

**WORK PERSONALITY**  
 **INDEX**  
**CAREER**

John Sample

About this Report

This report provides a summary of your responses to the Work Personality Index<sup>®</sup> assessment. The Work Personality Index describes key features of your personal style that influence your approach to tasks, ways of interacting with people, and the types of activities that you will find enjoyable. The Work Personality Index Career Report is designed to provide information and advice that is useful for people involved in career exploration or change. When looking at your career development, it is important for you to take time to reflect upon what you are good at, and what you like to do, and then develop clear goals of what you want to achieve.

Inside this report are descriptions of your personal characteristics, strengths, and interests in the following areas: Working with Others, Energy and Drive, Work Style, Problem Solving Style, Dealing with Pressure and Stress, and Identifying and Managing Change.



Your report also contains suggestions for managing your career and exercises that will guide you through the process of gathering information and developing a career action plan. Planning your career and future should take into account information about you that this report does not provide, such as your abilities, education, skills, previous work and leisure experiences, and your family situation. Your results on the Work Personality Index scales are presented as Sten Scores, which range from 1 to 10. These scores compare your responses on the Work Personality Index items to those of a large sample of working adults. The number in the middle of the circle indicates your score on the scale. The range of scores is shown below.



Your Profile

**Working with Others**



Outgoing



Teamwork



Concern for Others



Democratic

**Energy and Drive**



Energy



Ambition



Leadership



Social Confidence



Persuasion



Multi-Tasking

**Work Style**



Dependability



Persistence



Rule-Following



Attention to Detail



Planning

**Problem Solving Style**



Innovation



Analytical Thinking

**Dealing with Pressure and Stress**



Self-Control



Stress Tolerance

**Identifying and Managing Change**



Initiative



Flexibility

## Working with Others

Every career involves some interaction with people. Your personal characteristics strongly impact the way you work with others, as well as how you manage career changes. Some individuals are outgoing and warm, while others adopt a more formal and independent style. Your preferences for working with people will influence the types of

careers and hobbies you find satisfying, and how you go about your daily activities. This section of the report examines your indicated patterns for communicating and getting along with others. It will provide insights into how you tend to interact with people in social and work related situations.

### Outgoing



When interacting with people you are socially bold and self-confident. Like others with an outgoing, extraverted style, you enjoy meeting people and are comfortable in groups. You feel at ease in most social situations, fit well into new groups and feel comfortable performing in front of others. Most people probably see you as warm and friendly. This social boldness allows you to be effective in jobs where you need to deal with strangers. You will also enjoy careers that require extensive interpersonal contacts. Occupations that do not allow you to interact with others will leave you feeling cut-off and lonely. The downside to your extraversion is a tendency to dominate conversations and not spend enough time listening to what others say. When meeting people, be sure to give them an opportunity to speak their mind. Use your ability to connect with people to network and gather information about career opportunities. Take time to reflect on this information and discuss it with people who know you well.

### Teamwork



You enjoy working on teams and dislike having to work alone. You are a strong team player and prefer tasks that let you to work collaboratively with others. In most cases, working closely with people allows you to do your best work. You value encouraging and helping others, and are very cooperative, often willing to put the group's success before your own. You tend to be very accommodating and willing to set aside your own wishes and desires when working with others. Highly independent work, and tasks that require you to provide critical feedback or make unpopular decisions, will probably be less satisfying for you. Due to your strong preference for teamwork, you need to make a conscious effort to focus on your own needs, goals, and paths for career success. To best manage your career transition take advantage of your ability to collaborate with others.

## Working with Others

## Concern for Others



The level of concern you show toward others is similar to most people. You can be caring, sensitive, and well aware of how people feel. However, you may also be selective with your sympathy, withholding it from those you do not feel are in serious trouble. You will probably like occupations that involve taking other people's thoughts and feelings into consideration. Yet when required to constantly deal with personal issues you may become tired and dissatisfied. You will probably enjoy work that allows you to balance your preferences for working with others in a supportive manner, and working on tasks with little interpersonal requirements. Throughout your career take the time to consider your personal needs and feelings as well as those of people who are close to you.

## Democratic



When you are facing decisions you prefer to make them independently without consulting others very much. You like having things go your way most of the time, and you value being self-reliant. You also prefer to have freedom from other people's influence, but can adjust to consider advice and suggestions when it is important. In most situations you come across as self-determined and willing to stand alone. This level of independence is useful for making quick decisions and challenging common beliefs. In positions with close supervision, or where many people are involved in making decisions, you may feel restricted. Your preferences fit well in occupations where there is little direct leadership and you must make most decisions on your own.

## Energy and Drive

This section looks at the things that motivate you and the approach you adopt when setting and pursuing your goals. It examines your ambition, energy level, persistence, and leadership preferences. Each of these areas relates to the type of work you will find enjoyable, and how you like to invest your time and resources. For example, highly ambitious individuals are motivated primarily by success and getting

ahead. People with lower levels of ambition tend to value other things outside of work success and personal advancement. Recognizing what motivates you and how you would like your career to progress is an important step in identifying ideal occupations and making career transitions easier.

### Energy



You are an active individual with a high level of energy and stamina. As a result you tend to enjoy work that is mentally or physically challenging. You like keeping busy and do not mind work that requires juggling several projects or meeting multiple demands. In many situations you may actually perform better when under pressure. To others it often appears that you have an inexhaustible amount of energy and drive. Occupations that you will find satisfying will be demanding and fast paced. Slow or easy work may lead you to become bored. You also tend to keep yourself busy with activities outside of your work life. Since you are drawn to work and hobbies that require your high energy style, you need to guard against over-committing yourself.

### Ambition



You report a strong desire to get ahead, and you recognize that setting goals and putting forth a committed effort are required to be successful. Like other ambitious people you challenge yourself in many ways: setting difficult goals; comparing your performance to others; and exhibiting a desire to win. You will feel most comfortable around others who are competitive and who value taking firm control over what they do to reach their goals. As a result, you will enjoy occupations that provide frequent challenges as well as the opportunity for career advancement and personal achievement. In positions with easy tasks and few chances to get ahead you will probably become bored with the work and dissatisfied with the lack of prospects.

### Leadership



You enjoy being in positions of authority more than most people. You like influencing others and naturally gravitate toward leadership roles. You are comfortable taking charge and initiating action at work. In most situations you like being the person in charge, making decisions and giving directions. You enjoy the high level of responsibility that comes with being a leader and respond well when requested to take on leadership roles. You should be most satisfied in occupations where you can use your directive, authoritative leadership style. You will also be most effective in positions that require you to take charge and make decisions. In settings where you take a subordinate role, you may quickly become dissatisfied and resist the leadership of others.

## Energy and Drive

## Social Confidence



You are very comfortable and self-assured in social situations and enjoy attention from others. When meeting people for the first time you quickly feel at ease. You enjoy starting conversations with anyone you meet. This social boldness allows you to be effective in positions where you must frequently deal with strangers. You like being the centre of attention and feel very self-assured and capable when speaking in front of others. You feel equally confident in formal as well as informal settings. You will also enjoy careers that require you to meet new people in irrespective of the social occasion.

## Persuasion



You are very comfortable engaging in negotiations and debates. You like to persuade people to accept your ideas or perspective. People such as you get great enjoyment out of negotiating, bargaining and selling and have a talent for influencing people. You are unlikely to immediately recognize positions that are not in agreement with yours without a great deal of debate. Careers that will be attractive to you will likely involve negotiating, bargaining, sales, and persuading others.

## Multi-Tasking



You feel most effective when able to focus on a single task. You enjoy the opportunity to complete one task before beginning another. People like you do their best work when they can focus on one task at a time. If you have to deal with multiple tasks you may find it difficult to maintain your concentration. Having to deal with sudden additions to your work may lead you to feel frustration and stress. Jobs that allow you to stick to a single project will favoured by you.

## Work Style

Each individual approaches work in a unique way. Differences in work style can be attributed to differences in a person's attention to detail, dependability, and desire for structure and guidance. Some individuals naturally pay close attention to details. They prefer

working in a structured environment and are conscientious. Other people naturally focus on global issues and adopt a flexible approach. Your preferences in these areas will influence both the types of tasks and work environments that you will find enjoyable.

### Dependability



You work hard to follow through on your word and meet your obligations. You strive to meet your commitments and stress the importance of completing work on time. However, you do view deadlines as somewhat flexible. As a result, you are willing to shift priorities and ignore deadlines when more important things come up. While this gets in the way of completing work at the originally scheduled time, it allows you to meet more pressing priorities. This is important for positions where priorities can change and previous commitments must be broken.

### Persistence



In general, you have a level of persistence and determination that is similar to most people. At work, you tend to be motivated to finish your tasks, but may be tempted to put off uninteresting or difficult projects. When work involves overcoming some obstacles and meeting demanding targets, you tend to be satisfied when the work is successfully completed. However, if the projects are very time-consuming and problematic, you may become frustrated and discouraged. Therefore, the type of positions you would enjoy the most provide a combination of difficult tasks that require persistence and some that can be completed with little effort. This will allow you to focus on easier tasks when you have a hard time motivating yourself for those that require lots of persistence.

### Rule-Following



In your career you enjoy work that has some structure. You do not mind following rules and regulations. However, you prefer general guidelines to precise regulations. You are willing to ignore rules if they hinder your work or are personally inconvenient. This somewhat casual approach to procedures is also manifested in a slight dislike for bureaucracy. You will enjoy the types of work that are structured, but it is important to you that structures and procedures can be ignored when necessary. Your strengths in this area revolve around your willingness to evaluate work regulations and procedures and adjust or ignore them when they are no longer effective.



## Work Style

### Attention to Detail



You like to focus on global issues and leave the checking of details to others. You prefer work settings that are not highly organized or structured, and you enjoy being able to act without planning ahead. You describe yourself as unmethodical and rarely concern yourself with specifics. Instead, you prefer to look at the big picture, coming up with large ideas and strategies. You are also expedient and focused on deadlines. Completing tasks according to schedule may be more important to you than having everything finished perfectly. When things need to be done quickly, you are willing to cut corners to get them finished. People probably see you as somewhat disorganized because of your lack of attention to details. Your style indicates that you would enjoy work that does not involve a lot of detailed information.

### Planning



You feel at ease in a structured environment but with a slight preference for a flexible style that may involve spur-of-the-moment decision making. You are comfortable making detailed plans if the situation requires it. You enjoy planning for the future but feel quite comfortable changing plans as new considerations arise. You are quite happy to make quick decisions when an immediate response is required. Careers that are too structured or too flexible may lead to frustration and dissatisfaction.

## Problem Solving Style

Solving problems is an important task at work and during career change. While the types of problems that need to be resolved vary, people usually take the same approach to solve them. Resolving problems typically involves two key activities, analyzing information and developing solutions. Your personality traits influence how

you conduct each of these tasks. Some people take a highly analytical approach when looking at information, and focus on developing well-grounded solutions. Other people rely on their intuition when interpreting information, and develop solutions that are creative and original.

### Innovation



You are somewhat creative and like innovative approaches to tasks. You enjoy solving problems and like finding solutions that are both original and practical. You tend to be fairly open-minded but can become frustrated with ideas that are too unconventional. Instead you would rather examine proposals and solutions that are practical and well grounded. While you can develop creative solutions, you would not describe yourself as inventive. You are as likely to build upon others' ideas as come up with your own. You prefer to focus on practical, straightforward solutions. You work effectively in stable occupations where creativity is not a strong requirement.

### Analytical Thinking



When solving problems you tend to be slightly cautious. You gather as much information as possible and carefully analyze it in order to avoid mistakes. You also seem to be relatively comfortable working on problems that require abstract thinking. However, you are not always motivated to spend a lot of time examining problems. When you have to make decisions that are not serious, you act decisively and rely upon your intuition. In general, people with your style do not enjoy relying solely upon their intuition or on in-depth analysis, but prefer to solve problems using a mixture of both. This should allow you to make decisions at a fairly rapid pace, while incorporating most of the information available.

## Dealing with Pressure and Stress

How you manage pressure and stress influences your approach to work and how you deal with the difficulties everyone encounters when changing their career. Your approach depends upon how emotionally controlled and resilient you are. People who tolerate stress well

and are able to cope with many demands tend to be successful in high pressure jobs and do not mind career change. Those who dislike stress tend to find success and satisfaction in less demanding occupations and may struggle during career transitions.

### Self-Control



You see yourself as relatively calm and easy-going, only getting upset when things go very poorly. It is important to you to maintain your composure, and you work hard to conceal your emotions if they could be interpreted negatively. While you prefer to maintain a high level of self-control, people are probably able to recognize your feelings much of the time. Like most individuals, you have ups and downs, and can become frustrated when faced with obstacles such as a change in plans. You seem able to function effectively in tense situations, but are more likely to be comfortable in settings where emotions do not run high. When faced with a lot of difficulties you may find yourself becoming impatient or irritated with co-workers. In very tense situations it may take a good amount of effort and concentration for you to maintain your equilibrium and approach tasks in a well balanced manner.

### Stress Tolerance



You tolerate stress well and find it easy to remain relaxed. You do not mind working in demanding situations and cope well in high-pressure work environments. While too many demands may leave you tired, you are seldom overwhelmed and can maintain effective work behavior in the face of setbacks. You find it easy to relax and often act as a calming influence on others. In general you find it easy to manage stress in an adaptive way, and probably enjoy demanding occupations. When given criticism you do not get upset by taking it personally, but accept it at face value and make any required changes. You also do not spend time thinking about what you should have said but didn't. Instead you are usually relaxed and tranquil which allows you to be effective in demanding occupations.

## Identifying and Managing Change

How you approach and manage change has tremendous influence on the tasks you will enjoy. For the types of work that involve lots of change, people who describe themselves as flexible and future oriented seem better suited and report more satisfaction. In work environments with greater stability, people who describe themselves

as reliable and focused on the present are generally more content. Your preferences also have a strong influence on how you manage your career. People who dislike change often find career transitions difficult. People who enjoy change may find career transitions exciting.

### Initiative



You think quickly on your feet and enjoy identifying new opportunities and capitalizing on them. You are open to accepting new challenges and responsibilities and have a keen interest in looking for ways to improve things. Taking initiative is very important to you, and when you have identified an opportunity you do not wait for others before starting. This high level of initiative, combined with your willingness to take on new responsibilities, will help you with your career. When looking for occupations that fit your preferences, search for careers that will allow you to act quickly upon your ideas. Jobs that have stable responsibilities will quickly become boring.

### Flexibility



You prefer routine over variety and enjoy consistent and predictable environments. You like using established methods and are willing to work steadily on tasks. In many situations you tend to resist change since it makes you uncomfortable. This is especially true if changes are being made to things that you perceive as working satisfactorily. When change is drastic and far reaching you will probably experience high levels of stress and discomfort. Career transitions can be very stressful since they usually involves a large amount of change. However, you can use your preferences for stability and consistency to your advantage by setting up a routine for developing your career plan and achieving your goals.

## Finding Success When Working Remotely

Working in a remote environment can bring challenges that those who work from the office may not experience. It changes the way that you interact with others, and impacts how you complete tasks and fulfill your responsibilities. The need to connect with others, share ideas, make plans, and execute remain the same; however, the methods you need to use to address these topics are different. The table below explains how your results on four Work Personality Index scales may influence your approach and how you can adapt to thrive in this environment.

### Completing Tasks

Your Style	Enhancing Your Style
<ul style="list-style-type: none"> <li>Quickly see, evaluate and act on new opportunities.</li> <li>Embody the motto "If I don't do it, no one will!"</li> </ul>	<ul style="list-style-type: none"> <li>Be aware that your high level of initiative may be seen as impulsiveness.</li> <li>Delays in implementation may be necessary to reach the goal.</li> </ul>
<ul style="list-style-type: none"> <li>Prefer work that provides high levels of autonomy.</li> <li>Make decisions on your own with little need for input or support from others.</li> </ul>	<ul style="list-style-type: none"> <li>Recognize that others may not know what you have done, where you are going and how it aligns with broader goals.</li> <li>Beware of sacrificing quality for speed when making decisions.</li> </ul>

### Maintaining Relationships

Your Style	Enhancing Your Style
<ul style="list-style-type: none"> <li>Enjoy working on larger teams with a variety of stakeholders.</li> <li>Believe that teamwork is the best approach for completing almost all tasks.</li> </ul>	<ul style="list-style-type: none"> <li>Recognize when a team approach is not the most efficient or effective way to get something done.</li> <li>Remote work environments often require more independent work, even if you are contributing to team goals.</li> </ul>
<ul style="list-style-type: none"> <li>Like to communicate in person rather than through writing.</li> <li>Genuinely want to connect and interact with people and groups.</li> </ul>	<ul style="list-style-type: none"> <li>Rely on written communication to share information and track goals.</li> <li>Be aware of putting too much energy into building connections and not enough into more important, but less engaging tasks.</li> </ul>

## What to look for in a career

When looking at your career, it is important for you to take time to reflect upon what you are good at, and what you like to do, and then develop clear goals of what you want to achieve. Your personality indicates many aspects that might provide you with guidance in finding a satisfying career. Take the time to read through the following statements to get a sense of what you might look for in a career.

### WORKING WITH OTHERS - LOOK FOR CAREERS THAT:

- Give you opportunities to meet people
- Make use of your outgoing and sociable style
- Involve a lot of teamwork
- Allow you to work collaboratively with people
- Rarely deal with interpersonal issues
- Let you take an impartial approach to problems
- Give you freedom from the influence of others and let you make most decisions on your own
- Give you the responsibility to choose how you do your work and have little supervision

### ENERGY AND DRIVE - LOOK FOR CAREERS THAT:

- Are demanding, fast paced and mentally or physically challenging
- Require your high energy style, and keep you busy
- Have many opportunities for advancement and personal achievement
- Are competitive and challenging
- Give you the opportunity to engage people in formal and informal settings
- Allow you to present yourself as capable and competent
- Allow you to negotiate or bargain
- Make use of your talent for influencing people
- Allow you to focus on one task at a time

### WORK STYLE - LOOK FOR CAREERS THAT:

- Give you the opportunity to shift priorities and ignore deadlines when more important things come up
- Have tasks that need to be reprioritized frequently
- Provide a combination of difficult tasks that require persistence and some that can be completed quickly
- Involve work that is not time consuming or problematic
- Take place in an environment where the work follows general guidelines rather than precise regulations
- Give you freedom to adjust your work procedures and are not highly bureaucratic
- Let you focus on global issues and strategies
- Are not highly organized or structured
- Allows you to be both planful and flexible

## What to look for in a career

### PROBLEM SOLVING STYLE - LOOK FOR CAREERS THAT:

- Allow you to build upon other peoples' ideas
- Require some innovation, but have a strong practical focus
- Involve developing straightforward solutions to problems
- Allow you to act decisively and quickly make decisions
- Do not require you to analyze large amounts of information

### DEALING WITH PRESSURE AND STRESS - LOOK FOR CAREERS THAT:

- Do not require you to work in situations where you need to conceal your feelings
- Allow you to express your feelings, regardless of whether they are positive or negative
- Have demanding situations and take place in a high-pressure work environment
- Need you to deal with difficult tasks without feeling stress

### IDENTIFYING AND MANAGING CHANGE - LOOK FOR CAREERS THAT:

- Allow you to take initiative and quickly act upon your ideas
- Continually provide new responsibilities and challenges
- Need you to think quickly on your feet and identify new opportunities
- Have a consistent and predictable environment
- Involve little change
- Let you use established ways of working

## Managing your career

This part of the report contains suggestions that will assist you in managing your career. Each section outlines career action strategies that you might consider implementing to enhance your career development.

### WORKING WITH OTHERS - CAREER DEVELOPMENT STRATEGIES

- When meeting new people, give them an opportunity to talk and say what they think. Take more time to gather information from people, rather than share your own thoughts and ideas.
- Use your preference for teamwork to develop a support network that can help you with your career.
- Work independently on tasks that you can complete effectively on your own. Involving others in these activities is often inefficient.
- Pay attention to how people influence the decisions you make. Do not overlook the need to take time for yourself and focus on your own goals and desires.
- Consult with people when you have to make an important decision, and keep a check on your tendency to ignore the advice of others.

### ENERGY AND DRIVE - CAREER DEVELOPMENT STRATEGIES

- Keep a check on your tendency to become involved in too many things. Rather than expending your energy on a wide variety of activities, try focusing on fewer tasks. Learn to recognize when you are too busy so that you do not over-commit yourself.
- Your competitive style may not always help you reach your goals. Learn to recognize when your approach conflicts with others. Consider how to best balance your work and private life.
- Listen to the guidance of experts and let other people take on the leadership roles when their skills and knowledge are more appropriate for the situation.
- Your self-confidence can be overwhelming and intimidating for others, particularly people who are more timid. Learn to solicit engagement from others who appear to be sitting on the sidelines. They may have great ideas but are intimidated by your exuberance.
- Your skills at arguing your positions can sometimes result in pursuing acceptance of your perspectives unyieldingly. Remember to take a step back from the debate to consider other opinions that may be different from your own but equally valid.
- You can miss out on opportunities if you don't take them on when they are available. Recognize when new responsibilities are opportunities and accept the challenge, even if you already have other tasks on the go.

### WORK STYLE - CAREER DEVELOPMENT STRATEGIES

- Complete your obligations and commitments by the set deadlines. However, be willing to adjust your priorities to meet more pressing needs.
- Watch that you do not give up on difficult tasks prematurely. Find ways to motivate yourself to stick with tasks that are tough and time consuming.
- Review how you are managing your career and adopt a questioning attitude that examines how you could do things better. Accept some supervision on how you manage your career.
- Take more time to examine concrete data and information rather than solely focusing on the overall goals of your career. Check the quality and organization of your career documents before sending them off to employers.
- Make sure you recognize when it is important to engage in planning before beginning a task. This will be especially critical when time is limited but the task is complex.



## Managing your career

### PROBLEM SOLVING STYLE - CAREER DEVELOPMENT STRATEGIES

- You enjoy solving problems and like finding solutions that are both original and practical. Use your innovation and creativity to identify how your skills and knowledge may be useful in a variety of different careers. Focus on practical tasks such as writing resumes, calling potential employers, and networking.
- Take time to work on both the creative and straightforward tasks required to reach your career goals. Each of these areas is important to successfully managing a career, even though you may prefer one more than another.
- When solving problems you tend to be slightly cautious. However, you are not always motivated to spend a lot of time examining problems. When faced with decisions that are not serious, act decisively and rely upon your gut feeling. If the issue is very important, take extra time to gather information and analyze it carefully.
- Do not become stalled by examining career possibilities for too long. Making decisions helps you reach your goals faster and can give you momentum to work on other career tasks.

### DEALING WITH PRESSURE AND STRESS - CAREER DEVELOPMENT STRATEGIES

- You see yourself as relatively calm and easy-going, only getting upset when things go very poorly. Career transitions often involve a number of disappointing or negative situations. Therefore, it is important to maintain your composure, and conceal your emotions if they could be interpreted negatively. Avoid reliving negative experiences you have during your career transition.
- Share your thoughts and feelings with people who are close to you. This can help you clarify your work preferences and develop career goals. It will also give you a support network of people who can offer your encouragement and assistance.
- You tolerate stress very well and maintain effective work behavior in the face of setbacks. Watch that your ability to tolerate stress does not negatively impact your motivation. While you probably find most career activities easily manageable, put time into preparation.
- Since you rarely feel worried or experience stress, you may often act as a calming influence to others. Take care that you do not get put upon by others, or over-load yourself with tasks.

### IDENTIFYING AND MANAGING CHANGE - CAREER DEVELOPMENT STRATEGIES

- You think quickly on your feet and enjoy identifying new opportunities and capitalizing on them. In your rush to take the initiative, you may miss important information. Therefore, discuss career opportunities with others before acting on them.
- You are open to accepting new challenges and responsibilities and have a keen interest in looking for ways to improve things. Make sure that you do not take on so many responsibilities that you are overwhelmed.
- You prefer routine over variety and enjoy consistent and predictable environments. As a result, you may resist change because it sometimes makes you uncomfortable. During periods of transition do not be reluctant to modify aspects of your career plan or job search, or be too rigid in your outlook.
- Learn techniques to help you manage change more effectively. Approach your career with a positive outlook that focuses on how the change can improve your life.

## Career Review and Planning

The Work Personality Index Career Report is designed to help you understand your unique strengths and to identify areas to enhance your career effectiveness. The personal characteristics measured by the Work Personality Index have both positive aspects and liabilities. Your goal in using this report should be to learn about yourself, so that you will be able to capitalize on the assets of your characteristics and minimize the effect of their potential downside. The more you understand about how you approach situations, the better you will be able to work to your full potential and make decisions that result in greater satisfaction. The planning steps below should help you increase your self-knowledge and identify areas of strength and development.

- First, read through your report a number of times. Pay close attention to what it says about you and highlight the statements you believe describe you best. Examine the statements in the "What to look for in a career" section. These give you a good indication of what you might look for in a career that will best fit your personality.
- Second, underline the statements that surprise you or indicate areas where you could improve your effectiveness. Consider these qualities and ask people who know you well about them to see whether they are true.
- Third, develop a plan to avoid or guard against the behaviours that may lower your effectiveness and performance. Examine the statements in the "Managing your career" section. Carefully go through the career development strategies. These will help you set some realistic goals for increasing your effectiveness in realizing your career goals. Then consider your future goals and outline adjustments you could make that would enable you to reach them. Use the "Action Plan" template to assist you in this task.

### ACTION PLAN QUESTIONS

1. What specific job, career or leisure activities do you want to learn more about, or aim for in the future? What are your overall career goals? The clearer your goals, the easier it will be to motivate yourself to pursue them.
2. What experience, education or training do you need to get in order to prepare for the next stage of your career?
3. What are the most significant things you can do to improve your effectiveness and satisfaction in life?
4. Review the sections of your report that deal with managing career transitions effectively. What do you need to start doing to ensure you reach your goals? List specific steps and activities.
5. What can you stop doing that may be working against achieving the success you desire?
6. What deadlines do you need to set to make sure you reach your goals?

Career Review and Planning

CAREER ACTION PLAN

Career goals you would like to achieve	Steps needed to achieve these goals	Resources needed	Time Frame

## Charting your progress

Having answered the previous questions and put together the beginnings of your career action plan, take some time to review what you have written and consider the following.

**What are you most pleased about with your plans?**

**What do you need to do to improve your plans?**

**What would you like to discuss about your plans with people you respect; parent, spouse, close friend, career counselor? Now is the best time to do so.**

As you continue to move forward in your career, return to your career plan occasionally and review what you have written. As your circumstances change, aspects of your career plan may need to be updated or changed. By continually examining your preferences and strengths, and setting realistic goals, you can be better equipped to achieve the career progress you desire. Good luck!