

CONFIDENTIAL

CAREER TRANSITIONS REPORT

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Your Career Transitions Report

Getting the Most from Your Career Transitions Report

The following four sections make up this report:

SECTION 1 – JOB MATCH

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

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

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

SECTION 3 – YOUR RESULTS

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

SECTION 4 – SUGGESTIONS FOR GATHERING ADDITIONAL INFORMATION ABOUT CAREERS

The basis of good decisions is good information. Your *Career Transitions 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 Transitions* is related to job expectations and classifications in the workplace. The only difference would be the specific requirements of certain employers. The *Career Transitions* provides information for your personal use and is not to be used as a hiring tool.

SECTION ONE

Job Match

The *Career Transitions* compares the results of your evaluation with the requirements for a variety of career fields described by O*NET (Occupational Information Network). The percentages below indicate the degree to which your results match each of the listed occupations. They are shown in descending order by percentage match within each group. You should consider those occupations where you show the highest match because they suggest a good job fit. Remember, these results reflect suitability only in terms of Thinking Style, Occupational Interests and Behavioral Traits as reported here. Other important components, such as educational level, specific skills and experience, should also be taken into account in examining career options.

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

GROUP ONE: ADVANCED TRAINING REQUIRED

O*NET SOC Code	Occupational Title	Job Match Percentage
11-1011.01	CHIEF EXECUTIVES	86%
13-2052.00	PERSONAL FINANCIAL ADVISOR	85%
21-1012.00	VOCATIONAL COUNSELOR	84%
21-1012.00	SCHOOL COUNSELOR	84%
11-9061.00	FUNERAL DIRECTOR	84%
27-3021.00	BROADCAST NEWS ANALYST	84%
11-9151.00	SOCIAL AND COMMUNITY SERVICE MANAGER	83%
21-1015.00	REHABILITATION COUNSELOR	83%
11-9032.00	EDUCATION ADMINISTRATOR - ELEMENTARY/SECONDARY	82%
13-2072.00	LOAN OFFICER	82%
27-3031.00	PUBLIC RELATIONS SPECIALIST	82%
21-1013.00	MARRIAGE/FAMILY THERAPIST	82%
21-1011.00	BEHAVIORAL DISORDER COUNSELOR	82%
11-9111.00	MEDICAL AND HEALTH SERVICES MANAGER	81%
13-1111.00	MANAGEMENT ANALYST	81%
11-3031.01	TREASURER, CONTROLLER, AND CHIEF FINANCIAL OFFICER	81%
27-4021.01	PHOTOGRAPHER	81%
13-2051.00	FINANCIAL ANALYST	81%
13-2082.00	TAX PREPARER	81%
13-2081.00	TAX EXAMINER/COLLECTOR/REVENUE AGENT	81%

17-2111.02	FIRE PREVENTION ENGINEER	81%
13-1041.03	EQUAL OPPORTUNITY REPRESENTATIVES AND OFFICERS	81%
11-3021.00	COMPUTER AND INFORMATION SYSTEMS MANAGER	80%
13-1081.00	LOGISTICIAN	80%
25-9021.00	FARM AND HOME MANAGEMENT ADVISOR	80%
21-1014.00	MENTAL HEALTH COUNSELOR	80%
15-1081.00	NETWORK SYSTEMS/DATA COMMUNICATIONS ANALYST	80%
27-3042.00	TECHNICAL WRITER	80%
19-3051.00	URBAN/REGIONAL PLANNER	80%
27-1022.00	FASHION DESIGNER	80%
29-1031.00	DIETITIAN/NUTRITIONIST	79%
13-2053.00	INSURANCE UNDERWRITER	79%
19-3021.00	MARKET RESEARCH ANALYST	79%
23-2011.00	PARALEGAL & LEGAL ASSISTANT	79%
41-3041.00	TRAVEL AGENT	79%
25-2042.00	SPECIAL EDUCATION TEACHER, MIDDLE SCHOOL	79%
25-2031.00	SECONDARY SCHOOL TEACHER	79%
11-3042.00	TRAINING AND DEVELOPMENT MANAGER	79%
13-2021.01	ASSESSOR	79%
13-1041.01	ENVIRONMENTAL COMPLIANCE INSPECTOR	79%
27-1024.00	GRAPHIC DESIGNER	78%
27-1025.00	INTERIOR DESIGNER	78%
25-9031.00	INSTRUCTIONAL COORDINATOR	78%
17-1022.00	SURVEYOR	77%
33-3031.00	FISH/GAME WARDEN	77%
13-2011.01	ACCOUNTANT	77%
13-2011.02	AUDITOR	77%
29-1011.00	CHIROPRACTOR	77%
13-2041.00	CREDIT ANALYST	77%
29-1123.00	PHYSICAL THERAPIST	77%

GROUP TWO: BASIC TRAINING REQUIRED

O*NET SOC Code	Occupational Title	Job Match Percentage
33-3021.04	INSURANCE FRAUD INVESTIGATOR	87%
33-3021.01	POLICE DETECTIVE	86%
33-3021.03	CRIMINAL INVESTIGATOR/SPECIAL AGENT	86%
11-2011.00	ADVERTISING AND PROMOTIONS MANAGER	86%
13-1041.04	GOVERNMENT PROPERTY INSPECTOR/INVESTIGATOR	85%
33-9021.00	PRIVATE DETECTIVE/INVESTIGATOR	85%
33-3021.05	IMMIGRATION/CUSTOMS INSPECTOR	85%
13-1121.00	MEETING/CONVENTION PLANNER	84%
43-4061.00	ELIGIBILITY INTERVIEWER, GOVERNMENT PROGRAMS	84%
11-3061.00	PURCHASING MANAGER	84%
11-3040.00	HUMAN RESOURCES MANAGER	83%
41-4011.01	SALES REPRESENTATIVE, AGRICULTURAL	83%
41-4011.02	SALES REPRESENTATIVE, CHEMICAL/PHARMACEUTICAL	83%
41-4011.03	SALES REPRESENTATIVE, ELECTRICAL/ELECTRONIC	83%
41-4011.04	SALES REPRESENTATIVE - MECHANICAL EQUIP/SUPPLIES	83%
41-4012.00	SALES REPRESENTATIVE, WHOLESALE/MANUFACTURING	83%
41-4011.00	SALES REPRESENTATIVE - WHOLESALE MANU. TECHNICAL	83%
29-9012.00	OCCUPATIONAL HEALTH/SAFETY TECHNICIAN	82%
13-1031.02	INSURANCE ADJUSTER/EXAMINER/INVESTIGATOR	82%
27-1011.00	ART DIRECTOR	82%
13-1071.02	PERSONNEL RECRUITER	82%
27-2032.00	CHOREOGRAPHER/DANCE INSTRUCTOR	82%
11-3071.01	TRANSPORTATION MANAGER	81%
53-6051.06	FREIGHT INSPECTOR	81%
11-9081.00	LODGING MANAGER	81%
43-4111.00	INTERVIEWER/CENSUS ENUMERATOR	81%
11-1021.00	GENERAL AND OPERATIONS MANAGER	80%
13-1073.00	TRAINING AND DEVELOPMENT SPECIALIST	80%
39-1021.00	SUPERVISOR/MANAGER: PERSONAL SERVICE WORKERS	80%
39-6022.00	TRAVEL GUIDE	80%
13-1051.00	COST ESTIMATOR	80%
41-3021.00	SALES AGENT, INSURANCE	80%
13-2021.02	APPRAISER, REAL ESTATE	80%
27-3031.00	LOBBYIST	80%
27-1011.00	MULTIMEDIA PRODUCER	79%

43-3031.00	BOOKKEEPER	79%
11-9031.00	EDUCATION ADMINISTRATOR - PRESCHOOL/DAY CARE	79%
13-1031.01	CLAIMS EXAMINER, PROPERTY/CASUALTY INSURANCE	79%
41-1012.00	SUPERVISOR, NON-RETAIL SALES	79%
41-1011.00	SUPERVISOR, RETAIL SALES	79%
11-2031.00	PUBLIC RELATIONS MANAGER	78%
43-3011.00	BILL/ACCOUNT COLLECTOR	78%
13-1032.00	INSURANCE APPRAISER, AUTO DAMAGE	78%
41-9091.00	DOOR-TO-DOOR SALES WORKER; NEWS/STREET VENDOR	78%
41-3011.00	SALES AGENT, ADVERTISING	78%
11-2022.00	SALES MANAGER	78%
45-1011.04	MANAGER/SUPERVISOR - HORTICULTURAL WORKERS	77%
41-3011.00	ADVERTISING AGENT	77%
43-3031.00	ACCOUNTS PAYABLE CLERK	77%
45-4011.00	FOREST & CONSERVATION WORKER	77%

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 catalog 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 Transitions 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 Transitions* helps build your self-understanding.

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

Worker Characteristics – Abilities, Interests, Work Values and Work Styles

Worker Requirements – Skills and Knowledge

Experience Requirements – Training, Experience and Licensing

Occupation Requirements – Generalized Work Activities and Work/Organizational Content

Occupation Specific Information – Important Occupation-Specific Tasks

Occupation Characteristics – Outlook and Earnings

Related Occupations – 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 counseling, the database provides complex data in a manner that offers utility and convenience to the user. By using it in conjunction with your *Career Transitions Report*, the O*NET database can be extremely helpful in selecting your next career.

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

online.onetcenter.org

SECTION THREE

Your Results

Understanding Your Report

Your *Career Transitions Report* has a list of matching jobs with a percentage figure indicating how closely your results match the thinking style, occupational interests, and behavioral traits that have been determined as important for success in that job. The *Career Transitions 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 Transitions Report* gives your results for Numerical Ability, Numerical Reasoning, Verbal Skill, Verbal Reasoning and an overall Learning Index. This is not a test of intelligence, but it does suggest how efficiently you assimilate and utilize various forms of information.

Occupational Interests

The Occupational Interests 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 behavioral traits, which are measured by your responses to the *Career Transitions* questionnaire. This profile reflects your behavioral 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.)

- Your overall learning capacity is good; you should demonstrate an understanding of the requirements of a new job.
- Upon completing a new training program, you appear capable of picking up new concepts without direct support.
- Overall, you can be expected to complete a new training program with success.

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

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

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

- You are proficient in the use of words and language.
- You probably assimilate verbal information as easily as most others do.
- You do not typically have any difficulty in effectively communicating thoughts and ideas to others.

Numerical Ability (A measure of numeric calculation ability.)

- You should be able to grasp common mathematical principles that apply to the job.
- You should be comfortable analyzing basic numerical material and performing some mathematical functions without relying on a calculator.
- You should be capable of learning to apply everyday mathematical principles to new, more complex problems as necessary.

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

- You work well with numbers and numerical concepts.
- You demonstrate a relatively strong ability to solve problems of a numerical nature.
- You grasp numerical concepts readily.

OCCUPATIONAL INTERESTS

Your results are strongly focused in the Enterprising and Creative themes on the inventory. Your interests include self expression, politics, persuasive activities, sales, marketing and marketing management. This suggests that you will be closely allied with the upper level management of the company. You enjoy the for-profit world, marketing, sales, artistic pursuits, aesthetics and creative endeavors.

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 are careful in asserting yourself, tending to let others take the lead.
- You tend to prefer solutions that have proven to be effective in the past.
- You tend to be a good listener, to be more comfortable as a participant in a group rather than as the leader.
- You sometimes need to be in charge, to be the leader. However, not in all situations.

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

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

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

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

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

- You may feel uncomfortable with changes in policies and guidelines.
- You prefer to avoid risk, change and unexpected challenges.
- It can be a challenge for you to not become critical of yourself and others.
- You may be inclined to become skeptical or suspicious of risk and change.

Decisiveness (Uses available information to make decisions quickly.)

- You are not inclined to delay important decisions.
- You are capable of responding to an emergency and of solving problems in a timely manner.
- You are typically decisive and effective in positions which require timely results.

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

- Potentially, you can become defensive whenever someone tries to take advantage of you.
- You do not back away from important arguments, disagreements and/or conflict.
- For the most part, you tend to be agreeable, cooperative, good-natured and fairly easy to please.
- You tend to use a positive, informal approach and generally demonstrate a willingness to listen.

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

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

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

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

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 Transitions 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 Counselor

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

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

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

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

Career Survey

Career Title: _____

Gather information and make notes regarding the career you are investigating.

1. What schooling/training is required for this career?

2. How long will it take me to acquire the schooling/training required?

3. How much money will I need to prepare for this career? \$_____

4. How will I get it?

5. Am I willing and able to devote the time and expense required to prepare for this career?

6. I expect to receive the following benefits from my career:

7. I am willing to do the following to achieve success in my career:

8. Other related jobs (occupational titles) I have found with O*NET:

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.