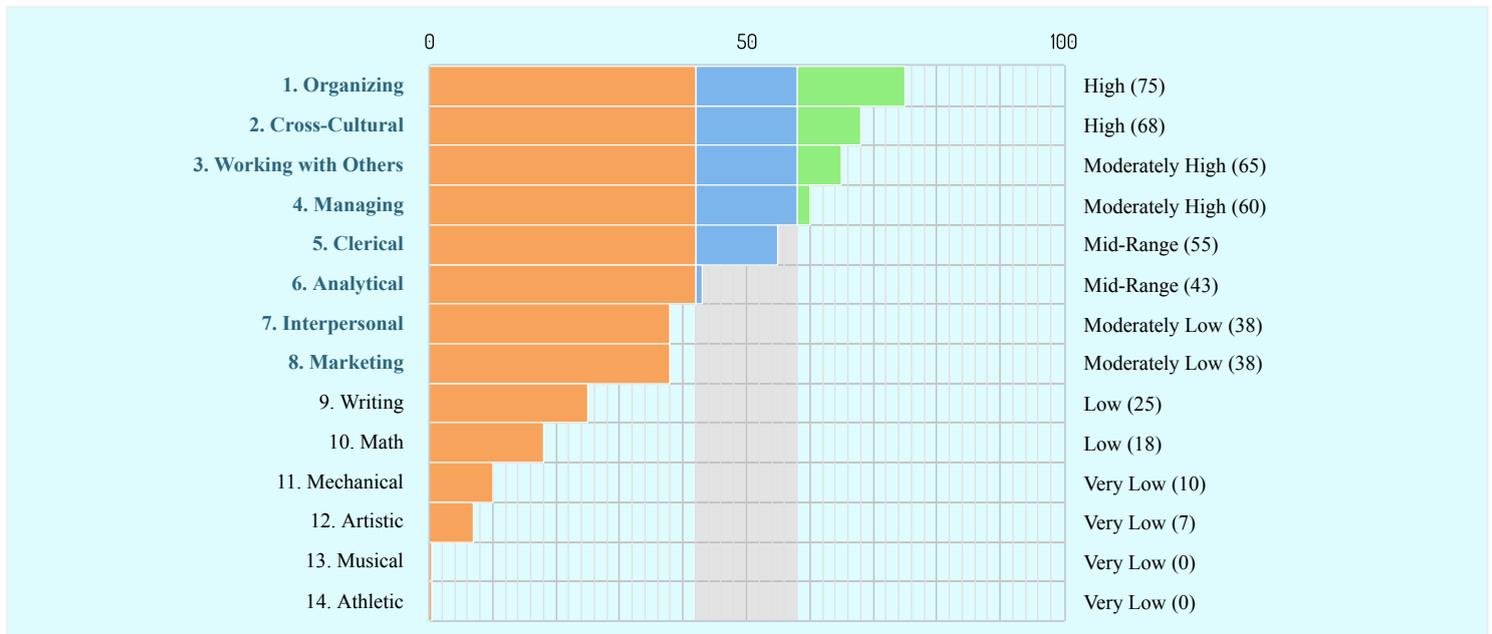
Gloria, an understanding of your skills will be important as you evaluate potential and occupations. It is critical that you match your work to career fields at which you excel to gain the personal joy of doing something that comes naturally.

There are two key reasons for building on your natural strengths. First, doing so will help you to maximise 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 is 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 recognised, 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.

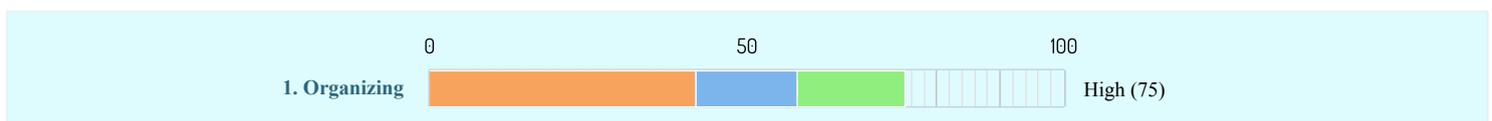
The bottom line is that you are most likely to excel when you use the skills that come naturally and bring joy in their use. Although you do need to be mindful of your weaknesses, it is generally unproductive to make them the primary focus for your work. In the area of skills then, try to swim with the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

Skills and Abilities

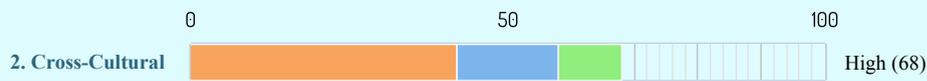


Note: This section's skill scores are from your self-assessment, not an achievement or aptitude test. Research indicates that self-assessment can give an accurate overview of a person's skills.

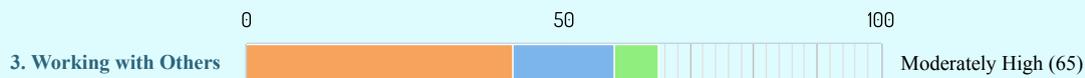
3.1 Skills and Abilities: Top 4 Areas



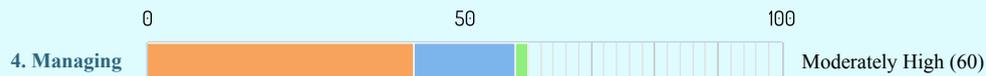
Since you scored high in the organising section, you typically excel at assembling, storing, and retrieving information, data, and items in a systematic fashion. You naturally perceive how information, details, and things are kept accurate and in good order to maximise efficiency. You are likely methodical,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



A love for language, as well as communicating with people of differing cultures typically characterises people who score high in the cross-cultural category. In addition, they have a knack for perceiving, understanding, and adapting to the customs of international cultures. Typically, their interests lie with some dimension of translating languages, either in business, government, or humanitarian-type effort.



Socialising 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 capitalise on your natural ease in meeting people and making them feel welcome.



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 maximise the use of these skills, you should consider occupations that include management, promoting, delegating, and leading others.

3.2 Skills and Abilities: Evaluate Your Skills

Carefully examine your highest-ranked skills and analyse 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.

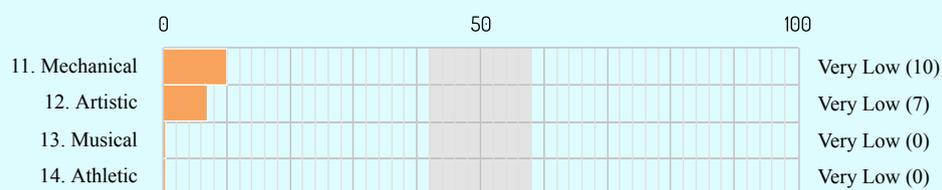
DEVELOP YOUR SKILLS

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 practising in order to fully develop natural music skills.

MINIMIZE YOUR EXPOSURE OF YOUR LOW-SCORING SKILLS

Gloria, 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

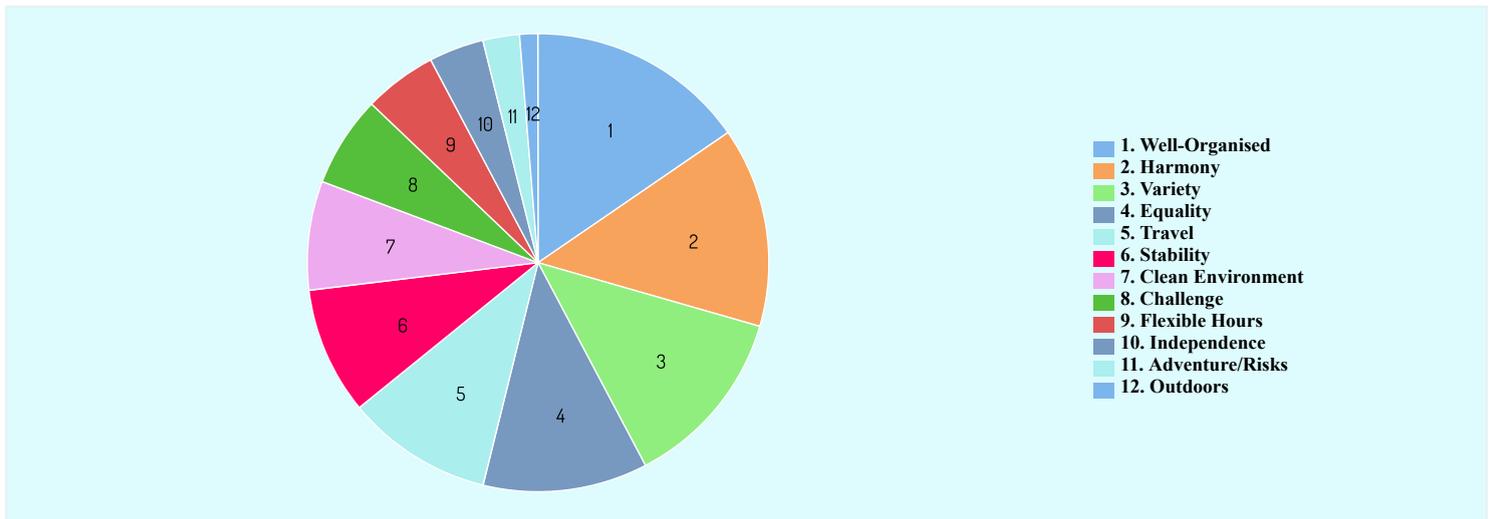
Gloria, you can be in a career field that is a good match for your vocational interests, skills, and personality strengths and still experience job dissatisfaction and stress if your work does not match your values. For example, many people value working outdoors and will never feel comfortable working 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 when working alone or with machines.

Many people think that they can be happy doing almost anything if it makes them successful in the material sense. All too often, they find themselves unfulfilled and burned out a few years into their careers. Using values as 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 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 anytime 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 ELEMENTS THAT RELATE TO WORK ENVIRONMENT



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

1. Well-Organised

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

2. 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.

3. 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.

4. Equality

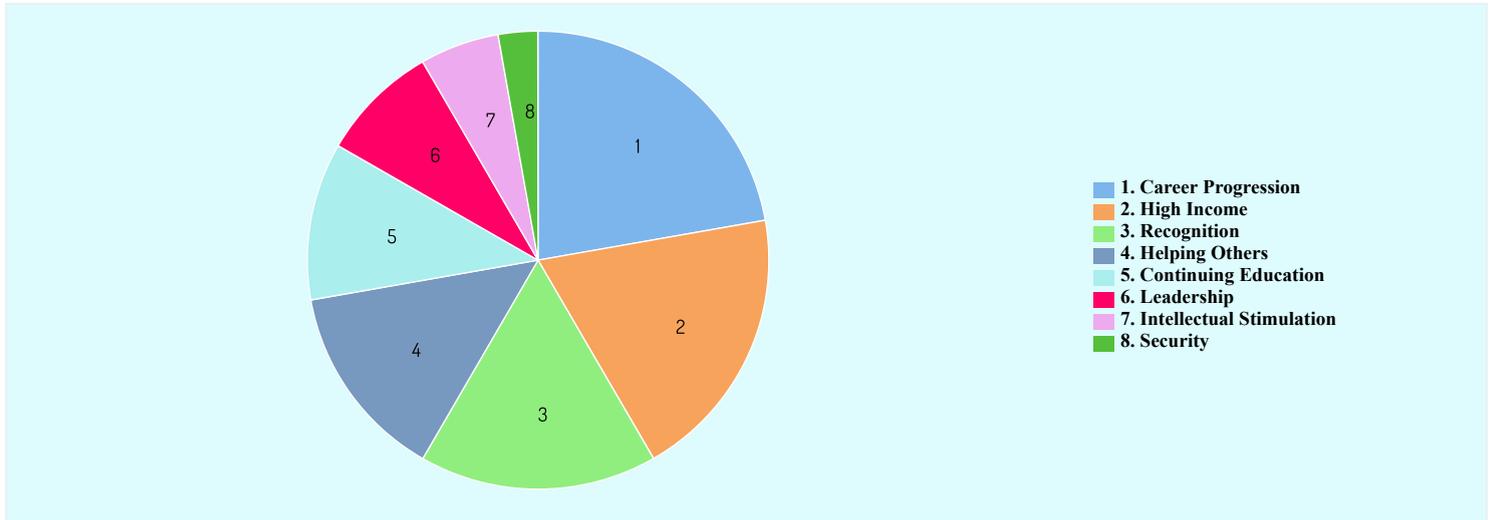
You enjoy working in a career in which people are treated fairly without regard to race, gender, creed, religion, or national origin. Look for career opportunities in which workers are paid equally at the same competency level, and all work opportunities are pursued without prejudice.

4.2 Values: Work Outcome

Although most people have some 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 is important that you recognise 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. Now is your opportunity to think through this critical area and make sure you know what is really important to you.

HERE ARE YOUR PRIORITIES FOR THE 8 OUTCOMES THAT YOU EXPECT FROM WORK



THESE OUTCOMES ARE THE MOST IMPORTANT TO YOU

1. Career Progression

You are interested in occupations that offer a well-defined progression of career positions. You enjoy moving up in the organisation by increasing your responsibility and authority at work. Look for job settings that offer a chance to grow and develop as a professional.

2. 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.

3. Recognition

You are willing to work hard to be known as someone who has made his or her mark. Recognition of accomplishment is a big motivator for you, so analyse potential occupational choices carefully to be sure that a clear rewards system is present.

4. Helping Others

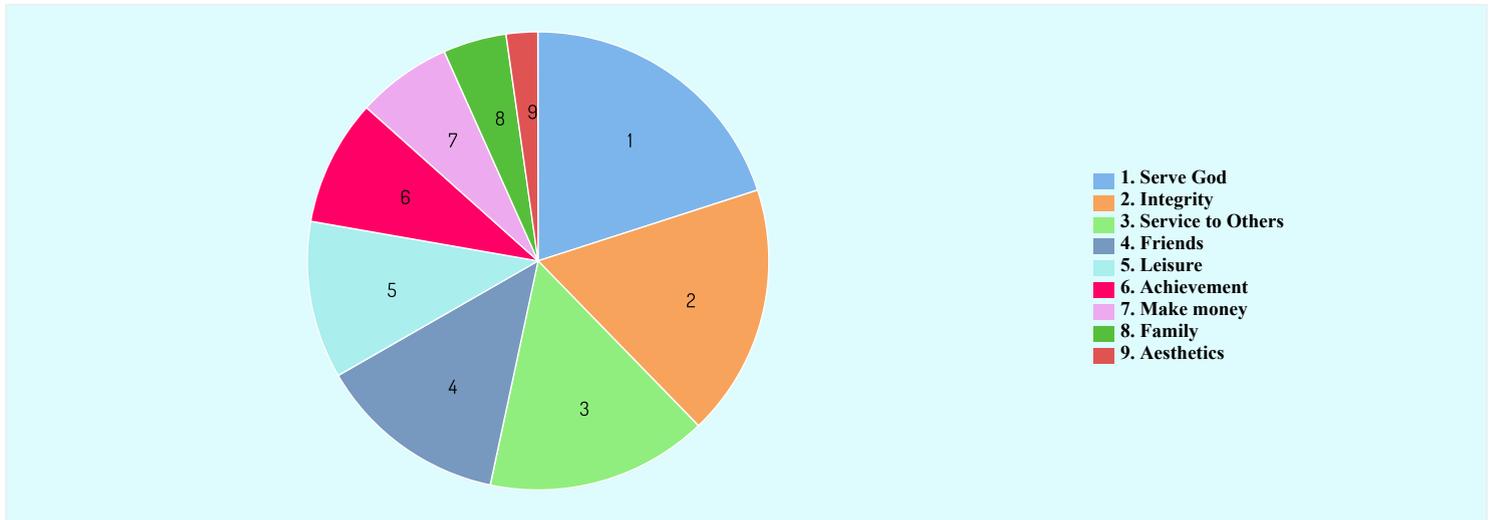
Contributing to the welfare and growth of others is important to you and should be an integral part of your work. This could be carried out through training, teaching, counselling, encouraging, and the provision of financial resources. Your occupational choice should afford the opportunity to express your concern for others.

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 is 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 fulfilment about their work. Your top four items that relate to life purpose are listed on the next page.

YOU PRIORITISED 9 ITEMS THAT RELATE TO LIFE PURPOSE



LISTED BELOW ARE YOUR TOP 4 PRIORITIES

1. Serve God

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 organisation 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. 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.

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 meet your stated life purpose values.

EXPECT YOUR VALUES TO CHANGE

These are your priorities, and you can change them anytime 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 an update and see how well you are sticking to 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.

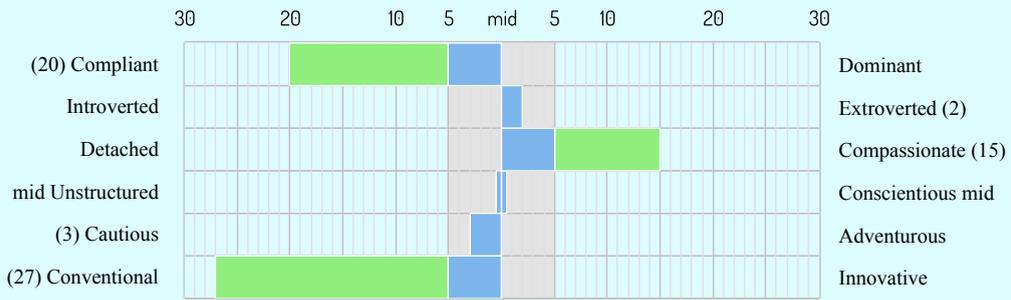
Reading through your CAREER DIRECT report is comparable to studying a road atlas in the first stage of planning the trip. It offers you a broad overview of the general directions to your destination, along with some alternative routes to get you there. However, just reading the report will not solve your career dilemma any more than simply reading a roadmap 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 imperative that you process through it completely. It will help you match your pattern with various occupations and educational training programs.

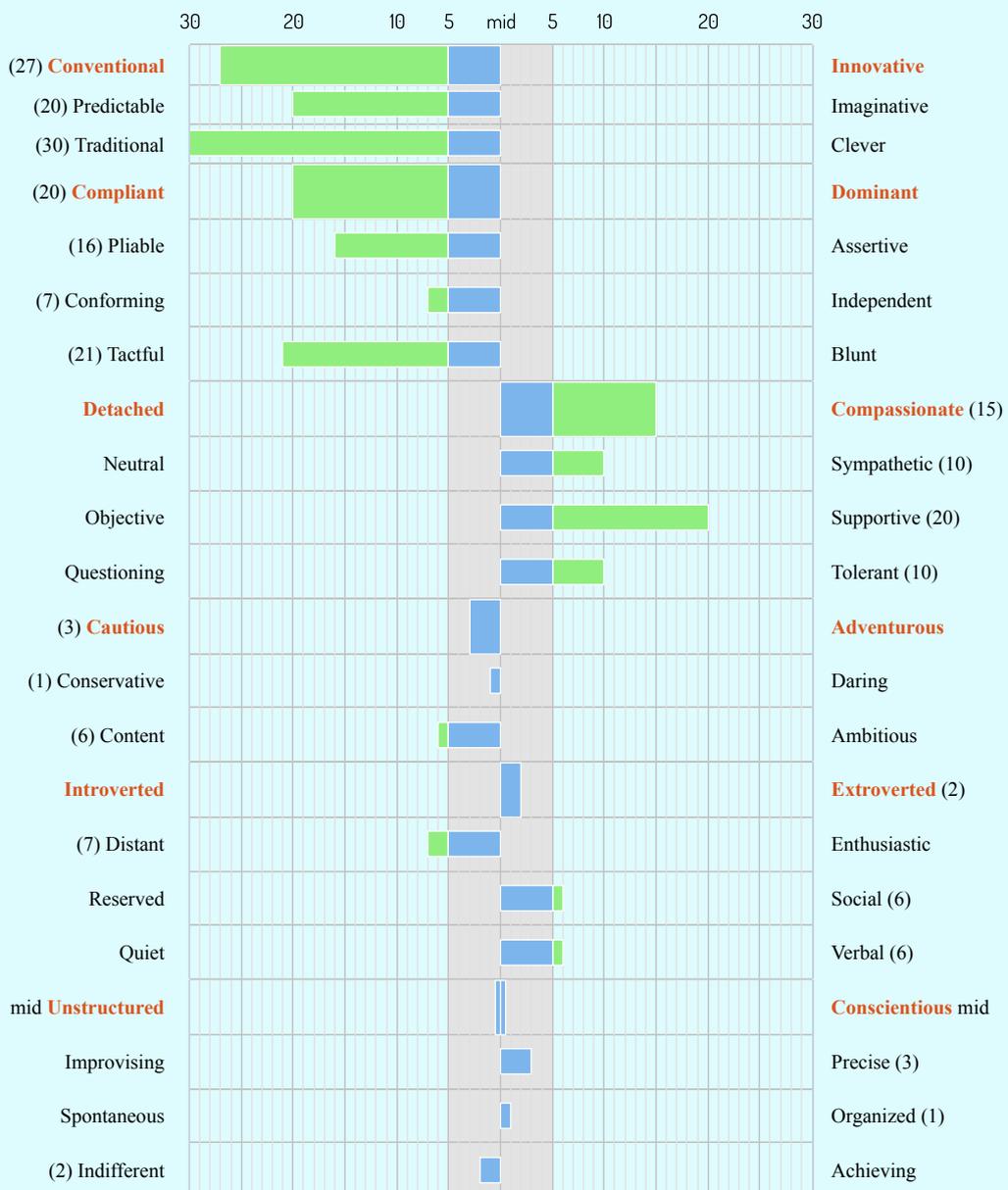
Above all else, don't forget that the basic goal in career planning is to match your talents and interests to the requirements of your work. In doing so, you will have the highest likelihood of reaching your destination and career that fits you.

Personality Summary Charts

1.1 Six Factors of Personality



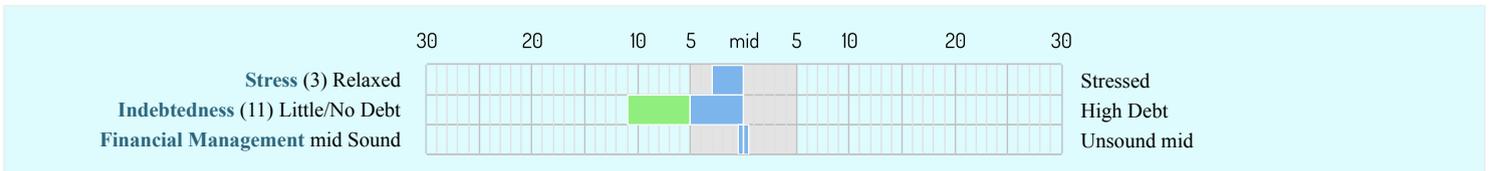
1.2 YOUR PERSONALITY HIGHLIGHTS



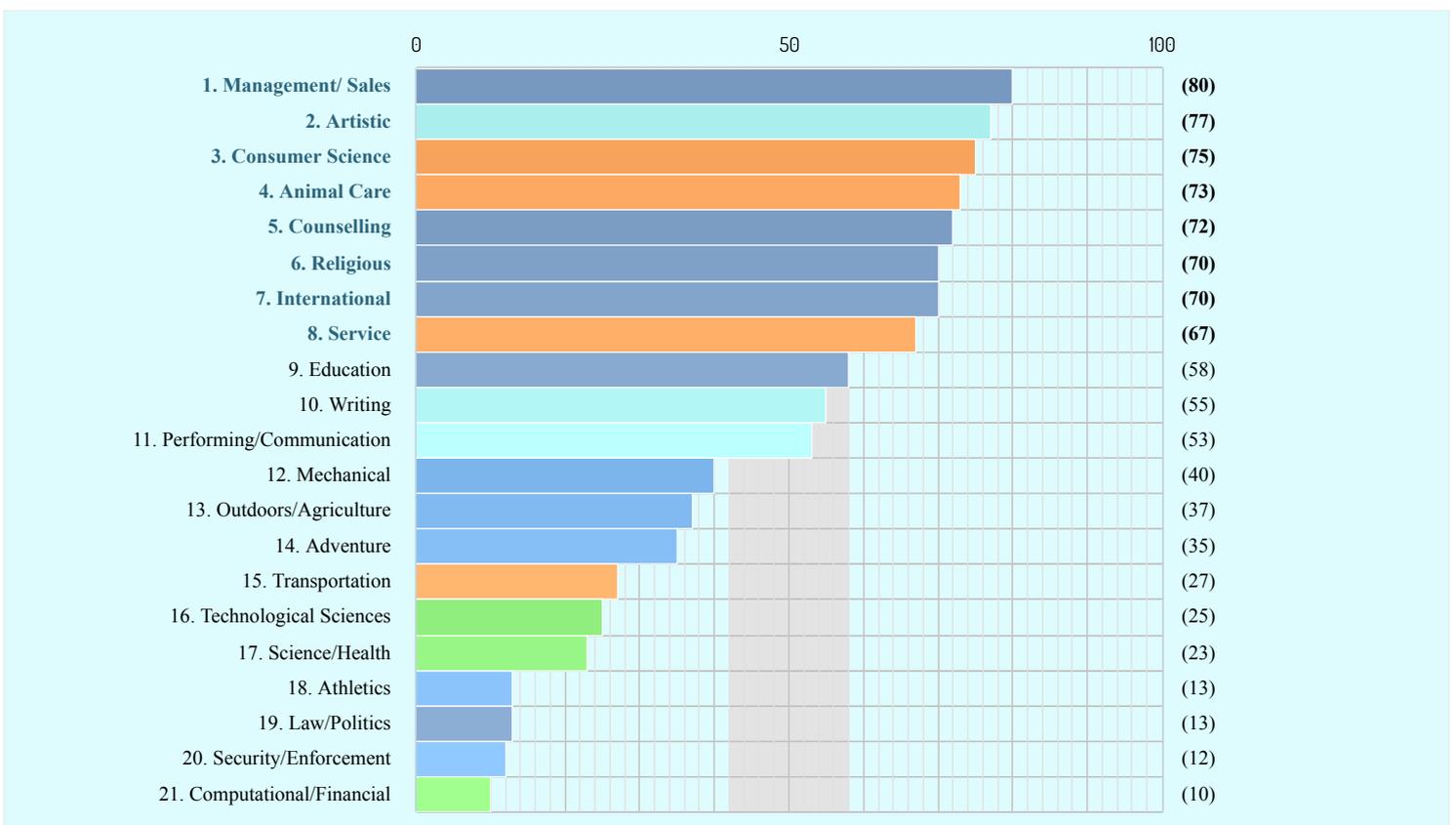
1.3 PERSONALITY SUMMARY

- Conventional** - Able to operate from a practical and conventional perspective and are good at carrying out established procedures.
- Compliant** - Naturally cooperative with others to get the job done and tend to lead by setting the example rather than by taking charge.
- Compassionate** - Compassionate, sensitive, and a good listener; patient, loyal, and good at supporting and encouraging others.
- Cautious / Adventurous (Mid-Range)** - Average in your drive and spirit of adventure, but are not a high-risk taker.
- Introverted / Extroverted (Mid-Range)** - Engaging and pleasant with others when approached, but you enjoy solitude also.
- Unstructured / Conscientious (Mid-Range)** - Structured in some areas and operate spontaneously in others.

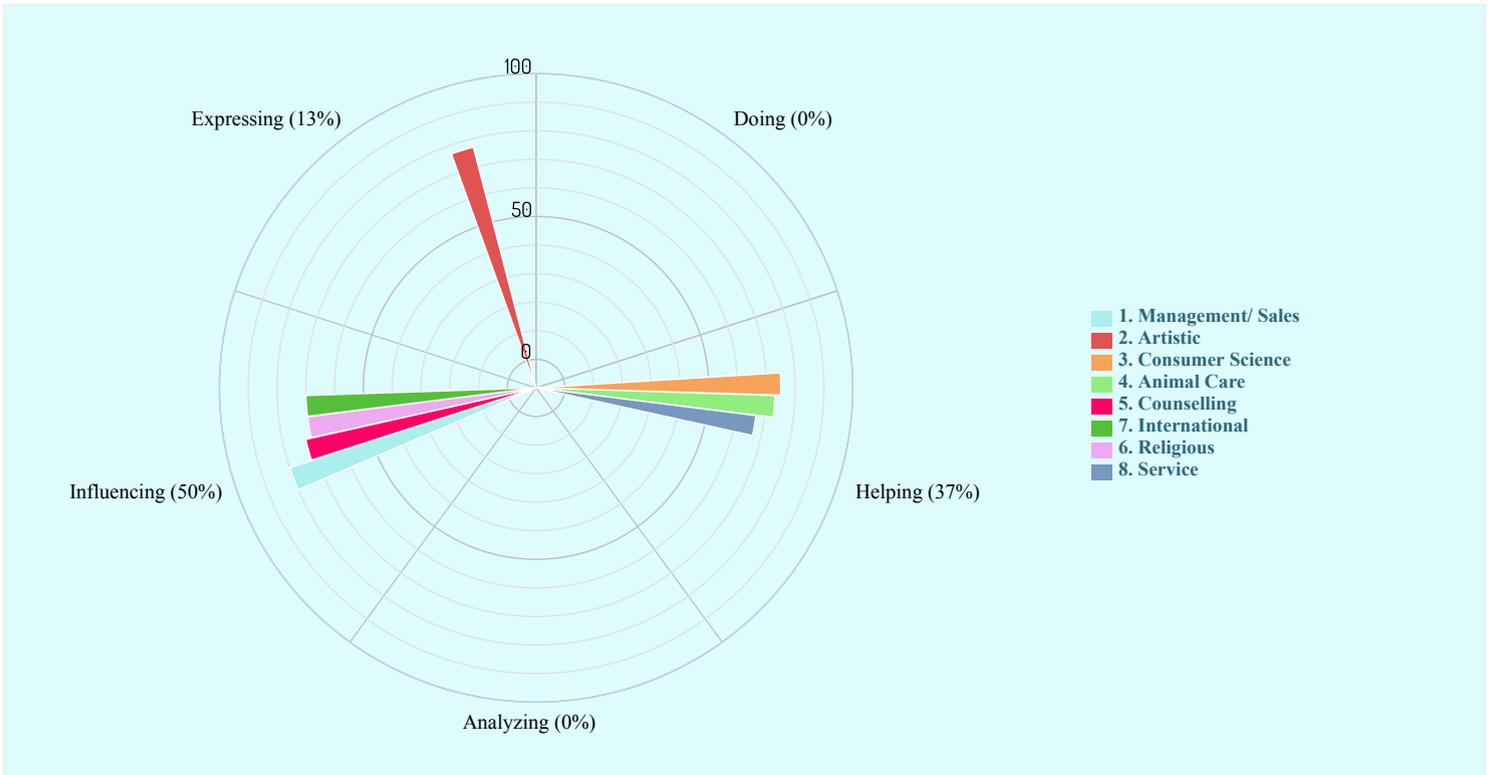
1.4 Critical Life Issues



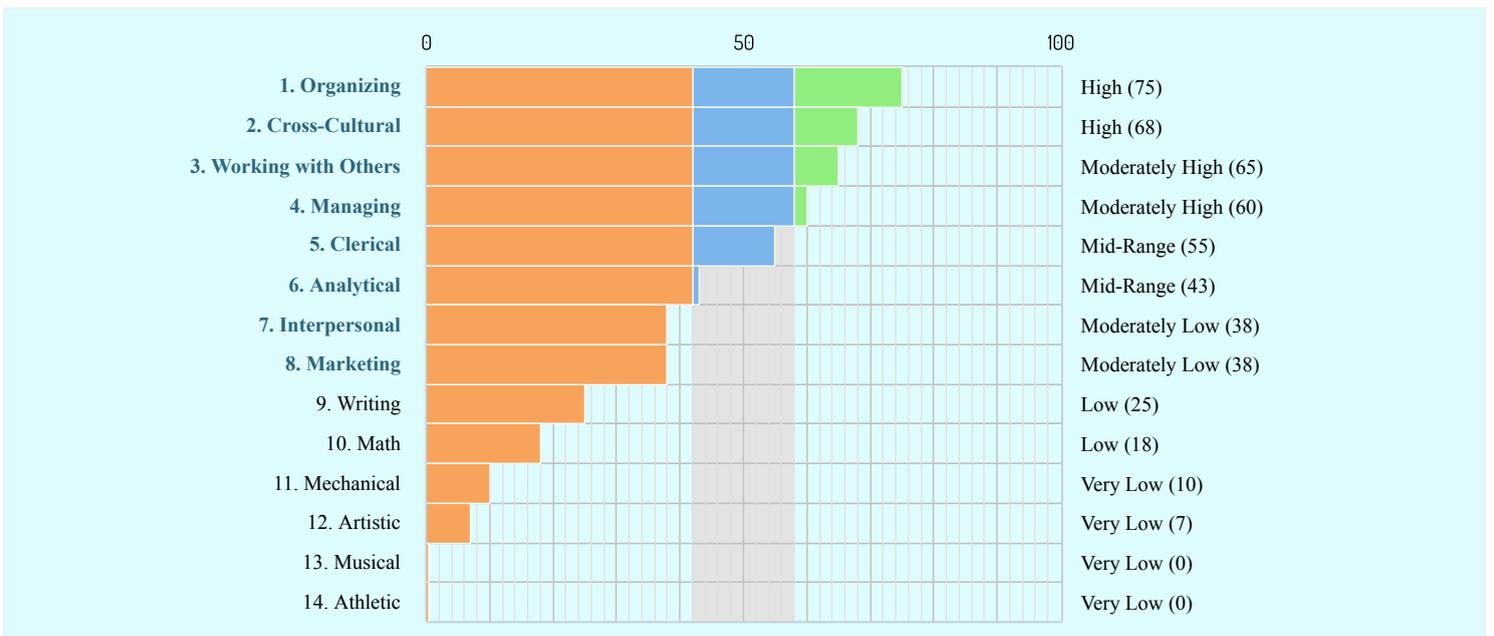
2.1 General Interests



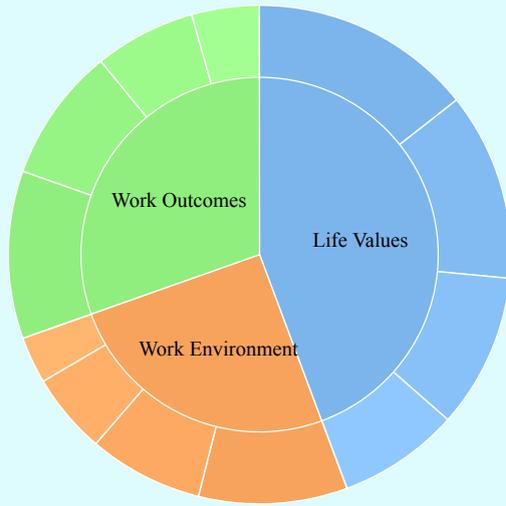
2.2 Top 8 Career Groups by Interest Area



3.1 Skills and Abilities



Top 4 Integrated Value Priorities



- Life Values
- Work Environment
- Work Outcomes

Life Values

- 1. Serve God
- 2. Integrity
- 3. Service to Others
- 4. Friends

Work Environment

- 1. Well-Organised
- 2. Harmony
- 3. Variety
- 4. Equality

Work Outcomes

- 1. Career Progression
- 2. High Income
- 3. Recognition
- 4. Helping Others

Core Life Planning Values



Life Values

- 1. Serve God
- 2. Integrity
- 3. Service to Others
- 4. Friends

Work Outcomes

- 1. Career Progression
- 2. High Income
- 3. Recognition
- 4. Helping Others

Work Environment

- 1. Well-Organised
- 2. Harmony
- 3. Variety
- 4. Equality

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 cannot 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 researching possible career choices are required steps. Volunteering in a field that aligns with your design may be beneficial.
- You are about to make a critical 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 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 would like, [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, Skill 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 below.

Top Eight Interest Groups Job Detail Links

1. Management/ Sales

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

2. Artistic

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

3. Consumer Science

Chef	Interior decorator	Catering manager
Fashion designer	Food service manager	Home health aide
Beautician	Dietitian	Florist

4. Animal Care

Veterinarian	Animal Trainer	Zookeeper
Wildlife biologist	Veterinary assistant	Groomer
Race horse trainer	Kennel supervisor	Animal breeder

5. Counselling

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

6. Religious

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

7. International

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

8. Service

Customer service representative	Banking associate/ teller	Administrative assistant
Concierge	Cashier	Help desk analyst
Restaurant server	Receptionist	Hotel desk associate

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 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 seek wise 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 fulfilment.

- [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](#)
The *Job Sampler* is designed to help broaden your vision of job possibilities based upon your areas of occupational interest. The nine occupations for each interest area listed in your report are examples only. This *Job Sampler* contains a full listing of occupations that may be further explored through O*Net and the Occupational Outlook Handbook links below.
- [O*Net Online](#)
O*Net Online is a database of detailed information about specific occupations from the USA 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 in USA 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 organisation that developed the *Career Direct® Complete Guidance System*. It is an international, non-denominational ministry that provides materials for churches and individuals, seminars, four national radio programs, an award-winning Internet Web site, Money Map Coaching, and career resources that teach people true financial freedom. Visit us online for more information about this dynamic ministry. While there, visit our Resource Store!
- [Crown Financial Ministries 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)

The following messages contain Christian perspective and are providing encouragement and wisdom for being truly successful in your life and career.

- Session One:** • The origin of work is 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