



# Career *Coach*

**CONFIDENTIAL**

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<<Date>>

# 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 global 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](http://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 Behavioural 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](http://online.onetcenter.org), select Find Occupations and enter the appropriate SOC Code from the list below.

**GROUP ONE: ADVANCED TRAINING REQUIRED**

<b>O*NET SOC Code</b>	<b>Occupational Title</b>	<b>Job Match Percentage</b>
17-2111.01	INDUSTRIAL SAFETY/HEALTH ENGINEER	87%
15-2021.00	MATHEMATICIAN	85%
17-2031.00	BIOMEDICAL ENGINEER	84%
19-1021.01	BIOCHEMIST	84%
19-3011.00	ECONOMIST	84%
19-2042.01	GEOLOGIST	84%
17-2112.00	INDUSTRIAL ENGINEER	84%
19-1012.00	FOOD SCIENTIST/TECHNOLOGIST	84%
19-1011.00	ANIMAL SCIENTIST	84%
19-2041.00	ENVIRONMENTAL/HEALTH SCIENTIST/SPECIALIST	84%
17-2111.02	FIRE PREVENTION ENGINEER	84%
19-1020.01	BIOLOGIST	83%
19-2031.00	CHEMIST	83%
19-3032.00	INDUSTRIAL/ORGANISATIONAL PSYCHOLOGIST	83%
17-2041.00	CHEMICAL ENGINEER	82%
11-3031.01	TREASURER, CONTROLLER, AND CHIEF FINANCIAL OFFICER	82%
17-2141.00	MECHANICAL ENGINEER	82%
17-2171.00	PETROLEUM ENGINEER	82%
17-2011.00	AERONAUTICAL ENGINEER	82%

17-2081.00	<b>ENVIRONMENTAL ENGINEER</b>	82%
23-1023.00	<b>JUDGE</b>	82%
11-9121.00	<b>NATURAL SCIENCES MANAGER</b>	82%
19-2012.00	<b>PHYSICIST</b>	81%
29-1067.00	<b>PHYSICIAN/SURGEON</b>	81%
23-1011.00	<b>LAWYER</b>	81%
17-2061.00	<b>COMPUTER HARDWARE ENGINEER</b>	80%
25-1032.00	<b>ENGINEERING INSTRUCTOR/PROFESSOR</b>	80%
29-1131.00	<b>VETERINARIAN</b>	80%
19-1022.00	<b>MICROBIOLOGIST</b>	80%
29-1062.00	<b>FAMILY/GENERAL PRACTITIONER</b>	80%
11-3021.00	<b>COMPUTER AND INFORMATION SYSTEMS MANAGER</b>	79%
15-1011.00	<b>COMPUTER/INFORMATION SCIENTIST, RESEARCH</b>	79%
29-1061.00	<b>ANESTHESIOLOGIST</b>	79%
17-2071.00	<b>ELECTRICAL ENGINEER</b>	78%
23-1022.00	<b>ARBITRATOR, MEDIATOR, AND CONCILIATORS</b>	78%
15-2011.00	<b>ACTUARY</b>	77%
17-1011.00	<b>ARCHITECT</b>	77%
13-2011.02	<b>AUDITOR</b>	77%
17-2051.00	<b>CIVIL ENGINEER</b>	77%
29-1021.00	<b>DENTIST</b>	77%
15-1081.00	<b>NETWORK SYSTEMS/DATA COMMUNICATIONS ANALYST</b>	77%
19-3031.02	<b>CLINICAL PSYCHOLOGIST</b>	77%
13-2051.00	<b>FINANCIAL ANALYST</b>	77%
11-1011.01	<b>CHIEF EXECUTIVES</b>	77%
19-1013.01	<b>PLANT SCIENTIST/GENETICIST</b>	77%
15-1021.00	<b>COMPUTER PROGRAMMER</b>	76%
19-3031.01	<b>EDUCATIONAL PSYCHOLOGIST</b>	76%
13-2011.01	<b>ACCOUNTANT</b>	75%
29-1011.00	<b>CHIROPRACTOR</b>	75%

**GROUP TWO: BASIC TRAINING REQUIRED**

<b>O*NET SOC Code</b>	<b>Occupational Title</b>	<b>Job Match Percentage</b>
13-1041.04	PROPERTY INSPECTOR/INVESTIGATOR	74%
41-9031.00	SALES ENGINEER	74%
11-1021.00	GENERAL AND OPERATIONS MANAGER	72%
13-2021.02	APPRAISER, REAL ESTATE	71%
53-6051.01	AVIATION INSPECTOR	71%
11-3061.00	PURCHASING MANAGER	71%
11-3071.01	TRANSPORTATION MANAGER	70%
13-1032.00	INSURANCE APPRAISER, AUTO DAMAGE	70%
13-1031.01	CLAIMS EXAMINER, PROPERTY/CASUALTY INSURANCE	69%
33-9021.00	PRIVATE DETECTIVE/INVESTIGATOR	68%
11-2011.00	ADVERTISING AND PROMOTIONS MANAGER	68%
27-3031.00	LOBBYIST	68%
41-4011.03	SALES REPRESENTATIVE, ELECTRICAL/ELECTRONIC	68%
13-1031.02	INSURANCE ADJUSTER/EXAMINER/INVESTIGATOR	67%
13-1071.02	PERSONNEL RECRUITER	67%
33-3021.01	POLICE DETECTIVE	67%
11-9081.00	RESIDENTIAL MANAGER	67%
43-4111.00	INTERVIEWER/CENSUS ENUMERATOR	67%
41-4011.01	SALES REPRESENTATIVE, AGRICULTURAL	67%
41-4011.02	SALES REPRESENTATIVE, CHEMICAL/PHARMACEUTICAL	67%
41-4011.04	SALES REPRESENTATIVE - MECHANICAL EQUIP/SUPPLIES	67%
41-4012.00	SALES REPRESENTATIVE, WHOLESALE/MANUFACTURING	67%
11-9051.00	FOOD SERVICE MANAGER	66%
45-1011.04	MANAGER/SUPERVISOR - HORTICULTURAL WORKERS	66%
45-4011.00	FOREST & CONSERVATION WORKER	66%
53-5021.01	SHIP/BOAT CAPTAIN	66%
33-3051.03	POLICE SERGEANT	66%
33-3021.05	IMMIGRATION/CUSTOMS INSPECTOR	66%
11-3040.00	HUMAN RESOURCES MANAGER	66%
41-4011.00	SALES REPRESENTATIVE - WHOLESALE MANU. TECHNICAL	66%
33-3021.04	INSURANCE FRAUD INVESTIGATOR	65%
33-3021.03	CRIMINAL INVESTIGATOR/DETECTIVE	65%
33-3051.01	POLICE AND PATROL OFFICER	65%
27-1014.00	MULTI-MEDIA ARTIST/ANIMATOR	65%

## SECTION TWO

### Understanding and Using the O\*NET

O\*NET OnLine is an application that was produced for the US Department of Labor by the National O\*NET Consortium. It has been created for public use to provide broad access to the O\*NET catalogue of occupational information. By logging onto the site you will gain access to a wealth of information about the jobs listed in Section One. The web address listed below will take you directly to the site where instructions for using O\*NET can be found. It is a helpful tool that you may use more successfully with the results of your *Career Coach Report*.

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 organised 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** – Generalised Work Activities and Work/Organisational Content

**Occupation Specific Information** – Important Occupation-Specific Tasks

**Occupation Characteristics** – Outlook and Earnings

**Related Occupations** – A database of jobs similar in scope to your matched jobs list

O\*NET is a user-friendly resource, providing an easy to understand frame of reference for its users. As a supplement to career counselling, 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:

[www.online.onetcenter.org](http://www.online.onetcenter.org)

## SECTION THREE

# Your Results

### ***Understanding Your Report***

Your *Career Coach Report* has a list of matching jobs with a percentage figure indicating how closely your results match the thinking style, occupational interests, and behavioural traits that have been determined as important for success in that job. The *Career Coach Report* helps you narrow your search and identify careers that may suit you best. Your *report* is divided into three major areas that 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 utilise various forms of information.

### **Occupational Interests**

The Occupational Interests section reflects 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**

Everyone can be defined partially by their behavioural traits, which are measured by your responses to the *Career Coach* questionnaire. This profile reflects your behavioural traits and can help you to find the jobs for which you may be best suited.

## THINKING

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

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

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

- You should be able to grasp everyday communication principles that apply to the job.
- You are capable of learning to apply basic communication principles to new, more complex problems as necessary.
- You are comfortable analysing basic written and verbal information.

**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 should communicate thoughts and ideas to others effectively.

**Numerical Ability** (A measure of numeric calculation ability.)

- Your analysis of business-related numbers should be sharp and on target.
- You should excel in a job that requires the accurate application of mathematical procedures in order to make correct decisions.
- 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.

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

- You rapidly grasp numerical information.
- You will likely have little difficulty in assimilating new information of a numerical nature.
- You should effectively solve numerical problems and mathematical applications.
- You are adaptive when handling complex numerical decisions.

## OCCUPATIONAL INTERESTS

Your interests are primarily in the Enterprising and secondarily in Mechanical themes on the inventory. You are drawn to opportunities to work in a management setting in a business that requires procedural and structural planning. This is a somewhat split pattern; it shows that you are oriented toward a for-profit, management and sales opportunity, but are somewhat interested in situations where you can interact with fairly mechanical information and product.

## BEHAVIORAL TRAITS

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

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

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

- You can make decisions, enforce company policies and act with authority. You are quite capable of making unpopular decisions when necessary.
- You express a strong need to be in charge, to be the leader.
- 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.)

- You express a low interest in the opportunity to socialise with people, to establish a network of contacts.
- You express a limited concern for assignments that require a high degree of people contact and the opportunity to socialise with others.
- You prefer independent work, rather than involving a team in the discussion about how things will be done.
- You may prefer a reserved, impersonal and business-like approach to doing business.

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

- You relate to authority in a cooperative manner in most routine situations; however, occasionally you may express a need for more personal freedom.
- You have a generally accommodating interpersonal style. You can usually work cooperatively with others.
- Your attitude is typical of most people regarding authority and rules, with a generally cooperative interpersonal style.
- You relate to most directives in a generally cooperative and accommodating manner, but may resent high pressure leadership.

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

- You may express guarded optimism and trust; when under stress, your attitude toward some people can be more tense than open.
- You can potentially become impatient or fault-finding with others who do not conform to your expectations.
- Your assessment of others may occasionally be more critical than optimistic.

**Decisiveness** (Uses available information to make decisions quickly.)

- You are typically decisive and 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.

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

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

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

- You are an independent worker who prefers minimal guidance and coaching.
- You are highly independent, functioning well on your own, but could benefit by making room for the advice of others.
- You likely prefer to run your own show and may quietly resist being restricted. You can become impatient with the traditionalist view that "we've been doing this for the last ten years, so why should we change?"
- You take on new developments independently, bringing in co-workers only when absolutely necessary.

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

- You demonstrate a consistent tendency to take an objective view and to adjust judgment as needed to reach accurate conclusions.
- You are highly inclined to make considered judgments, applying experience to current problems and situations.
- You are likely to show sound judgment under pressure.
- Judgment and decisions on your part should indicate highly consistent usage of your thinking capabilities.

## 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. For example:

- Read biographies of people who engaged in the occupations you are considering
- Consult 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. 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. Use your *Career Coach Report* to get as much information as you can about the occupations that interest you. Ralph Waldo Emerson once proclaimed "*Nothing great was ever achieved without enthusiasm.*"

## Meeting with a Counsellor

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

These professionals counsel individuals and provide educational and vocational guidance services. They collect, organise, and analyse information about individuals through records, tests, interviews and professional sources, to appraise their thinking styles, occupational interests and behavioural traits for vocational and educational planning. Your *Career Coach* report contains much of this information about you. Counsellors 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 counsellor 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 counsellor:

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 for personal career development purposes. Your present contacts, co-workers, friends and family may help point you in the right direction and possibly become a mentor to you. Start networking!

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.