

CAREER GUIDE



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ABOUT YOU

You are a steady, dependable and amiable individual who likes to be challenged by interesting projects. Results are important to you and in general you will apply yourself in order to achieve your objectives and reach your goals. Being a hard working, no-nonsense person you will try to tackle most jobs and work persistently in order to see them through to a conclusion.

You are usually kind, accommodating and will readily accept and try to help those around you. Because of this, people are likely to warm to your sincerity and come to put their trust in you. Although you can be assertive and will stand up for yourself, you probably try as far as possible to avoid arguments or disputes.

Being well organised and clear thinking you can collect facts and information in order to solve a problem and as you are a good verbal communicator you can use this in order to influence others and gain their commitment.

You can be quite firm and will on occasions take up a stubbornly independent stance, especially if you feel very strongly about something.

YOU IN THE WORKPLACE

As your career develops and you gain experience in the workplace colleagues will realise that once you take on a project you can be relied upon to work persistently until the job is complete. As you progress in the job your natural inquisitiveness will allow you to explore situations and carefully assess specialist information.

Ultimately, as you gain experience and knowledge in your specific area of expertise your confidence is likely to grow and you will approach both people and projects in a positive and confident manner. Being people-orientated you will want to work as part of a team and enjoy interacting with them. You are a good verbal communicator but equally you will want to listen to what your colleagues have to say. By doing this you will be in a position to assess the opinions of others and consider what they have to say before moving forward. This can have a steadying effect on colleagues who may want to move too quickly.

Your responses suggest that before starting a project you will probably need to be given time to prepare yourself and get things organised in your own mind. Once you have accomplished this you are likely to apply both patience and tenacity to the task at hand. Equally, before you make decisions you will want to check out all the available information and feel confident that the route you are going is the right one. Achieving your goals and the challenge of completing a task or solving a problem thoroughly are important to you.

Given all these factors, the ideal working environment for you to consider would be one where the job has a certain amount of routine but also keeps you challenged. You should be allowed to work to predetermined and agreed timescales and the parameters of the job should be clearly defined and of a structured nature. The ideal career for you to pursue would be one where you can work as part of a specialist or administrative team and interact with people on a regular basis. Security in the job is likely to be very important to you.

KEY CAREER CRITERIA

When identifying your future career you should consider and utilise your particular skills. Thus key factors to consider are areas where you can organise and lead people to complete tasks of a specialist or administrative nature.

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

- Working persistently to achieve a result.
- Leading and motivating people in a specialist area of competence and expertise.
- Communicating verbally, building relationships and gaining the commitment of others.
- Being part of a team and working in a structured environment.

Ideally the job should not require you to make impulsive decisions or involve you in confrontational issues.

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 drive to

take on a task and see it through to conclusion. Being amiable and communicative you can work alongside others and will quickly establish their trust. You can persuade people to your point of view using facts and information and by example of hard work. You will enthusiastically tackle projects and focus yourself in order to achieve your goals and objectives. Although fairly assertive you will try to keep the environment non-antagonistic and endeavour to stabilise conflict situations.

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: Financial Services Work, Health and Medical Services Work, Print Art and Design Work, Tax Consultant

ARMED FORCES

THE NAVAL SERVICE: RN Rating, Royal Marines Officer

ADMINISTRATION, BUSINESS, CLERICAL & MANAGEMENT

CIVIL SERVICE: Diplomatic Service Officer, Immigration Officer

MANAGEMENT SERVICES: Organisation and Methods Officer, Work Study Manager, Work Study Officer

PRINT ART AND DESIGN

PRINTING: Screen Printer

TEACHING AND CULTURAL ACTIVITIES

CHILD CARE: Child Minder, Playgroup Leader

LIBRARY AND INFORMATION WORK: Librarian/Information Manager

ENTERTAINMENT AND LEISURE

SPORTS AND LEISURE: Sports/Leisure Manager

BROADCASTING/FILM/THEATRE: Production Assistant, Sound

Technician/Operator

TRAVEL AND TOURISM: Tour Manager, Travel Consultant, Travel Guide

HOSPITALITY AND OTHER SERVICES

HOTEL AND CATERING: Front of House Manager

FUNERAL SERVICES: Funeral Director/Embalmer

HEALTH AND MEDICAL SERVICES

NURSING AND ANCILLARY WORK: Health Visitor, Nursing Manager

DENTISTRY: Dental Assistant

THERAPY AND TREATMENT: Chiropodist/Podiatrist, Radiographer, Speech and Language Therapist

ALTERNATIVE/COMPLEMENTARY MEDICINE: Homeopath, Osteopath

LAW AND RELATED WORK

LAW AND RELATED WORK: Court Usher/Court Officer/Macer

SECURITY AND PROTECTIVE SERVICES

FIRE SERVICE: Fire Officer

COASTGUARD: Coastguard Officer

FINANCE AND RELATED WORK

ACCOUNTANCY: Accounting Technician, Credit Control Manager, Credit Controller

BUYING, SELLING AND RELATED SERVICES

MARKETING: Market Research Interviewer

ADVERTISING: Account Planner

BUYING: Purchasing Manager

SCIENCES, MATHEMATICS AND RELATED WORK

SCIENCES: Laboratory Technician, Materials Technologist

ENGINEERING

ENGINEERING: Designer, Service Engineer

VEHICLE MAINTENANCE: Motor Vehicle Receptionist

ELECTRICAL WORK: Electrical Engineer (Chief), Electrical Installer, Electrician, Instrument Engineer

CONSTRUCTION AND LAND SERVICES

BUILDING AND CONSTRUCTION TRADES: Building Trades Manager

TOWN PLANNING: Town Planning Technician/Support Staff

TRANSPORT

RAIL TRANSPORT: Station Assistant, Train Guard