



Career Coach Report

for

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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

The *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 shown in descending order by percentage match within each group. You should consider those occupations where you show the highest match because they suggest a good job fit. Remember, these results reflect suitability only in terms of Thinking Style, Occupational Interests and Behavioral Traits as reported here. Other important components, such as educational level, specific skills and experience, should also be taken into account in examining career options.

Your results have been grouped into two categories. Group One indicates those occupations typically requiring education beyond high school; and Group Two indicates those occupations not typically requiring education beyond the high school level. 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	Group One Occupational Title	Job Match Percentage
11-9081.00	Hotel Manager	88%
11-9031.00	Elementary School Principal	88%
11-1011.01	City Manager	88%
11-3031.02	Bank President	88%
13-1031.01	Claims Adjuster	86%
15-1031.00	Senior Software Engineer	86%
21-2021.00	Church Administrator	86%
13-2072.00	Senior Bank Loan Officer	85%
29-1111.00	Registered Nurse	85%
29-2021.00	Dental Hygienist	85%
11-9061.00	Director, Funeral	84%
25-2031.00	Teacher, Secondary	83%
29-1127.00	Speech Pathologist	83%
29-1041.00	Optometrist	83%
23-1011.00	Lawyer, Corporate/Business	83%
29-1023.00	Orthodontist	82%

21-1021.00	Social Worker	82%
11-9111.00	Administrator, Health Care	82%
29-1011.00	Chiropractor	81%
29-1081.00	Podiatrist	81%
29-1123.00	Physical Therapist	81%
17-1011.00	Architect	81%
43-6012.00	Legal Secretary	81%
11-2021.00	Marketing Manager	80%
29-1122.00	Occupational Therapist	80%
29-2081.00	Optician, Dispensing	80%
25-2021.00	Elementary School Teacher	80%
11-9031.00	Secondary School Principal	80%
25-1194.00	Vocational Education Teacher	79%
29-1051.00	Pharmacist	79%
29-1021.00	Dentist	79%
11-3021.00	IT Manager	79%
33-1021.01	Fire Chief	79%
53-2012.00	Executive Pilot	79%
29-1031.00	Dietician, Chief	79%
11-3031.01	Controller	78%

O*NET SOC Code	Group Two Occupational Title	Job Match Percentage
35-1012.00	Restaurant Manager	87%
43-9011.00	Computer Operator	85%
11-3021.00	Software Manager	84%
43-1011.01	Head Teller, Bank	83%
13-1121.00	Conference Coordinator	82%
43-6011.00	Administrative Assistant	81%
41-9022.00	Leasing Consultant	81%
11-3011.00	Office Manager	80%
43-1011.01	Help Desk Manager	79%
43-3071.00	Bank Teller	79%
11-9141.00	Property Manager	79%
15-1081.00	Network Specialist	79%
43-3031.00	Accounts Receivable Clerk	78%

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, Work Values and Work Styles

Worker Requirements – Skills and Knowledge

Experience Requirements – Training, Experience and Licensing

Occupation Requirements – Generalized Work Activities and Work/Organizational Content

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.
- Your understanding and utilization of new information will be better than most individuals in the general population.
- You generally learn by paying attention to detail and determining how the information applies to various relevant areas of your work.
- You are an effective learner in most situations.

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

- 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 have a sound understanding of everyday communication processes.
- 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 are proficient in the use of words and language.
- You do not typically have any difficulty in effectively communicating thoughts and ideas to others.
- You demonstrate adequate and, in some areas, good verbal skill.
- You probably assimilate verbal information as easily as the general population.

Numerical Ability (A measure of numeric calculation ability.)

- You are quick in mentally determining correct mathematical solutions to problems.
- 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.
- Your analysis of business-related numbers should be sharp and on target.

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

- You should be able to complete the mathematical parts of the training process with little difficulty.
- You may benefit from using calculators for more complex mathematical calculations.
- You should not require additional time or repetition to accomplish numerical learning.
- Your ability to assimilate information that is mathematical or numerical in nature is sufficient at a general level.

OCCUPATIONAL INTERESTS

Your interest results were focused in three of the six general occupational themes, Financial, People Service and Enterprising:

- You will be motivated to pay attention to the administrative and detailed aspects of a position while focusing on sales or the bottom line.
- Your capacity for facilitating others complements managing groups as well as fulfilling the needs of supervisors.

BEHAVIORAL TRAITS

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

- You can be relied on to complete assignments in a timely manner.
- Your typical work pace should be consistently productive.
- Your work pace is compatible with average performance and consistent results.
- You can act with a sense of urgency, even under pressure.

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

- You can be a moderately assertive leader who gets results.
- You are willing to assert yourself, to be more of a leader than a follower.
- You typically use direct statements and seem to enjoy the opportunity to lead others.
- You are motivated by situations where you are held accountable for results.

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

- 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 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.
- 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 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 are highly cooperative and agreeable, quite willing to accept supervision and external controls.
- You express a positive attitude concerning organizational constraints and restrictions.
- Your need for autonomy and independence is superceded by your respect for authority.
- You readily accept authority and rules, demonstrating a cooperative and friendly interpersonal style.

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

- Your attitude is highly compatible with confronting interpersonal problems and frustrations.
- You express a positive attitude regarding supervision and external controls.
- You have a highly positive attitude concerning risk, change and unexpected challenges.
- You demonstrate a highly positive attitude regarding changes in policies and procedures.

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 capable of responding to an emergency and of solving problems in a timely manner.
- 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.

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

- You are generally pleasant, friendly and patient. You are not inclined to show temper or frustration.
- You tend to have a cooperative outlook and are generally prepared to help others.
- You tend to be modest, not inclined to take or to maintain an extreme opinion or position.
- You express a desire to promote the benefits of teamwork and cooperation and are usually willing to share resources and information.

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

- You are willing to function in a coordinated, interrelated way, wanting to participate in group decision making.
- You are comfortable with the normal restraints of organizational life.
- You generally prefer to follow established procedures.
- You are usually satisfied with the status quo and are comfortable working within the system.

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

- Your thinking process will probably emphasize logical deduction more than intuitive capabilities.
- Your judgement should reflect a balance of common sense and practical experience.
- Your judgement and decisions should indicate generally consistent usage of your thinking capabilities.
- You generally make sensible, on the spot judgements.

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.

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