

WORK PERSONALITY
 **INDEX**

CAREER

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 **Psychometrics**

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About this Report

This report provides a summary of your responses to the Work Personality Index[®] 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



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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 very outgoing and sociable. Like other individuals with an extraverted style, you enjoy meeting new people and are very comfortable in groups. You are lively, animated, and talkative, and you value spending time with others. You like to make new acquaintances and are able to readily start conversations with strangers. As a result, you fit into new groups easily and prefer work that gives you the opportunity to interact with lots of people. You will also enjoy careers that require extensive interpersonal contacts. The downside to your extraversion is a tendency to dominate interactions with others, and not spend enough time listening to what others are saying. When working with people, give them an equal opportunity to speak their mind, and use your ability to connect with others to gather information about possible career opportunities. Then take some time to reflect on this information and discuss it with people who know you well.

Teamwork



You enjoy work that involves a combination of team and independent work. For some activities you prefer working collaboratively with people, while for other responsibilities you would rather work on your own. To guide your career it is beneficial to identify what tasks you enjoy working with others on and those you prefer to complete independently. In general you adopt a cooperative approach and are willing to help others. However, you also focus on meeting your personal needs and goals. Occupations that you should find satisfying will involve a balanced mix of team and independent work. If you are required to work independently most of the time you may begin to feel disconnected and lonely. On the other hand, having to work closely with people all the time may leave you feeling frustrated.

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 need to make decisions, you like doing it on your own. You do not require the support of colleagues when making decisions or taking action. As a result, you spend very little time consulting with others. Often you are extremely hesitant to ask others for help. You come across as self-reliant and willing to stand alone. Your high level of independence is useful for making quick decisions and challenging commonly held beliefs. You also enjoy being free from other people's influence and you like to have things go your way most of the time. Therefore, occupations with very little supervision or guidance will be most satisfying for you. You will also enjoy tasks that you can work on independently without needing to seek advice from co-workers.

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 have a strong desire to get ahead and be successful in whatever you do. Like other very ambitious people, you set difficult goals and work hard to reach them. You have most in common with people who are competitive and who believe it is important to be in firm control of what they do to reach their goals. You probably challenge yourself in several ways: setting goals of ever increasing difficulty; comparing your performance against others; and exhibiting a strong desire to win. As a result, you enjoy occupations where demanding goals must be met and a high level of self-motivation is required. You also desire occupations where there is plenty of room for advancement and personal achievement. In jobs with few challenges or opportunities for advancement you will probably become bored with the work, and dissatisfied at the lack of prospects.

Leadership



Taking charge and initiating action comes naturally to you. You enjoy being in leadership positions and like having a high level of responsibility. You are comfortable giving directions and like having influence over people. As a result, you gravitate toward leadership roles wherever you find yourself. In most situations you like to be the person in charge, making decisions and guiding others. Your approach when leading people tends to be more directive than consultative. As a result, you will be most satisfied in positions that allow you to adopt a directive, authoritative style of leadership. You also tend to be vocal in expressing your wishes and opinions, and respond well when requested to take on leadership roles. In settings where you need to take a subordinate role, you may resist the control and guidance 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 very effective when you have many tasks on the go and enjoy having many different things to do at once. You feel very comfortable juggling a busy schedule and coping with multiple demands. You prefer to be given new tasks before you finish the task you are presently working on. People like you enjoy coping with the challenge associated with new responsibilities. Careers which offer you the opportunity to do take on multiple tasks, juggle a busy schedule, and cope with multiple demands will be highly attractive to 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 place a lot of importance on meeting deadlines and completing your work on schedule. Others see you as dependable, responsible and conscientious. At work you are very concerned about meeting your obligations and following through on all your commitments. When working with others, you stress not only the importance of completing work, but completing it on time. Fulfilling your duties is a key theme in your approach to tasks, and you rarely let people down. At times you can be overwhelmed trying to meet the commitments you have made, and yet you still do not leave things unfinished. You should enjoy activities that allow you to work with other conscientious people.

Persistence



Persistence and determination seems to be one of your stronger traits. You appear to enjoy putting in a concentrated effort to overcome obstacles and solve problems. Meeting demanding targets and overcoming difficulties are also satisfying for you. In most situations, you would stay late to complete a task, rather than leave it for the next day. In fact, you probably have a strong dislike for leaving things unfinished. People like you find it easy to work through distractions and are rarely off task. You are almost always able to motivate yourself to get the job done. This style is very effective in work settings that involve overcoming obstacles and require persistent effort.

Rule-Following



In your career, you take a casual approach toward work procedures and codes. You are quite comfortable breaking rules in order to make progress on your tasks. In most situations you believe that the ends justify the means. You prefer general guidelines to precise rules. You also enjoy work that gives you a free reign on how you conduct yourself. You value being free to do what you feel is important rather than conforming to strict rules. The types of work that you will find difficult are those with lots of rules and regulations. These occupations will feel stifling and prevent you from doing your best work. They will not allow you to use your ability to react quickly to opportunities and adjust work procedures accordingly. Instead, you will likely find greater satisfaction with work that has few regulations and gives you autonomy and flexibility in whatever you do.

Work Style

Attention to Detail



You are organized and take an orderly approach to your work. You are planful and thorough in everything you do, because you want things to be done right. Your methodical style and your careful attention to details show how important it is for you to do things correctly and avoid mistakes. You enjoy checking the details of your work, and do not like cutting corners to meet deadlines. You believe that any task you complete should be completed thoroughly or not at all. As a result of your desire to do things right others may see you as a perfectionist. Your style is effective in settings where data must be carefully analyzed and small mistakes can lead to serious consequences. Common examples include personal safety, financial, and legal matters. You may find work that focuses on global issues at the expense of specific data to be uncomfortable and stressful.

Planning



You feel at ease with the structure of detailed plans and believe that efficient work routines are established with long-term plans. You enjoy making plans before starting a project. People like you enjoy thinking about and planning the future in a structured way. This enables you to provide clear structure and direction for others. Having to start a project without a detailed plan or when time is limited may lead to feelings of frustration or stress. Careers where you are able to structure your day or have the ability to make plans about the future will be very attractive to you. Less attractive are careers where you need to be constantly spontaneous.

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 describe yourself as open-minded, curious and creative. You are very comfortable with work that requires creativity and invention. The solutions you come up with are marked by originality. When faced with difficulties you are able to come up with lots of ideas and you are willing to go beyond what is traditional and consider unconventional solutions. You value finding better ways to do things and are always receptive to new approaches. You also enjoy solving problems and thinking about future opportunities. You often focus more on ideas than practicalities. As a result you are effective in positions where creativity and innovation are necessary. It also helps you generate ideas when thinking about your career.

Analytical Thinking



When you need to solve problems you carefully analyze all the information at your disposal and use a logical, deliberate method of evaluation. You are comfortable working with problems that involve abstract thinking and tend to understand complex relationships effectively. Before you make a decision you like to gather as much information as possible and consider things from all possible angles. Since this information gathering can be extensive, it takes time for you to think things through and work out correct solutions to difficult tasks. You rarely make decisions based on your gut feeling. Instead you critically analyze almost everything. This analytical style ensures that you rarely make mistakes in judgment, but it does sacrifice efficiency. At work, your preferences indicate that you enjoy analyzing and discussing data, and you will probably like work that involves solving complex problems.

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 are outspoken and very open with your thoughts and feelings. Since you so openly express your emotions, people are quickly aware of what you think and how you feel. When things go well in your life, you quickly show enthusiasm and excitement. When things go poorly, you quickly show your unhappiness, and may become rude or impatient. Compared to others you experience more ups and downs in your life. When faced with obstacles, such as unexpected changes, you often express your frustration. You also tend to follow your personal feelings and desires rather than consciously restrain yourself. You should find the most satisfaction in work that allows you to be genuine and does not require you to conceal your feelings from others.

Stress Tolerance



You tolerate stress very well and find it easy to remain relaxed. When you are under lots of pressure you tend to stay calm and steady and can effectively cope with many demands. You are seldom overwhelmed by concerns, and maintain effective work behavior in the face of setbacks. It is only in rare instances that you will feel worried or frustrated. In most situations your ability to relax also acts as a calming influence on others. On the whole, you find it easy to manage stressful situations in a balanced, adaptive way. You are also able to accept criticism positively because you do not take it personally or spend time thinking about what you should have said but didn't. As a result you will be very effective in occupations that have many demanding tasks and where the level of stress is high.

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 are very flexible and open to change. You seek variety and interest in your life and quickly become bored if not encountering new and different activities. In many cases you may go out of your way to seek out novelty and variety because you find excitement in trying new things. You enjoy experimenting and dislike work that is routine and familiar. Newness is important to you. This allows you to adapt well to career transitions. You rarely find change stressful, and can quickly adjust to new work roles and different work environments. While you can become bored in predictable, routine work, your adaptability allows you to be effective in times of change.

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

Maintaining Relationships

Your Style	Enhancing Your Style
<ul style="list-style-type: none"> Enjoy working on smaller, more intimate teams. Engage in teamwork when there's a benefit to doing so, otherwise you like to work on your own. 	<ul style="list-style-type: none"> Consider if tasks are best addressed with a team or independent approach, and act accordingly. Trust in your abilities to complete tasks independently, but be sure to keep your colleagues "in the loop."
<ul style="list-style-type: none"> Like to communicate in person rather than through writing. Genuinely want to connect and interact with people and groups. 	<ul style="list-style-type: none"> Rely on written communication to share information and track goals. Be aware of putting too much energy into building connections and not enough into more important, but less engaging tasks.

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:

- Require meeting people and interacting with strangers
- Utilize your preferences for being outgoing and sociable
- Have a balanced mix of team and independent work
- Let you work closely with others, but provide opportunities to pursue your own goals
- Rarely deal with interpersonal issues
- Let you take an impartial approach to problems
- Need you to make almost all decisions on your own
- Give you the responsibility to determine how to do your work and have little supervision or guidance

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 plenty of opportunities for advancement and personal achievement
- Are competitive and challenging
- Give you a lot of responsibility and put you in charge of others
- Have many opportunities for you to work in leadership roles
- 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
- You can have many projects on the go at the same time
- You can juggle a busy schedule

WORK STYLE - LOOK FOR CAREERS THAT:

- Involve tasks that must be completed by set deadlines
- Allow you to work with people who value getting things done
- Involve overcoming obstacles and solving difficult problems
- Require persistent effort to meet targets
- Give you a free reign on how you conduct yourself and have little bureaucracy
- Need you to react quickly to opportunities and to adjust work procedures accordingly
- Allow you to work in orderly, organized settings
- Require a high level of attention to detail and a strong focus on completing work without mistakes
- Provides clear structure and direction
- Let you make short- and long-term plans

What to look for in a career

PROBLEM SOLVING STYLE - LOOK FOR CAREERS THAT:

- Require innovation and creativity
- Let you develop original solutions and allow you to go beyond what is traditional and consider unconventional ideas
- Allow you to focus on future opportunities
- Require analytical thinking and solving complex problems
- Involve analyzing and discussing data

DEALING WITH PRESSURE AND STRESS - LOOK FOR CAREERS THAT:

- Allow you to be outspoken
- Allow you to be genuine and do not force you to conceal your feelings from others
- Have many demanding tasks and take place in a stressful environment
- Need you to deal with pressure 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
- Provide variety and novelty
- Require flexibility and have a lot of change
- Involve very little routine or predictable tasks

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 share their ideas. Focus on gathering information from people, rather than telling them your own thoughts and ideas.
- Identify the tasks you complete well when working independently, and those you complete better working with others.
- You can efficiently manage your career by not involving people in activities that you can complete on your own.
- 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.
- Keep a check on your tendency to ignore other peoples' advice, and consult with others when you have to make an important decision.

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 approach may not always help you reach your goals. Recognize when your competitive style conflicts with others and consider how to best balance your work and private life.
- Let other people take leadership roles when their skills and knowledge are more appropriate for the situation. Listen to the guidance of experts and avoid telling people what to do when you have no experience in the area.
- 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.
- Although you enjoy dealing with multiple demands, make sure you don't take on too many tasks at one time. Assess the situation before assuming additional responsibilities.

WORK STYLE - CAREER DEVELOPMENT STRATEGIES

- Since you are in a period of change, you need to be willing to adjust your priorities and your schedule to meet pressing needs or opportunities. You should also guard against promising more than you can deliver.
- Take time to analyze whether the activities you are working on are worth the effort. Guard against persisting in the face of obstacles that cannot be overcome.
- Willingly accept supervision and guidance on how you manage your career. Most career development techniques are taught because they are the most effective way for people to reach their goals.
- Do not miss the forest because you are focused on the trees. Consider the overall goals of your career and do not become bogged down with artificially high standards.
- Regardless of how good a plan or schedule is, it can be affected by unexpected changes. Although you may prefer to stick to a plan, recognize when the situation has changed and shift priorities accordingly.

Managing your career

PROBLEM SOLVING STYLE - CAREER DEVELOPMENT STRATEGIES

- Review your career goals to ensure they are not too idealistic or impractical. While it is important to consider your dreams and aim for the perfect career, you also need to consider what is realistic.
- Your preferences indicate that you enjoy coming up with ideas that are very innovative. However, to successfully manage a career transition you also need to focus on the straightforward, routine tasks, such as sending out resumes.
- When you solve problems you carefully analyze all the information at your disposal and use a logical, deliberate method of evaluation. This analytical style ensures that you rarely make mistakes in judgment, but it does sacrifice efficiency.
- Do not over analyze career information. For less important tasks, trust your intuition and act decisively. This will help you reach your goals faster and give you momentum to complete other activities.

DEALING WITH PRESSURE AND STRESS - CAREER DEVELOPMENT STRATEGIES

- You are outspoken and open with your thoughts and feelings. While there are advantages to letting others know where you stand, you should guard against over-reacting to criticism or frustrations.
- Avoid reliving the negative encounters you have during your career. When you are feeling upset, count to 10 and carefully evaluate what you want to say, before you speak.
- 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. Even though you may find the stress of career activities easy to manage, 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 are very flexible and open to change. You seek variety and interest in your life and quickly become bored if not encountering new and different activities. While this adaptability is beneficial in times of change you also need some structure and routine to manage your career plan effectively. Make changes only when warranted, not because you desire variety.
- Your ability to adapt to change can leave you feeling bored with tasks that are structured and stable. Watch that you do not avoid doing things simply because they are becoming routine and less exciting.

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!