



Career Insights

Sam Sample

For more information:

Select, Assess & Train Tel: 919-787-8395

Email: info@selectassesstrain.com





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Introduction Where Opportunity Meets Talent

The Career Insights Report is designed to increase understanding in the area of professional potential. Having a better understanding of one's style for communicating, basic professional needs, strengths and limitations is an integral step towards personal and professional development. Each unique behavioral style includes a general set of talents that when leveraged, results in higher levels of job satisfaction.

Behaviors

This section of the report is designed to help you attain a greater knowledge of yourself as well as others. The ability to interact effectively with people may be the difference between success and failure in your work and personal life. Effective interaction starts with an accurate perception of oneself.



Personal Characteristics

Based on Sam's responses, the report has selected general statements to provide you with a broad understanding of his work style. These statements identify the basic natural behavior that he brings to the job. That is, if left on his own, these statements identify HOW HE WOULD CHOOSE TO DO THE JOB. Use the general characteristics to gain a better understanding of Sam's natural behavior.

Sam wants to be seen as a responsible person and will avoid behavior that could be seen by others as irresponsible. He is good at work that requires attention to detail and accuracy. He can overanalyze a problem which tends to slow down the decision-making process. He may be overly sensitive to criticism of his work. If you do comment on his work you had better be right, since he may not take criticism lightly. Sam wants to make certain that detailed reports are accurately completed. This tendency can be reassuring to Sam's supervisors. He is task-oriented; however, he can still maintain good working relationships with others as long as they share his concern for excellence. He tends to be precise about his use of time and can become frustrated when others interrupt him when in the middle of a task. In conflict situations, Sam usually remains calm and cool-headed. When things calm down, however, he may suffer some delayed reaction. Sam may have a low trust level of others. His aggressiveness is tempered by his sensitivity to quality work. This is a positive strength of Sam's, and others appreciate this tendency.

Sam likes to assemble facts and data before making decisions. This allows him time to review the facts and think about the decision to be made. He is good at analyzing situations that can be felt, touched, seen, heard, personally observed or experienced. His motto is, "facts are facts." He is skilled at observing and collecting data on different subjects. If he has a real passion for a given subject, he will read and listen to all the available information on the subject. He uses data and facts to support the big decisions, because it makes him feel more confident that his decisions are correct. Because he knows that he can rely on the "tried and true," Sam places high value on tradition and traditional things. He places an emphasis on the cognitive process and logic when making decisions. He usually judges others by the quality of their work. He may find it difficult to recognize others' strengths, if their work does not meet his high standards. He feels tension when forced to make major decisions quickly.





Personal Characteristics Continued

Sam is patient and persistent in his approach to achieving goals. He responds to challenges in a cooperative manner and wants the "team" to win without the need of a perceived "shining star." People may often see Sam as formal and reserved. He may be assessing the situation before "letting his guard down" and may do so only when he feels comfortable with the circumstances. He can be outgoing at times. Basically introverted, he will engage in social conversation when the occasion warrants. Whenever possible, Sam avoids face-to-face conflict. Sam's work represents his true self and he will take issue when people attack the quality of his work. He is usually slow to anger, but when "enough is enough" he may tend to explode. People will then have no doubt about his feelings. He enjoys analyzing the motives of others. This allows him to develop his intuitive skills. Sam's logical, methodical way of gathering data is demonstrated by his ability to ask the right questions at the right time.





Personal Strengths

This section of the report identifies the specific talents and behavior Sam brings to the job. By looking at these statements, one can identify his role in the organization. By identifying Sam's talent, the organization can develop a system to capitalize on his particular value to the organization and make him an integral part of the team.

- Suspicious of people with shallow ideas.
- Defines, clarifies, gets information, criticizes and tests.
- Always concerned about quality work.
- Accurate and intuitive.
- Always looking for logical solutions.
- Conscientious and steady.
- Presents the facts without emotion.
- Objective and realistic.
- Proficient and skilled in his technical specialty.





Basic Needs

In this section are some needs which must be met in order for Sam to perform at an optimum level. Some needs can be met by himself, while management must provide for others. It is very difficult for a person to enter a motivational environment when that person's basic management needs have not been fulfilled. Sam and his counselor should go over the list and identify 3 or 4 statements that are most important to him. This allows Sam to participate in forming his own personal management plan.



- Complete instructions on his assignments.
- The opportunity to ask questions to clarify or determine why.
- Logical answers in logical order.
- Sincere feedback from others.
- Time to gather the facts and data.
- Equipment that will allow him to perform up to his high standards.
- Skills to come across warm and close, when appropriate.
- Time to see and test if the plan will work.
- Sincerity from people with whom he works.
- An exact job description and expectations in writing.
- Tangible work.





Adapted Style

This section gives general information on behavior that Sam deems necessary to be successful on the job. One should read this section and determine if the behavior described is job related. If the behavior is not job-related, Sam does not understand the behavior required to be successful in the job.

- Compliance to high standards.
- Making decisions in an objective, unemotional manner.
- Limited contact with people.
- Being precise in the collection of data.
- Accomplishing tasks without many people contacts.
- Precedence of quality over efficiency.
- Being attentive and dependable with detailed work activities.
- Precise, analytical approach to work tasks.
- Working in a systematic, nondemonstrative manner.
- Sensitivity to existing rules and regulations.
- Careful, thoughtful approach to decision making.





Present Wants

This section of the report was produced by analyzing Sam's wants. People are motivated by the things they want, thus: wants that are satisfied no longer motivate. Analyze each statement produced in this section and highlight those that are present "wants."



- Information in logical order.
- A manager who follows the company policies.
- Respect for his quiet manner.
- An environment where he can ask specific questions--not just "beat around the bush."
- Reassurance he is doing the job right.
- Advancement when he is ready.
- Limited socializing.
- Objectivity.
- Time to perform up to his high standards.
- High quality work standards.
- Time to adjust to change.
- Straight talk supported with facts.





Ideal Environment

This section identifies the ideal work environment based on Sam's basic style. People with limited flexibility will find themselves uncomfortable working in any job not described in this section. A person with flexibility uses intelligence to modify their behavior and can be comfortable in many environments. Use this section to identify specific duties and responsibilities that Sam enjoys and also those that create frustration.

- Private office or work area.
- Close relationship with a small group of associates.
- An environment dictated by logic rather than emotion.
- Environment where he can be a part of the team, but removed from office politics.
- Projects that produce tangible results.
- Data to analyze.
- Familiar work environment with a predictable pattern.





Do:

Most people are aware of and sensitive to the ways with which they like to be communicated. Many people find this section to be extremely accurate and important. Read each statement and identify 3 or 4 statements that are most important. Make a list of these and practice using them in your everyday management of Sam.

Checklist for Communicating

Use expert testimonials. ☐ Show him a sincere demeanor by careful attention to his point of view. Use an unemotional approach. Be prepared with the facts and figures. ☐ Give him time to verify reliability of your actions; be accurate, realistic. Provide details in writing. Listen to him. ☐ Follow through, if you agree. Make an organized contribution to his efforts, present specifics and do what you say you can do. Respect his quiet demeanor. Provide solid, tangible, practical evidence.





Strengths and Potential Limitations

In this area of the report is a listing of strengths and potential limitations without regard to a specific job. Cross out those limitiations that do not apply. Highlight 1 to 3 limitiations that are hindering performance and develop an action plan to eliminate or reduce this hindrance.

- Strength Places high value on quality workmanship. Potential Limitation - May be bound by his own set of procedures and methods that he fails to look for more efficient ones.
- Strength Uses facts and data to support decision making. Potential Limitation - May collect so much data that it hinders the decision-making process.
- Strength Good at calculating risk. Potential Limitation - May resist changes because of the risk involved with changes.
- Strength Very intuitive. Potential Limitation - Fails to share ideas and feeling until after the fact.
- Strength Places high value on details. Potential Limitation - May get bogged down in details or use details to protect his position.
- Strength Will follow instructions. Potential Limitation - May lean on supervisors for information and direction.
- Strength Task-oriented and security driven. Potential Limitation - May yield position to avoid controversy and insure security.





Style Insights® Graphs

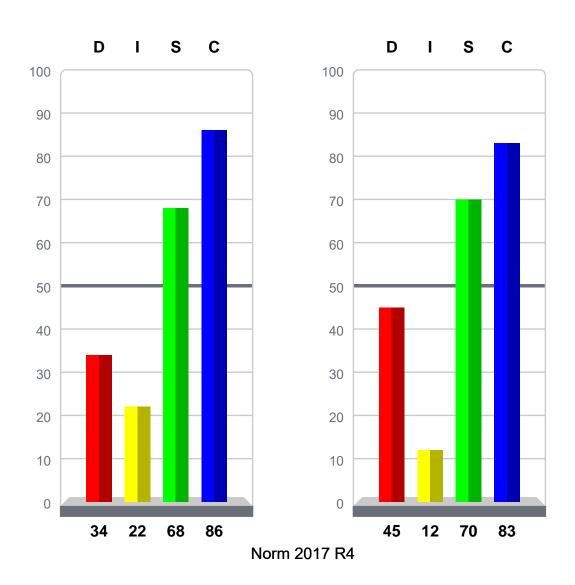


Adapted Style

Graph I

Natural Style

Graph II





The Success Insights® Wheel

The Success Insights® Wheel is a powerful tool popularized in Europe. In addition to the text you have received about your behavioral style, the Wheel adds a visual representation that allows you

- View your natural behavioral style (circle).
- View your adapted behavioral style (star).
- Note the degree you are adapting your behavior.

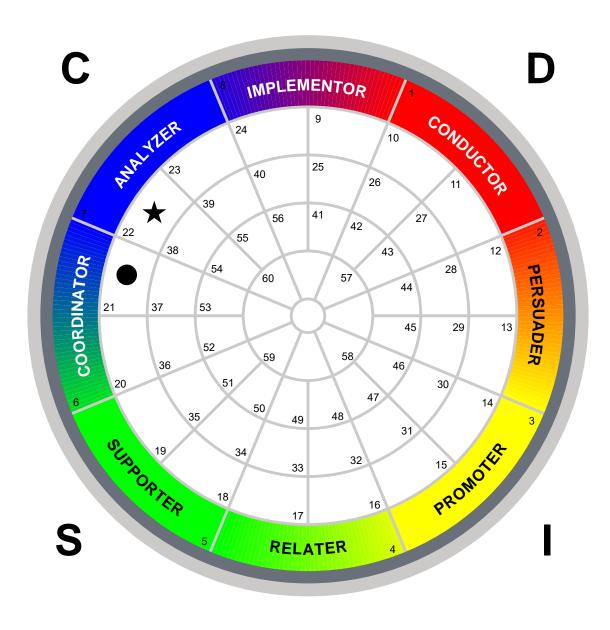
Notice on the next page that your Natural style (circle) and your Adapted style (star) are plotted on the Wheel. If they are plotted in different boxes, then you are adapting your behavior. The further the two plotting points are from each other, the more you are adapting your behavior.

If you are part of a group or team who also took the behavioral assessment, it would be advantageous to get together, using each person's Wheel, and make a master Wheel that contains each person's Natural and Adapted style. This allows you to quickly see where conflict can occur. You will also be able to identify where communication, understanding and appreciation can be increased.



The Success Insights® Wheel

11-16-2020



Adapted: (22) COORDINATING ANALYZER

Natural: (21) ANALYZING COORDINATOR

Norm 2017 R4



The following sections list possible careers based on your style's preferences. These sections are categorized by typical education requirements for the career. Each potential career takes into account how you solve problems and challenges, influence people, respond to the pace of an environment and respond to rules and procedures set by others.

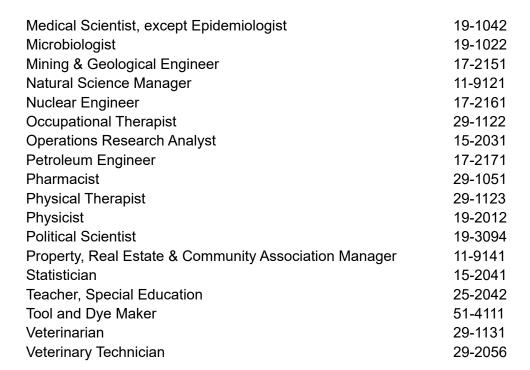
Bachelor's Degree or Higher

| Career | ONET Code |
|---|-----------|
| Accountant & Auditor | 13-2011 |
| Actuary | 15-2011 |
| Architectural & Civil Drafter | 17-3011 |
| Biomedical Engineer | 17-2031 |
| Camera Operator, TV, Video & Motion Picture | 27-4031 |
| Cartographer & Photogrammertrist | 17-1021 |
| Computer Programmer | 15-1021 |
| Computer Software Engineer, Applications | 15-1031 |
| Computer Software Engineer, Systems | 15-1032 |
| Computer Support Specialist | 15-1041 |
| Correctional Officer | 33-3012 |
| Dental Lab Technician | 51-9081 |
| Electrical & Electronic Drafter | 17-3012 |
| Financial Analyst | 13-2051 |
| Graphic Designer | 27-1024 |
| Insurance Underwriter | 13-2053 |
| Iron and Metal Worker | 47-2171 |
| Jeweler, Precious Stone & Metal Worker | 51-9071 |
| Law Clerk | 23-2092 |
| Loan Officer | 13-2072 |
| Mathematician | 15-2021 |
| Mechanical Drafter | 17-3013 |
| Network & Computer Systems Administrator | 15-1071 |
| News Analyst | 27-3021 |
| Nuclear Medicine Technician | 29-2033 |
| Occupational, Health & Safety Specialist | 29-9011 |
| Plasterer and Stucco Mason | 47-2161 |
| Plumber and Pipe Fitter | 47-2152 |
| Probation Officer & Correctional Treatment Specialist | 21-1092 |
| Radiation Therapist | 29-1124 |
| Radiologic Technician | 29-2034 |
| Real Estate Appraiser & Assessor of Real Estate | 13-2021 |
| Registered Nurse | 29-1111 |
| Sheet Metal Worker | 47-2211 |



| Solar Energy Systems Engineer | 17-2199.11 |
|---|------------|
| Surveying & Mapping Technician | 17-3031 |
| Surveyor | 17-1022 |
| Tax Examiner, Collector & Revenue Agent | 13-2081 |
| Teacher, Elementary | 25-2021 |
| Wind Energy Engineer | 17-2199.10 |
| Writer & Author | 27-3043 |
| Administrative Services Manager | 11-3011 |
| Adult Educator | 25-3011 |
| Aerospace Engineer | 17-2011 |
| Agriculture & Food Science Technician | 19-4011 |
| Anesthesiologist Assistant | 29-1071.01 |
| Architect, Except Landscape & Naval | 17-1011 |
| Atmospheric & Space Scientist | 19-2021 |
| Audiologist | 29-1121 |
| Automotive Body Repairer | 49-3021 |
| Budget Analyst | 13-2031 |
| Chemist | 19-2031 |
| Chiropractor | 29-1011 |
| Civil Engineer | 17-2051 |
| Clergy | 21-2011 |
| Commercial & Industrial Designer | 27-1021 |
| Computer Hardware Engineer | 17-2061 |
| Computer Systems Analyst | 15-1051 |
| Conservation Scientist | 19-1031 |
| Curator | 25-4012 |
| Dentist | 29-1021 |
| Electrical Engineer | 17-2071 |
| Engineering Manager | 11-9041 |
| Geographer | 19-3092 |
| Geoscientist | 19-2042 |
| Health & Safety Engineer | 17-2111 |
| Health Educator | 21-1091 |
| Historian | 19-3093 |
| Industrial Engineer | 17-2112 |
| Landscape Architect | 17-1012 |
| Lawyer | 23-1011 |
| Librarian | 25-4021 |
| Marine Engineer & Naval Architect | 17-2121 |
| Materials Engineer | 17-2131 |
| Mechanical Engineer | 17-2141 |





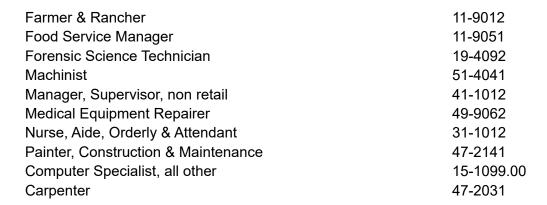




Associate's / Technical Degree or Higher

| Career | ONET Code |
|---|------------|
| Airline Pilot, Copilot & Flight Engineer | 53-2011 |
| Automotive Service Technician | 49-3023 |
| Bookkeeping, Accounting & Auditing Clerk | 43-3031 |
| Broadcast Technician | 27-4012 |
| Coating, Painting, & Spraying Machine Setter, Operator & Tender | 51-9121 |
| Computer-Controlled Machine Tool Operator, Metal & Plastic | 51-4011 |
| Construction and Building Inspector | 47-4011 |
| Dental Assistant | 31-9091 |
| Diesel Engine Specialist | 49-3031 |
| Fire Fighter | 33-2011 |
| Heating and Air Conditioning Installer & Mechanic | 49-9021 |
| Industrial Production Manager | 11-3051 |
| Instructional Coordinator | 25-9031 |
| LPN (Licensed Practical Nurse) | 29-2061 |
| Medical Records Technician | 29-2071 |
| Medical Transcriptionist | 31-9094 |
| Mobile Heavy Equipment Mechanic, except engines | 49-3042 |
| Occupational Therapist Assistant | 31-2011 |
| Optician-Dispensing | 29-2081 |
| Outdoor Power Equipment & Other Small Engine Mechanic | 49-3053 |
| Paralegal & Legal Assistant | 23-2011 |
| Pharmacy Technician | 29-2052 |
| Physical Therapist Aide | 31-2022 |
| Printing Machine Operator | 51-5023 |
| Solar Thermal Installer &Technician | 47-4099.02 |
| Surgical Technician | 29-2055 |
| Transportation Inspector | 53-6051 |
| Artist & Animator, multi-media | 27-1014 |
| Sound Engineering Technician | 27-4014 |
| Aerospace Engineer & Operations Technician | 17-3021 |
| Aircraft Mechanic | 49-3011 |
| Billing and Posting Clerk | 43-3021 |
| Civil Engineering Technician | 17-3022 |
| Court Reporter | 23-2091 |
| Electrical & Electronic Technician | 17-3023 |
| Electro-mechanical Technician | 17-3024 |
| Environmental Engineering Technician | 17-3025 |
| Farm, Ranch & Other Agricultural Manager | 11-9011 |









High School Diploma or Higher

| Career | ONET Code |
|--|-----------|
| Bill and Accounts Collector | 43-3011 |
| Brick and Stone Mason | 47-2021 |
| Brokerage Clerk | 43-4011 |
| Bus Driver | 53-3021 |
| Carpet Installer | 47-2041 |
| Cement Mason, Concrete Finisher | 47-2051 |
| Construction Laborer | 47-2061 |
| Cook, fast food | 35-2011 |
| Courier & Messenger | 43-5021 |
| Credit Authorizer | 43-4041 |
| Data Entry Keyer | 43-9021 |
| Drywall & Ceiling Tile Installer | 47-2081 |
| Electrician | 47-2111 |
| Emergency Medical Technician & Paramedic | 29-2041 |
| Farmworker & Laborer, Crop, Nursery, & Greenhouse | 45-2092 |
| File Clerk | 43-4071 |
| Fisher and Fishing Vessel Operator | 45-3011 |
| Forrest and Conservation Worker | 45-4011 |
| Gaming Supervisor | 39-1011 |
| Glazier | 47-2121 |
| Highway Maintenance Worker | 47-4051 |
| Home Health Aide | 31-1011 |
| Industrial Machinery Mechanic | 49-9041 |
| Industrial Truck & Tractor Operator | 53-7051 |
| Infantry | 55-3016 |
| Insulation Worker | 47-2131 |
| Janitor & Cleaner | 37-2011 |
| Library Assistant, clerical | 43-4121 |
| Lifeguard, Ski Patrol other recreational protective service worker | 33-9092 |
| Maintenance and Repair Worker, General | 49-9042 |
| Office Clerk | 43-9061 |
| Operating Engineer & Other Construction Equipment Operator | 47-2073 |
| Payroll Clerk | 43-3051 |
| Pharmacy Aide | 31-9095 |
| Postal Service Clerk | 43-5051 |
| Production and Planning Clerk | 43-5061 |
| Reservation & Transportation Ticket Agent & Travel Clerk | 43-4181 |
| Roofer | 47-2181 |





