



Selector CareerStep Assessment

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1. Introduction

There are two important aspects to finding a suitable job: competence and compatibility. Can you **do** the job and will you enjoy **doing** the job.

We each have things we enjoy doing and things we don't enjoy doing. Some people love working with numbers, others can't stand working with numbers.

Similarly, different jobs involve different activities, some jobs require a lot of number work while others require very little. The objective of this report, therefore, is to help you to identify your likes and dislikes and then use this information to find the jobs that have characteristics that match your likes and dislikes.

This does not, of course, mean that the jobs identified will be an exact match. Some may require extensive education or may be well below your skill levels. The important thing, however, is to look for the common themes in the jobs and think about how interesting that job may be to you. The jobs listed are really a starting point for your job search rather than a final answer.

Once you have read through the report look carefully at the 'highs' and the 'lows' on the scales and the characteristics associated with those 'highs' and 'lows'. Read through job vacancy advertisements in newspapers and Internet sites and as you do so think about how closely the characteristics of each job match the high and low points of your profile.

2. Vocational Orientation

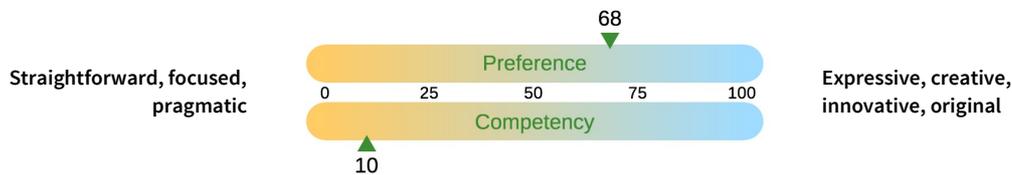
This section presents your preferences and competency results followed by a review of your overall response pattern and work role evaluation checklist.

2.1 Your preferences and competencies

The preference graphs below are based on your responses to the questions concerning how much you would like or dislike certain activities combined with the level of importance you assigned to different job characteristics. The competency graphs are based on your assessment of your levels of skill and experience in the activities listed in the questionnaire.

Working Expressively

The key to 'Working Expressively' is self-expression. Self-expression can occur directly when, for example, we perform before an audience or indirectly when what we create appears before an audience. Self-expression is underpinned by innovation, creativity and novelty.



Preference

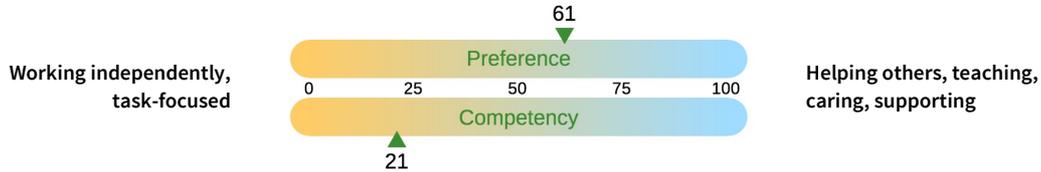
The opportunity for self-expression appears to be a reasonably strong motivator. It could be useful to look for roles that allow you to express yourself through your work. In practice, this means having the freedom to initiate change and develop your own ideas and methods. Not having these opportunities could lead to frustration and dissatisfaction. If possible, seek out organisations that value innovation and creativity and which provide a stimulating, interactive atmosphere. As an aside, your interest in the expressive area suggests that you could be relatively intuitive in your approach to problem solving.

Comparison with competency

Your expressive preference score is higher than your expressive competency score. In part, this may be a reflection of the fact that the list of activities which make up the expressive competency scale has been restricted to those activities which are seen as 'expressive' in the traditional sense - painting, writing, playing music etc. In reviewing these results, therefore, it is important to think beyond the narrower definition of being artistic and think about creativity or expressiveness in the wider sense. Within most occupations there are opportunities to use initiative and leave your own mark on what you do. In administration roles, for example, it is often possible to be innovative in developing new ways of doing things or in a sales role opportunities will frequently exist to display flair in developing and delivering presentations. As the difference in your scores is relatively large, there is a possibility that you are experiencing a sense of frustration with the perceived restrictions of the work you have been doing. The important aspect from a career planning perspective is to think carefully about the ways in which you could potentially be creative and look for roles that would allow you to express this creativity. As an aside, if you have not already done so it may be useful to look at actively following your expressive preference by becoming involved in creative non-work activities such as learning to paint, draw, sculpt or act.

Working Socially

'Working Socially' involves working with and assisting others. This may involve direct, one-on-one support or indirect involvement through social or community organizations. The key elements are social interaction coupled with an active concern for the welfare of others.



Preference

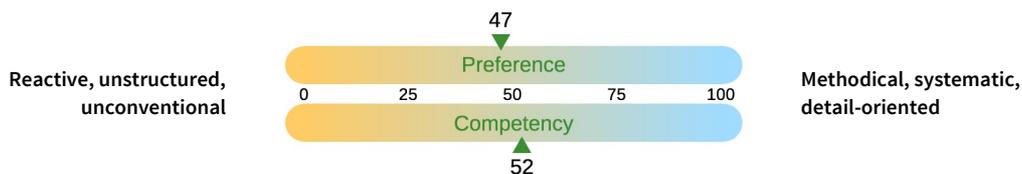
This type of work holds quite some appeal for you. Accordingly, jobs that provide an opportunity to interact with, and help, others could be expected to provide you with a good level of job satisfaction. If possible, seek out roles that call for sensitivity to emotions and feelings, which allow personal issues to be discussed in a relatively open fashion and where you are able to feel that you are adding value to the lives of others. You are likely to be more suited to roles in which there is a sense of trust and harmony and because friendships are usually important to people who like to work socially it may help to look for roles that allow you to work as part of a team.

Comparison with competency

You would like to be more involved in helping others but feel you don't have the necessary level of experience or skill. You may have simply not had the opportunity to become involved in this type of work, in which case it could be appropriate to seek formal qualifications or begin looking for a role that allows you to develop the right skills. Alternatively, you may already have the skills, but other factors, such as a natural sense of reserve, may be holding you back or leading you to underrate your ability. If this is the case, it may be worth looking for roles that are social in nature but which allow you to work 'behind the scenes'.

Working Methodically

'Working Methodically' reflects the world of order, structure and detail. It embodies planning ahead, being organised and making sure everything is being done according to the rules and procedures.



Preference

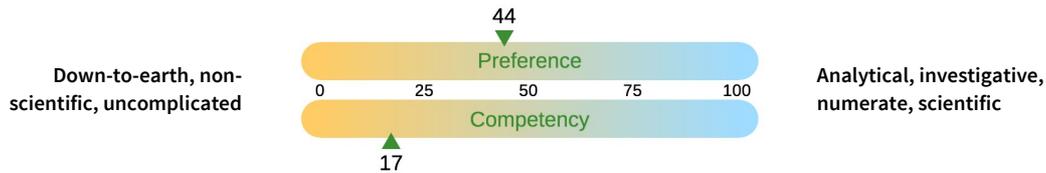
You appear to have moderate enthusiasm for these types of activities. With this in mind, you may find it helpful to consider roles where there are reasonably well-defined processes or procedures and which enable you to work in an organised and methodical manner. However, a degree of balance is important and, for this reason, having some variety and flexibility in the role would be helpful as it is likely that your preference is for work that is not overly bureaucratic in nature. Although you may not enjoy administration work on a long-term basis, you should, nevertheless, be capable of undertaking such work in the medium term.

Comparison with competency

The extent to which you are interested in administrative, accounting or processing roles and the level of competency you feel you have in those areas is more or less equivalent. This should enable you to focus on the types of roles that fall into these categories with the knowledge that you should have the background experience to apply.

Working Investigatively

‘Working Investigatively’ is essentially about using logical thought processes to solve problems. In practice, this encompasses collecting and analysing data, working with numbers, studying, researching, observing, thinking and learning.



Preference

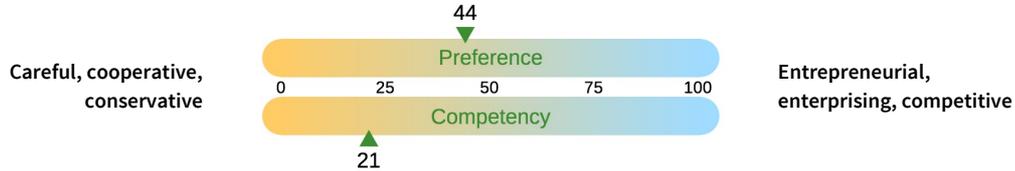
Jobs with these characteristics are likely to provide you with a reasonable degree of job satisfaction. When we translate this into job search ideas the need is for a role that provides some intellectual challenge and problem solving combined with the opportunity to learn. It would be an advantage if the job involved investigative or analytical work providing the time spent working through data or numbers was not excessive. The types of jobs that fall into the ‘Working Investigatively’ category tend to require a reasonable amount of study and training. However, given your interest in this area, study and training should prove fairly rewarding in itself, particularly if it is not overly theoretical and is related to the ‘real world’.

Comparison with competency

The world of science interests you but, as yet, you don’t feel that you have the necessary skills or experience. Given the amount of study and practice sometimes required to enter this field of work, this combination of scores is not unusual. At another level, however, given that the common theme to all of the activities in the investigative domain is thinking and problem solving, the differences in your scores could also reflect a feeling that your current work does not provide sufficient mental or intellectual challenge. You may feel you have a good deal more capacity than is being currently utilised. If this is true, your options may come down to taking on more difficult assignments in your current role, or moving into a different role that involves a greater degree of learning, analysis and problem solving. Linked to this, there may also be a need to return to the books and undertake further study.

Working Commercially

'Working Commercially' encompasses the entrepreneurial world of dealing, selling and managing. This is a dynamic world characterised by competitiveness, risk-taking, profit, variety, persuasion and influence.



Preference

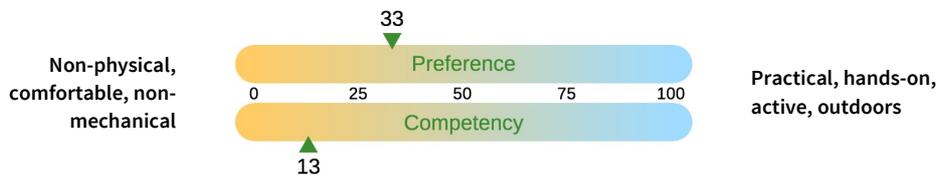
These activities appear to hold a moderate degree of attraction as far as you are concerned. It may, therefore, be to your advantage to look for roles that provide some opportunity to use persuasive skills, which provide leadership opportunities and which are varied and dynamic. It may be useful if the rewards were related to the effort you put in, for example, working on commission or having performance incentives rather than being on a fixed pay rate. However, as your preference is not markedly entrepreneurial, a role that is strongly competitive or profit driven might be less attractive.

Comparison with competency

Your interest in business activities appears to be higher than your self-assessed skills and experience in this area. This pattern is frequently observed in those who know where they want to go but have not yet had the opportunity or time to achieve their goals. It has also been observed in those who are drawn to the idea of being at the centre of the action and being successful in life but, as yet, lack the confidence to take the necessary interpersonal or financial risks. If you are keen to resolve the difference between these scales, take a little time to itemise the competency areas in which you have yet to gain skills or experience. Broadly, these fall into dealing (negotiating, financing, investing), selling and managing. Next, look for possibilities within your current job, if you are employed, or voluntary or community opportunities if you are not employed. Formal training through commerce or business studies may also be valuable.

Working Physically

'Working Physically' involves creating or repairing things, operating equipment or working outdoors. In essence, it is about doing things that are 'real' and being able to see a tangible result for the effort. Hand-eye coordination, working in unpleasant conditions, working with plants or animals, getting out and about are all potential elements of 'Working Physically'.



Preference

You indicated little enthusiasm for this type of work. In practice, this suggests thinking in terms of a job which does not involve too much physical exertion or discomfort and which allows you to work from a fixed location, such as an office. This doesn't necessarily indicate a lack of interest in sport or outdoor activities but it does suggest that these have less appeal as a permanent job. It would also be an advantage if someone else were available to fix equipment or fittings when they malfunction.

Comparison with competency

Looking at the differences between your preference for 'Working Physically' and your self-assessed abilities, it is evident that you feel more motivated than skilled or experienced in this area. While this difference can occur for fairly straightforward reasons, such as a lack of opportunity or training, it can also occur for more obscure reasons. One pattern that has been observed is for people in high-pressure jobs to indicate an interest in the physical area as a perceived way to get away from the stress of their jobs by doing something relatively uncomplicated that gives them time out to think. It has also been observed in people who are working in an office situation but who would much prefer to be outdoors or doing work that keeps them physically active. This is one area where, if a change of job is not a viable option, the need can easily be filled by non-work activities.

2.2 Looking at your response pattern

When reviewing vocational results it is important to consider not just the scores but also the overall pattern of the profile. This can have a marked effect on the way the scores are interpreted.

You obtained mid-range scores across the six preference scales and, in completing the questionnaire, you made effective use of the positive and negative response options. This is reflected in the range of scores in your profile. This pattern gives reasonable confidence that you have some clear likes and dislikes which can be helpful in the job search process.

2.3 Work role evaluation checklist

This section groups common job aspects according to your preferences and can be used as a checklist when evaluating work roles.

Roles could contain any of these aspects

- using personal intuition and being innovative
- initiating and carrying out change
- developing new ideas and methods
- opportunity for self-expression
- working with, or around, others
- helping others to achieve their potential or overcome problems
- developing people through teaching, coaching, training or mentoring
- providing for the needs of others by caring, nursing, treating or counselling
- well-defined procedures and routines
- organisation and efficiency
- opportunity to keep things running smoothly
- processing and administration
- collecting, collating and analysing data
- carrying out in-depth research and study
- diagnosing and solving complex problems
- observing and investigating natural phenomena
- making money by negotiating, investing, dealing or selling
- speculating or taking calculated business risks
- organising and managing others

influencing, persuading or encouraging others

working with machines, plants or animals

working physically outdoors or in a workshop

being active and on the move

building, repairing or maintaining

3. Work Environment

This section looks at wider work-related issues. The level of management to which you may be suited and the type and size of organisation that you may feel most comfortable working with are discussed. The amount of work complexity, vocational optimism and level of pressure you may cope with are also considered. These are intended as broad indicators only and should not be seen as absolute recommendations.

Organisational Level



In terms of the organisational level you may wish to reach, your profile suggests that you may find greatest satisfaction at the supervisor or junior manager level. This level would allow you to have both day-to-day contact with staff and some input into organisational decision making.

Organisational Size



When considering the size of organisation to which you may be most suited, the results of the assessment suggest that you may prefer a relatively large organisation. Larger organisations usually provide a higher degree of structure and have processes and procedures that remain stable over time.

Organisational Type



In terms of organisational type, your results suggests that you may find job satisfaction in both private or public sector organisations and that you may be comfortable with a mix of commercial and non-commercial activities.

Work Complexity



Another aspect of work that sometimes needs to be considered is the complexity of the work and amount of additional training and learning required. Your results suggest that you are comfortable with reasonable levels of complexity and can learn new tasks without too much difficulty

Vocational Outlook



You endorsed a roughly equal number of positive and negative responses in the job preferences checklist. You can generally be expected to respond in an even-handed way to new ideas and suggestions and to attempt to strike a balance between focusing on solutions versus problems.

Work Pressure Level



Different jobs involve different levels of pressure and risk-taking. Ending up in a job that is highly stressful can have undesirable health and lifestyle outcomes. Your results suggest that you can cope with jobs that have a reasonable amount of pressure or stress. It is, nevertheless, important that the job should also allow quieter periods when you can catch your breath and get back on top of things.

4. Representative Jobs

This section presents a sample jobs that have characteristics that match your highest preferences. Each job is displayed with an education and training level. While the actual qualifications and training required for a given job will vary, the levels shown give an indication of typical entry requirements. The education and training levels are as follows.

- 1 No formal education required
- 2 Two to three years secondary education required
- 3 High school graduation / Technical training required
- 4 Undergraduate degree required
- 5 Post graduate degree / Advanced training required

Some of the jobs displayed may have a lower education and training level than you've already achieved. Conversely, you may find management positions shown yet you are just starting out in your career. In this case, it is possible that you have the vocational interest to help you to achieve such positions in the longer term.

4.1 Sample of matching jobs

These types of jobs have characteristics that match your highest preferences. They are grouped by industry type.

Advertising/Media/Entertainment

	Education and training level
• Art Gallery Supervisor	4
• Composer	4
• Copywriter	4
• Correspondent	4
• Movie Director	4
• Drama Coach	3
• Drama Teacher	3
• Humorist	3
• Librettist	3
• Lyricist	3
• Optical Effects Layout Person	3
• Reporter	3
• Story Editor	3
• Advertising Promotion Manager	2
• Commercial Artist	2
• Dance Therapist	2
• Exhibit Artist	2
• Modelling Instructor	2
• Actor	1
• Cabaret Worker	1
• Dancer	1

Advertising/Media/Entertainment (continued)

	Education and training level
• Dancing Teacher	1
• Musician	1
• Orchestra Conductor	1
• Singer	1
• Writer / Scriptwriter	1

Education and Science

	Education and training level
• Librarian	5
• School Counsellor	5
• Secondary School Teacher	5
• Elementary Teacher	4
• English Teacher	4
• Kindergarten Teacher	4
• Primary School Teacher	4
• Special Education Teacher	4
• Speech and Elocution Teacher	4
• Speech Therapist	4
• Technical Editor	4
• Theology Teacher	4
• Art Teacher	3
• Music Teacher	3
• Teacher Aide	1

Government

	Education and training level
• Police Artist	3

Healthcare and Medical

	Education and training level
• Clergy	4
• Dental Nurse	3
• Dental Hygienist	2
• Natural Remedies Therapist	2
• Rehabilitation Officer	2
• Home Aide	1
• Minister of Religion	1

Hospitality/Tourism

- Food Inspector
- Pastry Chef

Education and training level3
3***Other***

- Homemaker

Education and training level

1

Retail/Consumer Products

- Exhibit Designer
- Stained Glass Artist

Education and training level3
2***Sales and Marketing***

- Public Relations Representative

Education and training level

3

Trades and Services

- Interpreter / Translator
- Instrumental Technician
- Hairdresser
- Beauty Consultant
- Fashion Model

Education and training level5
3
2
1
1

5. Where to from here?

Try this exercise

To gain further insights into your vocational interests try the following activity.

Take a number of pieces of paper and on the top of each write the name of a full time job, part time job, unpaid work, social activity or hobby etc., you have undertaken. The more you can think of the better.

On each sheet of paper draw a line down middle of the page and at the top of the left column write: 'What did I enjoy most about this activity?' and on the top of the right column 'What did I enjoy least?' Think of a typical day in the job or your typical involvement and think about the highs and the lows, the good feelings and the frustrations. Work through this for each of the jobs or activities you have listed.

Once you have listed out all of your 'likes' and 'dislikes' for everything you have done, go back through your two lists very carefully to see what the natural groupings are. You could, for example, write 'P' against everything that relates to people, or 'L' next to everything that relates to learning. From these groupings you will be able to gain some insights into the sorts of things you should be moving towards and the sorts of things you should be keeping away from. If on the 'negative' side, for example, you have listed a number of things relating to authority figures then you may need to think carefully about your attitudes towards authority and whether your underlying feelings may put you at a disadvantage when dealing with managers.

As well as doing this exercise it is also useful to talk to people you know and ask them what they think you like and dislike doing. Often people observe things about us that we are unaware of ourselves. This means asking people: 'What do you think I would be best at? What do you think I would enjoy most?'

More exercises like this can be found in the book 'What Color is Your Parachute?' This book, written by Richard Nelson Bolles and published by Ten Speed Press of Berkeley, California, is full of ideas and tips on job search and career planning.

Watch out for Viruses!

(or, How to use sports psychology to help you find a job)

One of the most important aspects in job search is mental attitude. Very often people enter the job search process worried that they don't have the necessary experience, or that there are no jobs available in the areas in which they are interested, or that they don't know what they want to do. These subconscious 'messages' are the same as computer viruses and if they are not detected and removed they can destroy any hope of finding a good job.

It is important to think very clearly about the 'self-talk' you are engaging in. In particular watch out for messages such as: "I don't know what I want to do", "I can't seem to make up my mind", "It is hard to find jobs", "I don't have the experience I need", or "I am no good at interviews". Because of the way the brain works, there is a good chance that your subconscious mind will do everything in its power to make sure that these messages come true.

If you find you are running viruses like these it is very important to replace them with success messages as: "I know exactly what I want to do", "I am thrilled with the brilliant job I found", or "I am excellent at interviews".

You do not need to believe these messages in order for them to work. The brain operates very much like a computer, which will simply try to run any software it gets. If it is fed harmful software, such as a virus, a computer will try to run it just as quickly as it will try to run useful software. A computer does not have to 'believe' the software it runs, and our subconscious mind is exactly the same.

Also, you don't have to worry about how to make the things happen. When you send an e-mail you don't have to worry about how the e-mail get to its destination - all you have to do is make sure you have got the correct address. Running an 'affirmation', such as: "I am thrilled with the brilliant job I found", is equivalent to putting the correct address in place. The subconscious, which is much more powerful than the conscious mind, will immediately begin working on how that is delivered.

Successful sports people use these techniques to help them to win. You can take this process one stage further by moving a year into the future. Picture yourself coming home from work feeling elated after a really satisfying day in the great job you have found. Then fill in your diary for that day a year in the future. Just make it all up, but remember the more detailed it is, the easier it is for you sub-conscious to start working on the solution.

Looking for a job? You've already got a job!

Many job-seekers think of themselves as unemployed. They check the job vacancies and send off the occasional application and in the interim don't do much else. But, in reality, job search is an '8 till 5' job in its own right. If you are looking for a job, you can think of yourself as the Managing Director of your own Sales and Marketing Company. You will get paid as soon as you make your first 'sale'. With this in mind, you need think about what you are selling and the market in which you want to sell it. What you are selling is your ability to add value to somebody else's business.

Successful marketing and sales has a lot to do with planning. It may help to build your own job search plan that could run something like this:

Activity	Allocated time
Identify vocational direction Review this report Complete additional exercises Identify primary areas of interest	1 week
Identify personal skills Prepare a library of competencies, skills, attributes and experiences	1 week
Identify potential markets Review job vacancies, trade magazines, Yellow Pages to identify industry types and employment options	2 weeks
Carry out Informational Interviews Interview personnel offices and managers in the target occupations to find out more about job content and employment options	4 weeks
Prepare curriculum vitae or résumé Interview personnel offices and managers in the target occupations to find out more about job content and employment options	1 week
Begin applying for jobs	4 weeks

The important thing about a plan such as this is that it begins to feel like actual work and helps you to keep focussed on the goal of obtaining the job you want.

But I don't have the qualifications or experience

A great deal is made of experience and qualifications, and yet employers will often put these to one side if they can see that the candidate has the ability to learn quickly and will fit in well. Most employers prefer candidates who get on well with others and can be trained rather than those who have the skills but get off-side with people.

Never be put off by the fact that you may lack the qualifications or experience specified in a job advertisement. Instead, begin by looking very closely at the role and how you can 'package' your skills and abilities in such a way that the organisation can see clearly that you would add value to what they are doing. A good place to look for information on how to increase your chances of obtaining job interviews is the book 'The Damn Good Resume Guide' by Yana Parker, published by Ten Speed Press, Berkeley, California.

And finally, pick a number

If you are looking for a job, take a moment to write down how many rejection letters you are expecting - make the number big, like 50 or 100. This sounds crazy but when people are looking for jobs they often become despondent or depressed after a couple of rejection letters. Once this happens they can become withdrawn and lose interest in trying for jobs.

But if you think of job search as marketing and sales, it can be much easier to cope with rejections. You can remind yourself that the customer simply wasn't interested or you may need to look at how you are packaging the goods.

Like sales, job search is basically a numbers game. The more you try the more you are likely to sell. People who think first about the number of rejections they may receive can generally stay positive much longer than those who don't. If you are expecting no rejections, by the time you hit 10 it feels like a disaster. If you are expecting 100 rejections, then by the time you reach 10 you have hardly started.