



Career Coach Report

for

David Sample

July 19, 2000

LMI's Center For Effective Organizations

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Your Career Coach Report

Getting the Most from Your Career Coach Report

There are four sections in your *Career Coach Report*. They are:

SECTION 1 – JOB MATCH

Your *Career Coach* scores have been compared to representative occupations derived from information provided by O*NET. Your list of matched careers includes several brief career descriptions to help inform you about the nature of those that may be suitable for you.

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

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

O*NET is a comprehensive database of worker attributes and job characteristics. You may access it on the Internet at www.onetcenter.org.

SECTION 3 – YOUR RESULTS

This section provides an overview of your characteristics in each area, as reported by 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 places you can get more information.

Note:

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

SECTION ONE

Job Match

Career Coach compares the results of your evaluation with the requirements for a variety of career fields described by the O*NET (Occupational Information Network). The percentages below indicate the degree to which your results match each of the listed occupations. They are ranked in descending order by percentage match.

You should consider those occupations where you show the highest match because they suggest a good job fit. It should be a good use of your energy to learn more about these jobs.

O*NET Code	Occupational Title	Job Match Percentage
55335	Client/Customer Service Representative	95%
68017A	Tourism Director	95%
63014A	Police Officer	95%
15017B	Project Manager	95%
15011B	Property Manager	94%
25104	Software Manager	94%
21999C	Conference Coordinator	94%
49011	Sales Associate	94%
15026A	Hotel Manager	94%
15023B	Director of Communication	94%
15008B	Administrator, Health Care	94%
13017C	IT Manager	93%
21114A	Senior Accountant	93%
13014B	Office Manager	93%
61005	Police Chief	93%
13005A	Human Resource Manager	93%
15021C	Production Superintendent	93%
32931	Registered Nurse	93%
41002	Sales Manager	93%
55312	Head Teller-Bank	93%
63008A	Fire Fighter	92%
21108	Senior Bank Loan Officer	92%
21921	Claims Director	92%
21999C	Executive Secretary	92%
39011	Director, Funeral	92%

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61002A	Fire Chief	92%
32305	Occupational Therapist	92%
97702B	Executive Pilot	92%
34011	Reporter or Correspondent	92%
61099B	Restaurant Manager	92%
43008	Leasing Consultant	92%
13002B	Bank Manager	92%
68026	Airplane Flight Attendant	92%
13002B	Bank President	92%
43021	Travel Agent	92%
34017	Announcer/ Radio & TV	92%
25104	Help Desk Manager	92%
13005A	Software Developer	92%
32314	Speech Pathologist	92%
39002	Air Traffic Control Specialist	92%
15023C	Utilities Manager	91%
31514	Vocational Counselor	91%
55326	Procurement Officer	91%
55102	Legal Secretary	91%
28108	Lawyer, Corporate/Business	91%
21999C	Administrative Assistant	91%
43104A	Trader/Stockbroker	91%
27308	Case Worker	91%
32511	Nurse Practitioner	91%
49005	Inside Sales	91%
58008	Inventory Control Manager	91%
31308	Teacher, Secondary	91%
53102	Bank Teller	91%
19005A	City Manager	91%
15005B	Elementary Principal	91%
63014B	Highway Patrol Pilots	90%
31305	Elementary Teacher	90%
13011C	Marketing Manager	90%
22111	Petroleum Engineer	90%
21999C	Grants & Contracts Specialist	90%
53808	Hotel Desk Clerk	90%
27308	Substance Abuse Counselor	90%

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25102	Systems Analyst	90%
27305	Social Worker	90%
22127	Senior Software Engineer	90%
27305B	Employment Counselor	89%
21999C	Financial Secretary	89%
21999C	Secretary	89%
21108	Loan Officer-Bank	89%
25313	Financial Planner	89%
25104	PC Specialist	89%
55323	Order Expeditor	89%
32308	Physical Therapist	89%
34041	Interior Designer	89%
85599B	Senior Telecommunications Systems Specialist	89%
21302	Buyer	89%
55338A	Accounts Payable Clerk	89%
31521	Nutritionist	89%
15023C	Meter Reading Supervisor	89%
55338A	Accounts Receivable Clerk	89%
32521	Dietician, Chief	89%
97702J	Helicopter Pilot	89%
34028B	Broadcast Technician	88%
25104	Network Specialist	88%
53128	Securities Trader	88%

SECTION TWO

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

As you saw earlier, this report has 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 Coach Report* 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 Coach* 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, and Work Values

Worker Requirements – Skills, Knowledge, and Instructional Programs

Experience Requirements – Job Zone/SVP

Occupation Requirements – Generalized Work Activities

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 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:

www.onetcenter.org

SECTION THREE

Your Results

Understanding Your Report

The report is first divided into three major areas, 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 Coach Report* 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.)

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

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 show strong potential for developing existing skills with communication.
- 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 probably assimilate verbal information as easily as the general population.
- You demonstrate adequate and, in some areas, good verbal skill.
- You do not typically have any difficulty in effectively communicating thoughts and ideas to others.
- You are proficient in the use of words and language.

Numerical Ability (A measure of numeric calculation ability.)

- You may need assistance with complex mathematics or technical calculations.
- 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 principals that apply to the job.
- 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 grasp numerical concepts readily.
- You demonstrate a relatively strong ability to solve problems of a numerical nature.
- You work well with numbers and numerical concepts.
- You complete numerical problems with comparable success to the general population.

OCCUPATIONAL INTERESTS

You are interested in People Service themes in the inventory. The nature of the score exceeds all the other five potential general occupational indicators. Such an individual enjoys the facilitation of co-workers and can motivate others. A position that applies this interest could be motivational to you.

BEHAVIORAL TRAITS

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

- You enjoy a quick pace and a fast track. You demonstrate a strong focus on critical deadlines and timely results.
- You are a self-starter, an energetic personal producer; you show a high sense of urgency.
- You would very likely enjoy positions which call for a high energy level, fast work pace and critical deadlines.
- You have an unusually high energy level and probably do not enjoy sedentary work.

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

- You typically use direct statements and seem to enjoy the opportunity to lead others.
- You are willing to assert yourself, to be more of a leader than a follower.
- You can be a moderately assertive leader who gets results.
- You are motivated by situations where you are held accountable for results.

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

- You are generally inclined to promote the benefits of teamwork and to involve the team in the discussion of how things will be done.
- You are moderately inclined to be sociable. You tend to be aware of the necessity for keeping lines of communication open.
- You prefer to foster good relations across departments, maintain friendly contact and keep up with the issues of common concern.
- You prefer democratic supervision, where two way dialogue is encouraged.

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 typically are willing to accept guidance and suggestions from others.
- You are friendly, accommodating and should be fairly easy to work with.
- You have a moderately positive attitude concerning organizational constraints and restrictions.

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

- You express a positive attitude regarding supervision and external controls.
- You demonstrate a highly positive attitude regarding changes in policies and procedures.
- You have a highly positive attitude concerning risk, change and unexpected challenges.
- Your attitude is highly compatible with confronting interpersonal problems and frustrations.

Decisiveness (Uses available information to make decisions quickly.)

- You are capable of responding to an emergency and resolving problems.
- You can stand firm on decisions and may not be inclined to back down once a decision is made.
- You are inclined to take decisive action, to move decisions forward.
- You are decisive, quick to act and likely to enjoy positions which require immediate action.

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 are comfortable with the normal restraints of organizational life.
- You generally prefer to follow established procedures.
- You are usually satisfied with the status quo and are comfortable working within the system.
- You are willing to function in a coordinated, interrelated way, wanting to participate in group decision making.

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

- Judgement and decisions on your part should indicate highly consistent usage of your thinking capabilities.
- You demonstrate a consistent tendency to take an objective view and to adjust judgement as needed to reach accurate conclusions.
- You are highly inclined to make considered judgements, applying experience to current problems and situations.
- You are likely to show sound judgement 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. Many people discover they don't like the jobs for which they have prepared. If that discovery is made after four or more years of college, they face the choice of working at something they dislike, returning to school for more education, or taking a job unrelated to their formal education.

Some students, after a year or two of preparation for one occupation, decide they would rather do something else. Since many of their college credits cannot be applied to a new major, they may spend five or six years achieving a four-year degree. This adds to the expense of education and delays their entrance into the workplace.

Gather as much information about a career as you can before you begin preparing for it. There are many sources of information available through independent research. You might, for example, read biographies of people who engaged in the occupations you are considering. You can also read 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. There are others who manage golf courses, operate clubhouse bars and restaurants, sell golfing equipment and supplies, give golf instruction, work for sporting goods manufacturers, and supply grass seed and fertilizer. 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. While their suggestions may be helpful and thought provoking, they may - through their enthusiasm - encourage you to chase their dream, not your own. And if you have a dream, don't be afraid to pursue it. Many successful people have achieved a wealth of financial success, happiness, and personal satisfaction because they had the courage to do what they wanted to do rather than do what "conventional wisdom" said they should do. It is your life and you should have the final say as to what you will do with it.

Career Coach is a great beginning. Use it wisely and put real effort into getting as much information as you can about the businesses, professions, and occupations that interest, stimulate, and excite you. Ralph Waldo Emerson once proclaimed that "*Nothing great was ever achieved without enthusiasm.*" You are encouraged to search until you find a career about which you are enthusiastic. We wish you success.

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 (education), Career Placement Services Counselor (education), Employment Counselor (government service), Guidance Counselor (education) and Vocational Advisor (education).

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. If affiliated with educational institutions, counselors can refer students to placement service bureaus. The counselor will want to review your *Career Coach* report, 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. _____

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.

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.