



Career Coach Report

for

Sally Sample

June 12, 2000



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Your Career Coach Report

Getting the Most from Your Career Coach Report

The following four sections make up this report:

SECTION 1 – JOB MATCH

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

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

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

SECTION 3 – YOUR RESULTS

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

SECTION 4 – SUGGESTIONS FOR GATHERING ADDITIONAL INFORMATION ABOUT CAREERS

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

Note:

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

SECTION ONE

Job Match

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

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

O*NET SOC Code	Occupational Title	Job Match Percentage
15-1051.00	Systems Analyst	89%
29-2034.01	Radiologist	86%
15-1021.00	Computer Programmer	84%
29-1067.00	Surgeon	83%
15-1031.00	Senior Software Engineer	83%
29-1123.00	Physical Therapist	83%
15-2021.00	Mathematician	83%
17-2071.00	Electrical Engineer	83%
17-2171.00	Petroleum Engineer	82%
11-3040.00	Software Developer	82%
23-1011.00	Lawyer, Trial	82%
53-2012.00	Helicopter Pilot	82%
53-2011.00	Airplane Pilot, Commercial	82%
17-2141.00	Mechanical Engineer	82%
17-2051.00	Civil Engineer	82%
53-2011.00	Chief/Sr. Pilot	82%
29-2031.00	Cardiologist	82%
53-2021.00	Air Traffic Control Specialist	82%
29-1122.00	Occupational Therapist	82%
19-1041.00	Dermatologist	81%
11-3021.00	Systems Administrator	81%
29-1011.00	Chiropractor	81%
19-3032.00	Industrial/Organizational Psychologist	80%
13-1022.00	Buyer	80%
11-3021.00	IT Manager	80%
29-1081.00	Podiatrist	80%

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19-2012.00	Physicist	80%
29-1127.00	Speech Pathologist	80%
29-1131.00	Veterinarian	80%
19-1021.01	Biochemist	80%
19-3031.03	Counseling Psychologist	80%
19-3031.02	Psychologist, Clinical	80%
11-3040.00	Human Resource Manager	79%
41-3031.01	Trader/Stockbroker	79%
29-1062.00	Physician, Family	79%
19-1020.01	Biologist	79%
19-2042.01	Geologist	79%
43-1011.00	Business Manager	78%
17-1011.00	Architect	78%
11-3021.00	Software Manager	78%
43-4011.00	Securities Trader	78%
49-2022.04	Senior Telecommunications Systems Specialist	78%
25-2031.00	Teacher, Secondary	78%
29-1031.00	Dietician, Chief	78%
33-1021.01	Fire Chief	77%
11-9031.00	Elementary School Principal	77%
11-2022.00	Sales Manager	77%
29-1111.00	Registered Nurse	77%
29-1041.00	Optometrist	77%
19-2031.00	Chemist	77%
13-2071.00	Senior Bank Loan Officer	77%
11-9111.00	Administrator, Health Care	77%
51-1011.00	Production Superintendent	77%
19-1013.01	Horticulturist	76%
19-3011.00	Economist	76%
53-2012.00	Executive Pilot	76%
13-2011.01	Accountant	76%
49-9011.00	Computer Operator	76%
15-1061.00	Database Developer	75%
23-1011.00	Lawyer, Corporate/Business	75%
11-9142.00	Property Manager	75%
41-4012.00	Sales, Commissioned	75%
11-9031.00	Secondary School Principal	75%

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27-3043.02	Creative Writer	75%
13-1031.01	Claims Director	75%
13-2082.00	Certified Public Accountant	75%
29-1023.00	Orthodontist	74%
21-2021.00	Church Administrator	74%
29-1021.00	Dentist	74%
47-2031.01	Carpenter, Finish	74%
33-1012.00	Police Chief	74%
13-2011.01	Senior Accountant	74%
13-2011.02	Auditor	74%
29-1051.00	Pharmacist	74%
11-3031.02	Bank Manager	74%
33-2021.02	Fire Investigator	74%
27-1025.00	Interior Designer	74%
11-3031.01	Controller	73%
37-1011.02	Maintenance Superintendent	73%
13-2052.00	Financial Planner	73%

SECTION TWO

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

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

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

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

Worker Characteristics – Abilities, Interests, and Work Values

Worker Requirements – Skills, Knowledge, and Instructional Programs

Experience Requirements – Any specific preparation required

Occupation Requirements – Generalized Work Activities

Occupation Specific Information – Important Occupation-Specific Tasks

Occupation Characteristics – Outlook and Earnings

Related Occupations

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

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

online.onetcenter.org

SECTION THREE

Your Results

Understanding Your Report

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

Thinking Style

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

Occupational Interests

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

Behavioral Traits

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

THINKING

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

- You handle fairly complex tasks with relative efficiency, demonstrating strong problem-solving abilities.
- You generally learn by paying attention to detail and determining how the information applies to various relevant areas of your work.
- Your understanding and utilization of new information will be better than most individuals in the general population.
- You are an effective learner in most situations.

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

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

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

- You probably prefer to work with verbal information.
- You are proficient in information gathering and expression of thoughts and ideas.
- You assimilate verbal information fairly rapidly when compared to the general population.
- You should communicate thoughts and ideas to others effectively.

Numerical Ability (A measure of numeric calculation ability.)

- You are quick in mentally determining correct mathematical solutions to problems.
- Your analysis of business-related numbers should be sharp and on target.
- You are capable of precise numerical accounting even under the pressure of strict time constraints.
- You excel in a job that requires the accurate application of mathematical procedures in order to make correct decisions.

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

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

OCCUPATIONAL INTERESTS

You scored moderately high in the Technical and the Mechanical themes on the inventory:

- This is a typical pattern we find with engineers, data processing professionals and people who are oriented toward technical work.
- Essentially, this is a profile of an analytical person, one who enjoys various tasks that have to do with numbers, establishment of procedures and routines, research and

relatively detailed work. Your interest results indicate that you are moderately interested in the Technical and the Creative themes on the inventory:

- You seem to appreciate creative technical, scientific and detail-oriented work.
- This pattern essentially relates the desire to work in a investigative or scientific environment or to handle detailed information.
- However, what may not be as readily apparent is that you may be looking for some opportunity to utilize innovative data as you work.

BEHAVIORAL TRAITS

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

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

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

- You express a strong need to be in charge, to be the leader.
- You can make decisions, enforce company policies and act with authority. You are quite capable of making unpopular decisions when necessary.
- You have a preference for making the hard decisions, to determine outcomes.
- You can be highly motivated by situations where you are held accountable for results. You're strongly motivated by power and authority.

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

- Your sociability is highly compatible with establishing a network of contacts. You are open to others, approachable and quick to share feelings and ideas.
- You spend a great amount of time interacting with people, engaging them in conversation and being concerned with interpersonal relationships. You would find it extremely challenging to work in isolation from other people.
- You are highly inclined to promote the benefits of teamwork; you tend to confer with others and to involve the team in the discussion of how things will be done.
- You are quick to initiate relationships, to interact easily; you fit in with all types of people.

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

- You may tend to relate to authority in a defensive manner.
- You may be quick to take and maintain a defensive position. You tend to defend your point of view once your mind is made up.
- You express a generally cautious attitude regarding authority.
- You tend to prefer to be autonomous and independent in the typical work situation.

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

- You express positive expectations for the results, for the outcome of problems and difficult situations.
- You are usually enthusiastic about risk, change and unexpected challenges.
- You demonstrate a tendency to trust most people.
- You have a positive attitude regarding changes in policies and guidelines.

Decisiveness (Uses available information to make decisions quickly.)

- You are typically decisive and inclined to act, effective in positions which require timely results.
- You are not inclined to delay important decisions.
- You stand firm on some decisions and may not be inclined to back down once a decision is made, unless under pressure.
- You are capable of responding to an emergency and of solving problems in a timely manner.

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

- You are more inclined to defend yourself than to let someone "walk all over you".
- You are less concerned than most about compromising with others or for avoiding unpleasantness.
- You are inclined to tell others what you think of them.
- You would rather express than hide your feelings.

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

- You can independently handle changes, new problems.
- You could appreciate some opportunity to challenge tradition, the status quo, to cause a change in something.
- You have a moderate need for freedom from controls, close supervision and organization constraints.
- You prefer to carry out important tasks with minimal supervision.

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

- Your thinking can be effective but you need to be aware of how personal biases and opinions might replace sound judgement.
- Your judgement has a strong tendency to become subjective when pressured.
- You may prefer to pass critical independent decision making responsibilities onto others.
- You have a tendency to be a subjective thinker, to emphasize personal opinions more than factual data.

SECTION FOUR

Suggestions for Gathering Additional Information About Careers

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

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

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

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

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

Meeting with a Counselor

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

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

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

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

Interviewing Someone with Experience in Your Chosen Career

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

Here are questions you may want to ask:

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

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