



Career Coach Report

for

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Your Career Coach Report

Getting the Most from Your Career Coach Report

The following four sections make up this report:

SECTION 1 – JOB MATCH

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

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

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

SECTION 3 – YOUR RESULTS

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

SECTION 4 – SUGGESTIONS FOR GATHERING ADDITIONAL INFORMATION ABOUT CAREERS

The basis of good decisions is good information. Your *Career Coach Report* provides unique information relating to you, but you should do additional research to learn more about your career possibilities and opportunities. This section suggests approaches to use to get more information.

Note:

The information you gain from *Career Coach* is related to job expectations and classifications in the workplace. The only difference would be the specific requirements of certain employers. The *Career Coach* provides information for your personal use and is not to be used as a hiring tool.

SECTION ONE

Job Match

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

Your results have been grouped into two categories. **Group One** indicates those occupations typically requiring education beyond high school; and **Group Two** indicates those occupations not typically requiring education beyond the high school level. Also provided is the O*NET SOC Code that may be used to research each occupation. To do this go to online.onetcenter.org, select Find Occupations and enter the appropriate SOC Code from the list below.

GROUP ONE: ADVANCED TRAINING REQUIRED

O*NET SOC Code	Occupational Title	Job Match Percentage
17-2041.00	Chemical Engineer	84%
27-1024.00	Graphics Designer	82%
19-1013.01	Horticulturist	81%
17-2112.00	Industrial Engineer	81%
17-3026.00	Industrial Engineering Technician	80%
23-2091.00	Court Reporter	78%
15-1061.00	Database Developer	77%
27-4014.00	Sound Engineering Technician	77%
25-4021.00	Librarian	76%
17-3011.00	Architectural & Civil Drafters	76%
17-3012.00	Electrical & Electronics Drafter	76%
13-2011.01	Accountant	76%
13-2053.00	Insurance Underwriter	76%
19-1032.00	Forester	75%
25-1194.00	Vocational Education Teacher	75%
29-1081.00	Podiatrist	74%

11-3021.00	Systems Administrator	74%
15-1031.00	Software Engineer	74%
29-1051.00	Pharmacist	73%
11-3061.00	Purchasing Manager	73%
29-1127.00	Speech Pathologist	73%
13-2011.02	Auditor	73%
17-3013.00	Mechanical Drafter	73%
13-2082.00	Certified Public Accountant	72%
13-2011.01	Staff Accountant	72%
17-2171.00	Petroleum Engineer	72%
19-1020.01	Biologist	72%
53-2011.00	Chief/Sr. Pilot	72%
29-2034.01	Radiologist	71%
19-2042.01	Geologist	71%
17-2071.00	Electrical Engineer	71%
29-2041.00	Emergency Medical Technician	71%
15-2021.00	Mathematician	71%
29-2056.00	Veterinary Technologist & Technicians	71%
17-1011.00	Architect	71%
21-1023.00	Mental Health & Substance Abuse Social Worker	71%
27-4012.00	Broadcast Technician	70%
19-2031.00	Chemist	70%
19-3021.00	Market Research Analyst	70%
53-2021.00	Air Traffic Control Specialist	70%
27-3011.00	Radio & Television Announcers	70%
19-2012.00	Physicist	70%
15-1031.00	Senior Software Engineer	70%
11-3021.00	Software Manager	69%
53-2012.00	Airplane Pilot, Commercial	69%
15-1051.00	Systems Analyst	69%
17-2051.00	Civil Engineer	69%
17-2141.00	Mechanical Engineer	69%

19-1021.01	Biochemist	69%
29-1123.00	Physical Therapist	69%

GROUP TWO: BASIC TRAINING REQUIRED

O*NET SOC Code	Occupational Title	Job Match Percentage
49-2091.00	Avionics Technician	80%
51-9071.01	Jewelers	78%
45-4011.00	Forest & Conservation Workers	77%
15-1021.00	Computer Programmer	77%
49-9061.00	Camera & Photographic Equipment Repairers	75%
49-3011.00	Aircraft Mechanics & Service Technicians	74%
49-3023.02	Automotive Technician	73%
47-2031.01	Carpenter, Finish	72%
43-9011.00	Computer Operator	72%
49-2094.00	Electronics Technician	72%
37-1011.02	Maintenance Superintendent	70%
49-2021.00	Radio Mechanics	70%
51-1011.00	Quality Assurance Supervisor	69%
51-4111.00	Tool and Die Makers	68%
43-1011.01	Help Desk Manager	68%
43-3031.00	Bookkeeper	68%
51-9061.05	Production Inspector/Tester	67%
43-9022.00	Clerk Typist	67%
47-2021.00	Brick Mason	66%
13-1022.00	Wholesale & Retail Buyers	66%
43-6011.00	Administrative Assistant	66%
11-2022.00	Sales Manager	66%
53-4013.00	Railroad Engineer	66%
47-2111.00	Electrician	66%
43-4151.00	Order Expeditor	66%
11-3011.00	Office Manager	65%
27-4021.00	Photographer	65%
41-2031.00	Inside Sales	65%

13-1031.01 **Claims Process Analyst**

65%

SECTION TWO

Understanding and Using the O*NET

O*NET OnLine is an application that was produced for the US Department of Labor by the National O*NET Consortium. It has been created for public use to provide broad access to the O*NET 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 Coach Report*.

The occupational profiles on O*NET will help you understand various aspects of a particular job. These descriptions help build your understanding of the job just as the *Career Coach* helps build your self-understanding.

Each O*NET Occupational Profile provides extensive data. These are 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 Coach Report*, the O*NET database can be extremely helpful in selecting your next career.

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

online.onetcenter.org

SECTION THREE

Your Results

Understanding Your Report

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

Thinking Style

The *Career Coach Report* gives your results for Numerical Ability, Numerical Reasoning, Verbal Skill, Verbal Reasoning and an overall Learning Index. This is not a test of intelligence, but it does suggest how efficiently you assimilate and 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 Coach* 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.)

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

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

- You should be competent in making analyses involving written and verbal data.
- You show strong potential for developing existing skills with communication.
- You have a sound understanding of everyday communication processes.
- You can build on your foundation as the particular communication skills required in performing the job become familiar.

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

- You may not always express thoughts and ideas as effectively as you would like.
- Complex oral or written directions may sometimes present a challenge for you.
- You probably prefer to take more time and strive for exactness when it comes to verbal information.
- On occasion, you may want more time to assimilate new information of a verbal nature.

Numerical Ability (A measure of numeric calculation ability.)

- Your analysis of business-related numbers should be sharp and on target.
- You are quick in mentally determining correct mathematical solutions to problems.
- You excel in a job that requires the accurate application of mathematical procedures in order to make correct decisions.
- You are capable of precise numerical accounting even under the pressure of strict time constraints.

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

- You complete numerical problems with comparable success to the general population.
- You work well with numbers and numerical concepts.
- You grasp numerical concepts readily.
- You demonstrate a relatively strong ability to solve problems of a numerical nature.

OCCUPATIONAL INTERESTS

You scored highest in the Technical theme on the inventory with a moderate interest in the Mechanical area:

- This is a typical pattern we find with engineers, data processing professionals and people who are open toward hi-tech work.
- Second, you could enjoy hands-on work and practical assignments.
- Essentially, this is a profile of an analytical person, one who enjoys anything that has to do with estimates, the establishment of procedures and routines, research and relatively practical manufacturing or industrial work. Your interest results are very strongly focused in the Technical theme. You have a secondary interest which is worth mentioning, the Creative:
- This is a pattern that would be found in an individual oriented toward data analysis, details and information handling.
- You may be drawn toward any of those responsibilities, especially as they impact inventive ways of utilizing data.

BEHAVIORAL TRAITS

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

- You may benefit from clearly defined priorities and deadlines as well as some external pacing.
- You prefer not to be pressured by critical deadlines. You may prefer time to think things through, to check things out.
- You express a low energy level; your work style is compatible with a more relaxed, sedentary-level of work.
- You are not inclined to project a high sense of urgency. You might appreciate input from others when beginning a new project.

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

- You express a low need to steer the course of what is happening or the direction of events.
- You tend to wait before making decisions, enforcing company policies and acting with authority. You may defer unpopular decisions when necessary.
- You prefer to take action after having the time and opportunity to process information pertaining to the situation. You likely prefer to wait for specific instructions before taking action.
- You tend to be a quiet, personal producer who works hard for a leader and a cause.

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

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

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

- 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 are usually enthusiastic about risk, change and unexpected challenges.
- You express positive expectations for the results, for the outcome of problems and difficult situations.
- You have a positive attitude regarding changes in policies and guidelines.
- You demonstrate a tendency to trust most people.

Decisiveness (Uses available information to make decisions quickly.)

- You demonstrate a tendency to pursue problems slowly, taking little risk.
- You prefer to make conservative, carefully considered decisions when confronted with a problem.
- You may prefer to think-out and analyze decisions, to hesitate making decisive solutions.
- You may take longer to make decisions which arise from day to day.

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

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

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

- You can independently handle changes, new problems.
- You have a moderate need for freedom from controls, close supervision and organization constraints.
- You prefer to carry out important tasks with minimal supervision.
- 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.)

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

A Brief Profile Summary

Thinking Style

Learning Index	1	2	3	4	5	6	7	8	9	10
Verbal Skill	1	2	3	4	5	6	7	8	9	10
Verbal Reasoning	1	2	3	4	5	6	7	8	9	10
Numerical Ability	1	2	3	4	5	6	7	8	9	10
Numeric Reasoning	1	2	3	4	5	6	7	8	9	10

Occupational Interests

Enterprising	1	2	3	4	5	6	7	8	9	10
Financial/Administrative	1	2	3	4	5	6	7	8	9	10
People Service	1	2	3	4	5	6	7	8	9	10
Technical	1	2	3	4	5	6	7	8	9	10
Mechanical	1	2	3	4	5	6	7	8	9	10
Creative	1	2	3	4	5	6	7	8	9	10

Behavioral Traits

Energy Level	1	2	3	4	5	6	7	8	9	10
Assertiveness	1	2	3	4	5	6	7	8	9	10
Sociability	1	2	3	4	5	6	7	8	9	10
Manageability	1	2	3	4	5	6	7	8	9	10
Attitude	1	2	3	4	5	6	7	8	9	10
Decisiveness	1	2	3	4	5	6	7	8	9	10
Accommodating	1	2	3	4	5	6	7	8	9	10
Independence	1	2	3	4	5	6	7	8	9	10
Objective Judgment	1	2	3	4	5	6	7	8	9	10

Distortion = 8 –Distortion scores range from 1 to 10 with the highest scores suggesting the greatest candor.

SECTION FOUR

Suggestions for Gathering Additional Information About Careers

Preparing for a career requires a commitment of time and expense. You want to make your career choice carefully.

There are many sources of information available through independent research. For example:

- Read biographies of people who engaged in the occupations you are considering
- Consult business publications and journals to learn about trends in specific fields
- Look for signs that opportunities in the job or profession you choose are expanding.

Think about your personal interests. What do you like to do for hobbies and other spare time activities? Chances are that whatever it is, someone else is doing the same thing as an occupation. There are many people who love to golf every weekend. While they might never be able to join a pro tour, they might enjoy working in a related occupation. Golf-related careers include everything from designing golf courses to caddying. Other hobbies and recreations offer similar related occupational opportunities.

Expand your thinking and you widen your opportunity. Talk with friends and family about career possibilities, but don't be overly influenced by them. And if you have a dream, don't be afraid to pursue it. Use your *Career Coach Report* to get as much information as you can about the occupations that interest you. Ralph Waldo Emerson once proclaimed "*Nothing great was ever achieved without enthusiasm.*"

Meeting with a Counselor

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

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

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

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

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.