

CONFIDENTIAL

CAREER TRANSITIONS REPORT

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Your Career Transitions Report

Getting the Most from Your Career Transitions 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 Transitions*.

SECTION 4 – SUGGESTIONS FOR GATHERING ADDITIONAL INFORMATION ABOUT CAREERS

The basis of good decisions is good information. Your *Career Transitions 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 Transitions* is related to job expectations and classifications in the workplace. The only difference would be the specific requirements of certain employers. The *Career Transitions* provides information for your personal use and is not to be used as a hiring tool.

SECTION ONE

Job Match

The *Career Transitions* 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.

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
29-1131.00	VETERINARIAN	86%
19-3094.00	POLITICAL SCIENTIST	85%
17-2081.00	ENVIRONMENTAL ENGINEER	84%
25-1081.00	EDUCATION TEACHER, POSTSECONDARY	84%
25-1032.00	ENGINEERING INSTRUCTOR/PROFESSOR	83%
29-1021.00	DENTIST	83%
29-1126.00	RESPIRATORY THERAPIST	83%
29-1062.00	FAMILY/GENERAL PRACTITIONER	83%
17-2031.00	BIOMEDICAL ENGINEER	82%
17-2041.00	CHEMICAL ENGINEER	82%
17-2111.01	INDUSTRIAL SAFETY/HEALTH ENGINEER	82%
29-1061.00	ANESTHESIOLOGIST	82%
17-2061.00	COMPUTER HARDWARE ENGINEER	81%
17-2051.00	CIVIL ENGINEER	81%
19-2042.01	GEOLOGIST	81%
17-2112.00	INDUSTRIAL ENGINEER	81%
17-2141.00	MECHANICAL ENGINEER	81%
19-1022.00	MICROBIOLOGIST	81%
19-1013.01	PLANT SCIENTIST/GENETICIST	81%
15-1011.00	COMPUTER/INFORMATION SCIENTIST, RESEARCH	80%

15-1031.00	COMPUTER SOFTWARE ENGINEER	80%
17-1011.00	ARCHITECT	80%
19-1020.01	BIOLOGIST	80%
15-2041.00	EDUCATION RESEARCHER	80%
19-3032.00	INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGIST	79%
19-3031.01	EDUCATIONAL PSYCHOLOGIST	79%
19-3031.02	CLINICAL PSYCHOLOGIST	79%
17-2161.00	NUCLEAR ENGINEER	79%
19-1012.00	FOOD SCIENTIST/TECHNOLOGIST	79%
19-1011.00	ANIMAL SCIENTIST	79%
19-2041.00	ENVIRONMENTAL/HEALTH SCIENTIST/SPECIALIST	79%
19-1021.01	BIOCHEMIST	78%
19-3031.03	COUNSELING PSYCHOLOGIST	78%
17-2171.00	PETROLEUM ENGINEER	78%
29-1067.00	PHYSICIAN/SURGEON	78%
17-2011.00	AERONAUTICAL ENGINEER	78%
11-9121.00	NATURAL SCIENCES MANAGER	78%
29-1011.00	CHIROPRACTOR	77%
19-3011.00	ECONOMIST	77%
17-2071.00	ELECTRICAL ENGINEER	77%
29-1051.00	PHARMACIST	77%
19-2012.00	PHYSICIST	77%
19-3051.00	URBAN/REGIONAL PLANNER	77%
19-2031.00	CHEMIST	76%
15-1081.00	NETWORK SYSTEMS/DATA COMMUNICATIONS ANALYST	76%
29-1123.00	PHYSICAL THERAPIST	76%
29-1127.00	SPEECH PATHOLOGIST	76%
29-1121.00	AUDIOLOGIST	76%
11-9151.00	SOCIAL AND COMMUNITY SERVICE MANAGER	75%
13-2011.01	ACCOUNTANT	75%

GROUP TWO: BASIC TRAINING REQUIRED

O*NET SOC Code	Occupational Title	Job Match Percentage
41-9031.00	SALES ENGINEER	78%
11-9031.00	EDUCATION ADMINISTRATOR - PRESCHOOL/DAY CARE	72%
53-6051.01	AVIATION INSPECTOR	72%
25-3011.00	ADULT LITERACY TEACHER	70%
27-1014.00	WEB DESIGNER	70%
11-2011.00	ADVERTISING AND PROMOTIONS MANAGER	70%
27-1014.00	MULTI-MEDIA ARTIST/ANIMATOR	70%
45-1011.04	MANAGER/SUPERVISOR - HORTICULTURAL WORKERS	69%
27-4012.00	BROADCAST TECHNICIAN	69%
43-9011.00	COMPUTER OPERATOR	69%
13-1032.00	INSURANCE APPRAISER, AUTO DAMAGE	69%
15-1041.00	TELECOMMUNICATIONS NETWORK TECHNICIAN/SPECIALIST	69%
27-1011.00	ART DIRECTOR	68%
27-1013.01	ART PAINTER	68%
27-3031.00	LOBBYIST	68%
27-1011.00	MULTIMEDIA PRODUCER	67%
45-4011.00	FOREST & CONSERVATION WORKER	67%
21-1092.00	PROBATION OFFICER	67%
27-1013.01	ILLUSTRATOR	67%
41-4011.03	SALES REPRESENTATIVE, ELECTRICAL/ELECTRONIC	67%
27-1014.00	MULTI-MEDIA DESIGNER: INSTRUCTIONAL MEDIA	66%
11-9081.00	LODGING MANAGER	66%
27-2032.00	CHOREOGRAPHER/DANCE INSTRUCTOR	66%
27-3043.02	CREATIVE WRITER	65%
13-1031.02	INSURANCE ADJUSTER/EXAMINER/INVESTIGATOR	65%
13-1031.01	CLAIMS EXAMINER, PROPERTY/CASUALTY INSURANCE	65%
11-3061.00	PURCHASING MANAGER	65%
27-2042.00	MUSICIAN/SINGER	65%
31-9094.00	MEDICAL TRANSCRIPTIONIST	65%
41-4011.01	SALES REPRESENTATIVE, AGRICULTURAL	65%
41-4011.02	SALES REPRESENTATIVE, CHEMICAL/PHARMACEUTICAL	65%
41-4011.04	SALES REPRESENTATIVE - MECHANICAL EQUIP/SUPPLIES	65%
41-4012.00	SALES REPRESENTATIVE, WHOLESALE/MANUFACTURING	65%
41-4011.00	SALES REPRESENTATIVE - WHOLESALE MANU. TECHNICAL	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 Transitions 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 Transitions* 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 Transitions 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 Transitions 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 Transitions 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 Transitions 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 Transitions* 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 generally learn by paying attention to detail and determining how the information applies to various relevant areas of your work.
- You handle complex tasks with relative efficiency, demonstrating strong problem-solving abilities.
- Your understanding and utilization of new information will be better than most others.
- 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.)

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

Numerical Ability (A measure of numeric calculation ability.)

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

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

- You will likely have little difficulty in assimilating new information of a numerical nature.
- You should effectively solve numerical problems and mathematical applications.
- You are adaptive when handling complex numerical decisions.
- You rapidly grasp numerical information.

OCCUPATIONAL INTERESTS

You scored high in the Mechanical and moderately high on the Creative themes on the inventory. It essentially relates the desire to work in a mechanical or industrial environment. However, what may not be as readily apparent to others is that you may be looking for some opportunity to creatively use information as you work.

BEHAVIORAL TRAITS

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

- You can act with a sense of urgency, even under pressure.
- Your typical work pace should be consistently productive.
- You can be relied on to complete assignments in a timely manner.

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

- You sometimes need to be in charge, to be the leader. However, not in all situations.
- You tend to prefer solutions that have proven to be effective in the past.
- You are careful in asserting yourself, tending to let others take the lead.
- You tend to be a good listener, to be more comfortable as a participant in a group rather than as the leader.

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 prefer democratic supervision, where two way dialogue is encouraged.
- You prefer to foster good relations across departments, maintain friendly contact and keep up with the issues of common concern.
- You are moderately inclined to be sociable. You tend to be aware of the necessity for keeping lines of communication open.

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

- You are highly cooperative and agreeable, quite willing to accept supervision and external controls.
- Your need for autonomy and independence is superseded by your respect for authority.
- You express a positive attitude concerning organizational constraints and restrictions.
- You readily accept authority and rules, demonstrating a cooperative and friendly interpersonal style.

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

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

Decisiveness (Uses available information to make decisions quickly.)

- You are capable of making decisions which arise from day to day.
- You tend to be cautious, preferring to wait for more information and advice before taking action.
- You can be a competent decision maker when given enough time, but may have difficulty taking quick, decisive action under pressure.
- You must remain prepared and organized if you are to avoid delaying important decisions.

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

- You tend to use a positive, informal approach and generally demonstrate a willingness to listen.
- For the most part, you tend to be agreeable, cooperative, good-natured and fairly easy to please.
- You do not back away from important arguments, disagreements and/or conflict.
- Potentially, you can become defensive whenever someone tries to take advantage of you.

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

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

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

- Your thinking can be effective, but you need to be aware of how personal biases and opinions might replace sound judgment.
- Your judgment has a strong tendency to become subjective when pressured.
- You may prefer to pass critical independent decision making responsibilities onto others.
- You have a tendency to be a subjective thinker and to easily trust your personal opinions.

SECTION FOUR

Next Steps

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

Now that you have used Transition Coach, you are aware of the major career areas for which you have the soft skills to be successful. Some careers, wherever they appear on your report (top, middle or bottom of your list), may be inappropriate, simply because you don't have the right educational qualifications, don't want to undertake the necessary retraining or really can't see yourself in the role.

However, if you choose the careers with the highest match and roles where you scored the highest percentages, you will be motivated to work hard and stay with the company/job.

Now that you know some of the careers you **could** go for, there are other considerations that you need to take into account. Some of these might be:

- Qualifications
- Length of retraining
- Cost of retraining
- Where courses would be held
- Salary you could command when fully trained
- Likelihood of getting a job at the end of your course

But where do you get the information you need to make an informed decision? There are many sources of information available through independent research.

For the purposes of this Sample Report, we have given you the headings for the information we will provide to you. Your full Transition Coach report will give you a further 5 pages of invaluable information to help you in your search for a new career.

Transition Coach will provide you with further information on:

Careers sites

Books that have been recommended to us

Are you a graduate?

And if you're not....?

Career/redundancy counselling

Self-Employment

Overseas opportunities

Considering the voluntary sector?

So you've found a likely career direction. How can you be sure it's for you?

So you've found a likely career direction. How can you be sure it's secure?

Conclusion