

# CAREER GUIDE

03/10/2002

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Ms A A

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## ABOUT YOU

You are a steady, dependable and thorough person who needs challenging assignments. Being naturally investigative you will probably enjoy researching facts, figures and information in order to reach your goals. Achieving a quality result is important to you as is ensuring quality and standards are maintained at all times.

Being systematic, organised and clear thinking, you will want to understand the reason behind things and learn how they function. You are probably painstaking in your approach to work and can cope with routine and repetitive tasks, but not necessary low level. You have good follow through, which allows you to tie up loose ends and see assignments through to conclusion.

You tend to be a fairly reserved person but in general will try to get on with most people. Even in adverse situations you are likely to be very loyal and will attempt to support those around you. You probably prefer to build your relationships slowly basing them on trust and will usually make the distinction between those who are true friends and those who are just acquaintances. You are a loyal and sincere person who usually fights for your objectives, beliefs and opinions. You have a high sense of justice.

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## YOU IN THE WORKPLACE

Ultimately, as you develop your competences and gain experience in the workplace colleagues will come to see you as a hard working individual who can be relied upon to see a job through to conclusion and come up with a satisfactory solution to a problem. Whatever you take on you will stick at and attempt to achieve a good result.

As you become confident in the job you will use your knowledge and specialist expertise in order to assess situations and come up with a practical plan of action. However, being of a fairly cautious nature it is likely that you will want to calculate risks and consider the likely consequences before taking action or making decisions. Once you have had the time to analyse all the available information you will then feel confident to drive forward and achieve your objectives.

Your responses suggest that as you mature in the job your methodical approach and desire to work hard is likely to make you a very demanding person, not only of yourself but also of others. Because of this you will probably set yourself very high standards and may become intolerant of those who do not do the same. Being a no-nonsense person you will usually be in a position to apply yourself to most tasks and attempt to see them through to conclusion. Achieving good results will become a key motivator in your search for success and in order to achieve this you will persistently pursue your goals and objectives.

Being naturally reserved and fairly serious you may not be a great socialite. However, you are an amiable person and people will come to recognise that you are a good listener and usually willing to give up the time to consider the other person's point of view. You are a loyal and sincere person who will usually want to help those around you.

Given all these factors, the ideal working environment for you to consider would be one where the job has a routine and your responsibilities are clearly defined. Equally it is important that the career you choose should be of a structured nature and offer you some form of security. Given the right environment you realise your full potential and drive forward in order to achieve a satisfactory result. Although you will probably enjoy being part of a specialist, technical or administrative team the environment should not involve you in confrontational issues or excessive interaction and communication with others.

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## KEY CAREER CRITERIA

When identifying your future career you should consider and utilise your particular skills. Thus, the analysis and clarification of situations and information should be key factors in any job you decide to undertake.

The following tasks and responsibilities are likely to be appropriate to your behavioural characteristics.

- Being organised and working systematically in order to achieve a satisfactory results.
- Concentrating on and researching detailed work in your area of knowledge and expertise.
- Tying up the loose ends and seeing a job through to conclusion.
- Ensuring rules and procedures are adhered to and ensuring quality and standards are maintained.

Ideally the job should not require you to use shortcut methods in order to achieve your objectives nor involve you in the motivation of others.

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## YOUR WORK STRENGTHS

Once you have decided upon your career path and any matching educational opportunities, you can move towards realising your full potential and test and develop your work strengths.

The contribution you are likely to bring to an organisation will be your capacity to apply an analytical and objective approach to problematical situations. Because of your good organisational strengths you will plan your work in advance and once your objectives have been clearly defined you will use your knowledge and expertise to come up with a meaningful result. Your acceptance of values, standards and procedure will have a stabilising influence in the work situation and people will appreciate your sincerity.

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## JOB POSSIBILITIES

The following jobs have been selected as best suited to your characteristics and the occupation level requested. The list may not be fully exhaustive and is selected for a range of Generic Job areas. Remember this assessment does not take account of any special skills, work experience or training you might have had to date. Note that the number of jobs can vary considerably, depending upon the assessment.

### SELF EMPLOYMENT AND AGENCY WORK

OTHER: Health and Medical Services Work, Health and Safety Consultant, Security and Protection Services Work

### ARMED FORCES

THE NAVAL SERVICE: RN Rating, RN/QARNNS Officer, Royal Marines - Other Ranks

THE ROYAL AIR FORCE: RAF Airman/Airwoman

### ADMINISTRATION, BUSINESS, CLERICAL & MANAGEMENT

LOCAL GOVERNMENT: Local Government Clerical/Administrative Assistant

BUSINESS/INSTITUTE MANAGEMENT: Chartered Secretary

INFORMATION TECHNOLOGY: Database Administrator, Network Administrator

MANAGEMENT SERVICES: Operational Researcher, Work Study Manager

CONSUMER PROTECTION: Environment Health Officer

### PRINT ART AND DESIGN

PRINTING: Bookbinder, Screen Printer

### TEACHING AND CULTURAL ACTIVITIES

JOURNALISM AND TECHNICAL WRITING: Technical Author

MUSEUM AND ART GALLERY WORK: Conservator, Museum Curator/Art Gallery Keeper

LIBRARY AND INFORMATION WORK: Information Scientist, Librarian/Information Manager

### ENTERTAINMENT AND LEISURE

BROADCASTING/FILM/THEATRE: Production Assistant, Sound Technician/Operator

#### HOSPITALITY AND OTHER SERVICES

HOTEL AND CATERING: Chef/Cook, Housekeeping Manager

#### HEALTH AND MEDICAL SERVICES

HEALTH SERVICE: Medical Records Clerk

NURSING AND ANCILLARY WORK: Nursing Assistant, Occupational Health Nurse

DENTISTRY: Dental Hygienist

THERAPY AND TREATMENT: Dietitian, Radiographer, Speech and Language Therapist

#### SECURITY AND PROTECTIVE SERVICES

FIRE SERVICE: Safety Officer

#### FINANCE AND RELATED WORK

ACCOUNTANCY: Bookkeeper, Debt Collector

INSURANCE WORK: Insurance Clerk, Insurance Loss Adjuster

#### BUYING, SELLING AND RELATED SERVICES

MARKETING: Market Research Executive

RETAIL DISTRIBUTION: Post Office Clerk, Store Assistant

#### SCIENCES, MATHEMATICS AND RELATED WORK

SCIENCES: Materials Technologist, Technical Writer, Technical manager, Chemist

#### ENGINEERING

ENGINEERING: Designer, Draughtsperson, Technical Instructor

VEHICLE MAINTENANCE: Motor Vehicle Parts Manager

ELECTRICAL WORK: Electrician, Electronics Engineer

FABRICATION ENGINEERING: Toolmaker

#### MANUFACTURING INDUSTRIES

BREWING: Technical Brewer

FURNITURE CRAFTS: Shop Fitter

TRANSPORT

CIVIL AVIATION: Aircraft Maintenance Engineer

ROAD TRANSPORT: Bus/Coach Driver

RAIL TRANSPORT: Train Guard

MERCHANT NAVY: Engineering Rating

# CANDIDATE FEEDBACK

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## DESCRIPTIVE WORDS

Dependable, compliant, careful, deliberate, amiable, systematic, precise, persistent, good listener, accurate, kind, perfectionist, logical, competitive, forceful, inquisitive, assertive, serious, probing, self-conscious, suspicious, reserved and reflective.

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## GENERAL CHARACTERISTICS

- A perfectionist who strives to avoid error.
- Considers the likely consequences before taking action or making decisions.
- Wants challenging assignments within her specialist area of competence and expertise.
- Solves problems logically rather than emotionally.
- Prepared to follow rules, systems and procedures.
- Wants to tie up the loose ends and see an assignment through to a logical conclusion.
- Hard working; will investigate all avenues in order to find the perfect solution.
- May need time to adjust to change.
- Respects authority.
- Ensures quality and standards are maintained.
- Can do detailed work.

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## Motivators

Ms A A is motivated by hard work, challenge, security of situation and the opportunity for advancement. She needs a clear description of what is required, as well as sincere recognition for service and hard work.

Should Ms A A have a boss, then ideally that person will be a diplomatic but direct leader, who is prepared to discuss the exact requirement of the job in a detailed and methodical manner. Ms A A should also be made to feel that her accomplishments are important to the organisation and appreciated by the management. The boss must recognise that Ms A A works best within the security of a structured working environment.

### Values Ms A A brings to the Organisation

Ms A A's greatest contribution to any organisation will be her ability to achieve results through her methodical and persistent nature. She is assertive, demanding and hardworking. Ms A A will achieve bottom line results for an organisation. She adopts an analytical approach, researching all available information, before committing an organisation with her decision.

# GRAPHS & SCORES

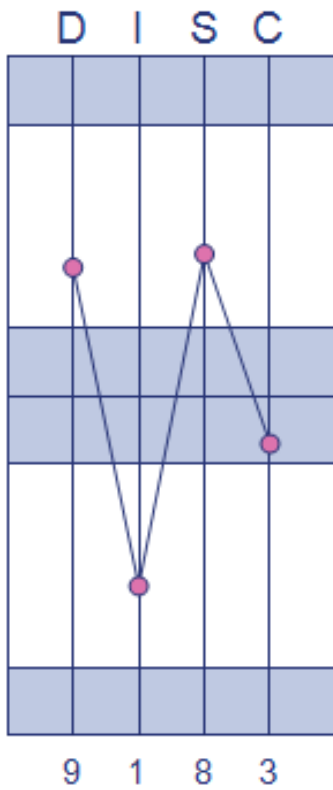
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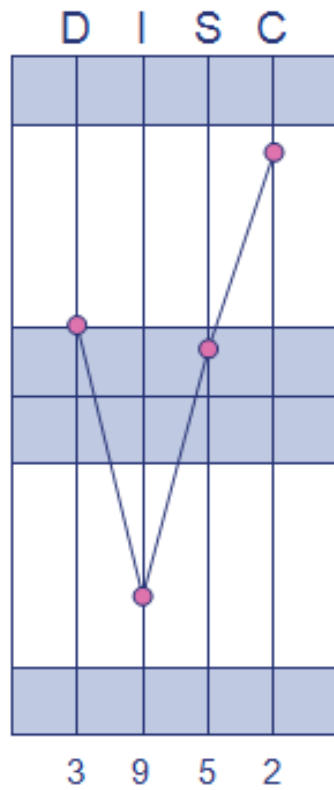


Ms A A

I  
Work Mask



II  
Behaviour Under Pressure



III  
Self Image

