



CONFIDENTIAL
Career Compatibility Passport
November 15, 2012

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Your Career Compatibility Passport

Getting the Most from Your Career Compatibility Passport

There are five sections in your *Career Compatibility Passport*. They are:

SECTION 1 – YOUR RESULTS

This section provides an overview of your characteristics in each area, as reported by the *Career Compatibility Passport*.

SECTION 2 – CAREER COMPATIBILITY

Your *Career Compatibility Passport* scores have been compared to representative occupations derived from information provided by O*NET. Your overall match with these occupations is presented in this section.

Additional information about O*NET resources is provided in Section Three.

SECTION 3 – O*NET – WHAT IT IS AND HOW YOU CAN USE IT

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

SECTION 4 – SUGGESTIONS FOR GATHERING ADDITIONAL INFORMATION ABOUT CAREERS

The basis of good decisions is good information. Your *Career Compatibility Passport* provides unique information relating to you, but you should do additional research to learn more about your career possibilities and opportunities. This section provides a workbook for gathering more information.

SECTION 5 – USING YOUR REPORT FOR A JOB INTERVIEW AND A RESUME

Your *Career Compatibility Passport* provides valuable information which can be used during a job interview along with enhancing your resume.

Note:

Your *Career Compatibility Passport* is just one of the many sources of information that should be considered while researching career choices. It can also guide you in advancing your job prospects through further education.

The information you gain from your *Career Compatibility Passport* is related to job expectations and classifications in the workplace. The only difference would be the specific requirements of certain employers. For that reason, your *Career Compatibility Passport* provides additional career and educational information only and is not to be used as a hiring tool.

SECTION ONE

Your Results

Understanding Your Report

The report is first divided into three major areas, and then further divided into more detail. To help you understand your report, each section is briefly described below.

Thinking

Numerical Ability, Numerical Reasoning, Verbal Ability, Verbal Reasoning, and Learning Index

The *Career Compatibility Passport* gives you a score for Numerical Ability, Numerical Reasoning, Verbal Ability, Verbal Reasoning and an overall Learning Index. This is not a test of intelligence, but it does indicate how efficiently you assimilate and utilize various forms of information.

Occupational Interests

Enterprising, Financial, People Service, Technical, Mechanical and Creative

The Occupational Interests scales indicate how you answered questions related to working in various occupations. From this information, we can help you see whether you have any clear preference or pattern of interests.

Behavioral Traits

Energy Level, Assertiveness, Sociability, Manageability, Attitude, Decisiveness, Accommodating, Independence, Objective Judgment.

Your scores on these job-related characteristics provide a picture of who you are. Evaluate them in relation to the requirements of your career match or other jobs in which you are interested.

THINKING

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

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

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

- You should be competent in making analyses involving written and verbal data.
- 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.
- You show strong potential for developing existing skills with communication.

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

- You demonstrate a good range of vocabulary and an excellent capability for verbal expression.
- You communicate with others effectively.
- Information gathering is a strength of yours.
- You learn verbal information more easily than average.

Numerical Ability (A measure of numeric calculation ability.)

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

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

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

OCCUPATIONAL INTERESTS

Your interest results are moderately focused in the Enterprising and Technical themes on the inventory. This is a pattern that we typically find with people who are entrepreneurial, who are sales and marketing-oriented and who can do their work in a field in which there is a moderate level of technical competency necessary. You can utilize research and sell easily on the basis of knowing the performance capabilities of a technical product.

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

- You are capable of taking action in a timely manner.
- You are moderately energetic; your work pace will show few peaks and valleys.
- In general, you focus on timely results.
- You act with a sense of urgency under routine conditions.

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

- You tend to be a good listener, to be more comfortable as a participant in a group rather than the leader.
- You tend to prefer solutions that are not risky and that have been proven to be effective in the past.
- You are careful in asserting yourself, tending to be more of a follower than a leader.
- You sometimes need to be in charge and to be the leader, but not in all situations.

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

- You prefer a reserved, impersonal and business-like approach to doing business.
- 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.

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

- You demonstrate a willingness to conform to company policies without feeling any loss of personal freedom.
- You have a moderately positive attitude concerning organizational constraints and restrictions.
- You typically are willing to accept guidance and suggestions from others.
- You are friendly, accommodating and should be fairly easy to work with.

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

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

Decisiveness (Uses available information to make decisions quickly.)

- You are capable of responding to an emergency and of solving problems in a timely manner.
- You are not inclined to delay important decisions.
- You stand firm on some decisions and may not be inclined to back down once a decision is made, unless under pressure.
- You are typically decisive and effective in positions that require timely results.

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

- You are quick to accommodate others and to avoid interpersonal conflict.
- You share a high commitment to reducing conflict and establishing cooperation. You are comfortable working as part of a team and with sharing ideas and information.
- You are highly motivated by an informal, positive and relaxed work environment.
- You may tend to minimize serious problems and negative information. You are quick to seek solutions that are acceptable to everyone.

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

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

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

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

SECTION TWO

Career Compatibility

Your *Career Compatibility Passport* compares the results of your survey 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; 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.

O*NET SOC Code	Group One Occupational Title	Job Match Percentage
19-3032.00	Industrial/Organizational Psychologist	92%
29-1031.00	Nutritionist	92%
17-2112.00	Industrial Engineer	90%
11-3031.01	Controller	89%
15-1061.00	Database Developer	89%
19-3011.00	Economist	89%
23-1011.00	Lawyer, Corporate/Business	89%
29-1051.00	Pharmacist	89%
27-3042.00	Technical Writer	89%
13-2011.01	Accountant	88%
11-9111.00	Administrator, Health Care	88%
17-1011.00	Architect	88%
27-3041.00	Book Editor	88%
13-2082.00	Certified Public Accountant	88%

17-2041.00	Chemical Engineer	88%
19-2042.01	Geologist	88%
25-4021.00	Librarian	88%
19-3021.00	Market Research Analyst	88%
13-2072.00	Senior Bank Loan Officer	88%
15-1031.00	Software Engineer	88%
19-1020.01	Biologist	87%
21-2021.00	Church Administrator	87%
19-3031.03	Counseling Psychologist	87%
11-9031.00	Elementary School Principal	87%
19-1013.01	Horticulturist	87%
13-2053.00	Insurance Underwriter	87%
11-3021.00	IT Manager	87%
21-1023.00	Mental Health & Substance Abuse Social Worker	87%
25-2031.00	Teacher, Secondary	87%
11-3031.02	Bank Manager	86%
17-2051.00	Civil Engineer	86%
29-1031.00	Dietician, Chief	86%
15-1081.00	Network Specialist	86%
29-1041.00	Optometrist	86%
29-1081.00	Podiatrist	86%
21-1021.00	Social Worker	86%
11-3021.00	Systems Administrator	86%
27-3043.00	Writer/Author	86%
53-2012.00	Airplane Pilot, Commercial	85%
11-3031.02	Bank President	85%
43-1011.00	Business Manager	85%
19-2031.00	Chemist	85%
11-1011.01	City Manager	85%
25-2021.00	Elementary School Teacher	85%
13-2052.00	Financial Planner	85%

53-2012.00	Helicopter Pilot	85%
23-1011.00	Lawyer, Trial	85%
13-2072.00	Loan Officer, Bank	85%
15-2021.00	Mathematician	85%
17-2171.00	Petroleum Engineer	85%

O*NET SOC Code	Group Two Occupational Title	Job Match Percentage
15-1021.00	Computer Programmer	87%
11-3011.00	Office Manager	84%
49-2091.00	Avionics Technician	83%
47-2031.01	Carpenter, Finish	83%
43-9011.00	Computer Operator	83%
43-6012.00	Legal Secretary	83%
37-1011.02	Maintenance Superintendent	83%
11-2022.00	Sales Manager	83%
43-6011.00	Administrative Assistant	82%
49-3023.02	Automotive Technician	82%
13-1031.01	Claims Adjuster	82%
43-6011.00	Executive Secretary	81%
43-1011.01	Help Desk Manager	81%
41-2031.00	Inside Sales	81%
53-4013.00	Railroad Engineer	81%
43-4051.00	Client/Customer Service Representative	80%
51-9071.01	Jewelers	80%
43-6013.00	Medical Secretary	80%
43-4171.00	Receptionist	80%
41-2031.00	Sales Associate	80%
13-1022.00	Wholesale & Retail Buyers	80%
43-3031.00	Accounts Payable Clerk	79%
43-3031.00	Accounts Receivable Clerk	79%



43-3031.00	Bookkeeper	79%
13-1121.00	Conference Coordinator	79%
13-1071.00	Employment, Recruitment & Placement Specialist	79%
35-1011.00	Chef	78%
49-2094.00	Electronics Technician	78%
15-1041.00	PC Specialist	78%
51-1011.00	Quality Assurance Supervisor	78%
41-3041.00	Travel Agent	78%
43-6014.00	Financial Secretary	77%
41-9022.00	Leasing Consultant	77%
27-4021.00	Photographer	77%
43-3061.00	Procurement Officer	77%
39-6032.00	Transport Attendant	77%
49-3011.00	Aircraft Mechanics & Service Technicians	76%
51-9061.05	Production Inspector/Tester	76%
35-1012.00	Restaurant Manager	76%
41-4012.00	Sales, Commissioned	76%
13-1031.01	Claims Process Analyst	75%
43-4151.00	Order Expeditor	75%
43-6014.00	Secretary	75%
43-3071.00	Bank Teller	74%
43-9022.00	Clerk Typist	74%
11-9021.00	Construction Manager	74%
43-1011.01	Head Teller, Bank	74%
51-4111.00	Tool and Die Makers	74%
43-5033.00	Postal Service Processing Machine Operator	74%
53-4011.00	Locomotive Engineer	74%



SECTION THREE

O*NET – What It Is and How You Can Use It

As you saw earlier, this report provides a list of matching jobs with a percentage figure indicating how closely they match the thinking style, occupational interests, and behavioral traits that have been demonstrated as important for success. In this way, the *Career Compatibility Passport* helps you narrow your search, identifying careers that may suit you best.

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

Each O*NET Occupational Profile provides several pages of data. The general headings in these profiles are:

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

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 Compatibility Passport*, 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 FOUR

**Workbook for Gathering Additional Information
about Careers**

Preparing for a career requires a commitment of time and effort. 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.

When you expand your thinking, you widen your opportunities. Talk with friends and family about career possibilities, but don't be overly influenced by them. If you have a dream, don't be afraid to pursue it. Use your *Career Compatibility 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 Compatibility Passport* 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. If affiliated with educational institutions, counselors can refer students to placement service bureaus. The counselor will want to review your *Career Compatibility Passport*, so bring it with you.

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. The information provided on the O*Net may prove to be helpful in answering these questions. Use the O*Net code provided in Section I of this report.*

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:



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 will find that most professionals are pleased to share information about their profession, so do not be concerned about calling them for an appointment. 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!

Interviewing a professional is an exciting approach to learning about the “real world” of the occupation that you are considering. It is really straightforward and easy if you have a genuine interest, are considerate, and use your common sense. Listed below are some things to remember as you accomplish this activity.

Calling for the Appointment

- Introduce yourself
- Briefly explain your objective to learn more about their profession
- Tell them how you got their name and why you think they will be very helpful to interview
- Tell them that you will not take up more than 25 minutes of their time
- Have your calendar in front of you and be as flexible as you can in meeting their schedule

Preparing for the Appointment

- Prepare your questions and have a second copy so they may follow as you ask them
- Map out your route to get to their office
- Dress appropriately
- To ensure being on time, arrive 10 minutes early

The Interview

- When you meet with them, be respectful of their time, listen more than you talk, and be attentive when they are sharing with you
- Before you begin, provide them with a copy of your questions and stay focused on your objective
- Take good notes and follow-up with questions to clarify any of your confusion
- Be sure and thank them for their time and guidance

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 being a _____ 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



SECTION FIVE

Suggestions on Using this Report for a Résumé and Job Interview

The “Your Results” section of the CCP provides positive statements about who you are. These statements can be extracted for use in creating or enhancing a résumé. The below examples are generic and are not based on your individual results.

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

- You are **capable of precise communication even under the pressure of strict time constraints.**

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

- You tend to be a **good listener**, to be more **comfortable as a participant in a group** rather than the leader.

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

- You prefer a reserved, impersonal and **business-like approach to doing business**

The CCP business-related statements can also provide assistance in creating a career objective and answering interview questions.

Sample Career Objective: (Extracted from CCP Thinking Style and Behavioral Traits):

I would like to find a position that allows me opportunities to learn and use what I have learned in my work. I am good with numeric information and would like to make use of this strength in my work. I would like to feel I am providing a service for people in my work.

Employer Questions & Jobseeker Responses:

1. What do you like to do?
 - a. **I like working with people and helping them.** (Taken from jobseeker's Occupational Interests)
 - b. **I am very organized.** (Taken from jobseeker's Occupational Interests)
 - c. **I like to know exactly who is supervising me, and I like to get my instructions from him/her.** (Taken from jobseeker's Occupational Interests)
2. What are you really good at?
 - a. **I enjoy learning new things.** (From Learning Index Statement)
 - b. **I am a good communicator.** (From Learning Index Statement)



- c. I am strong in math. I like working with numbers, and I often use mental math to get an answer to a mathematical problem. (From Learning Index Statement)
 - d. I get my work done on time. (From Energy Level)
3. What are your strengths?
 - a. Although I like people, I do not let my workplace friendships interfere with my responsibilities. (Sociability)
 - b. I have a positive attitude toward my work. (Manageability)
 - c. I am easy to work with. (Manageability)
4. What are your weaknesses?
 - a. I would like to work on my verbal communication. I am an average communicator and feel I can build on this skill. (Thinking Style)
 - b. I would like to be more decisive. (Decisiveness)
5. How do you feel about working with a team (with people)?
 - a. I enjoy my co-workers when it does not interfere with my work. (Sociability)