

This report provides a summary of your responses to the Work Personality Index® assessment. The Work Personality Index describes key features of your personal style that influence your approach to tasks, ways of interacting with people, and the types of activities that you will find enjoyable. The Work Personality Index Career Report is designed to provide information and advice that is useful for people involved in career exploration or change. When looking at your career development, it is important for you to take time to reflect upon what you are good at, and what you like to do, and then develop clear goals of what you want to achieve. Inside this report are descriptions of your personal characteristics, strengths, and interests in the following areas: Working with Others, Energy and Drive, Work Style, Problem Solving Style, Dealing with Pressure and Stress, and Identifying and Managing Change.

Your report also contains suggestions for managing your career and exercises that will guide you through the process of gathering information and developing a career action plan. Planning your career and future should take into account information about you that this report does not provide, such as your abilities, education, skills, previous work and leisure experiences, and your family situation. Your results on the Work Personality Index scales are presented as Sten Scores, which range from 1 to 10. These scores compare your responses on the Work Personality Index items to those of a large sample of working adults. \

Working with Others: Every career involves some interaction with people. Your personal characteristics strongly impact the way you work with others, as well as how you manage career changes. Some individuals are outgoing and warm, while others adopt a more formal and independent style. Your preferences for working with people will influence the types of careers and hobbies you find satisfying, and how you go about your daily activities. This section of the report examines your indicated patterns for communicating and getting along with others. It will provide insights into how you tend to interact with people in social and work related situations.

Outgoing: Score: 2 Out of 10: When interacting with people you are most at ease in small groups or formal settings that do not require much socializing. You tend to be uncomfortable meeting lots of new people. You prefer to seek out people you know in social situations. In settings where you meet new people you prefer to let others reach out and make a connection with you. When in groups you tend not to call attention to yourself, finding more enjoyment in watching and listening to what occurs around you. Introverted people such as yourself value time spent alone with few distractions since it helps you concentrate and focus on your tasks. It is important for you to have time to think things through before you state your opinions or make a decision. As a result, you enjoy work that allows you to work alone or with a close group of co-workers.

Tasks that involve meeting new people are likely uncomfortable for you, and too many social interactions will make work less enjoyable.

Teamwork: Score 4 Out of 10: You prefer working independently without much interaction with co-workers. While you try to be cooperative and collaborative, you feel that you do your best work on your own, and may find that working on teams slows you down. This ability to work independently likely enhances your comfort for providing constructive criticism and making unpopular decisions. When at work, you

prefer to plan your tasks by yourself, rather than as part of a group or committee. You are also used to going your own way and rarely seek the opinions and agreement of others. Occupations that are likely to be satisfying primarily involve tasks that can be completed independently. Since every occupation requires some work with others it is important that you contribute, even if it feels inefficient. You should also watch that your independence does not prevent you from recognizing how others could help you advance your career.

Concern for Others: Score: 8 Out of 10: You are diplomatic, caring and sensitive to the needs of others. You also tend to be concerned about others' welfare and feelings. As a result you should enjoy work that involves helping people with their problems. Your personable style can also enhance your effectiveness in occupations where gauging the thoughts and feelings of others is necessary, such as care-giving, customer service and sales. You will likely feel best about what you do when you have the opportunity to be helpful to others. However, your preferences may make it difficult for you to make decisions that impact people negatively. You should guard against people taking advantage of your good nature. When examining your career and planning for the future, make sure that you do not give too much consideration to how your decisions affect others.

Democratic: Score: 3 Out of 10: When you are facing decisions you prefer to make them independently without consulting others very much. You like having things go your way most of the time, and you value being self-reliant. You also prefer to have freedom from other people's influence, but can adjust to consider advice and suggestions when it is important. In most situations you come across as self-determined and willing to stand alone.

This level of independence is useful for making quick decisions and challenging common beliefs. In positions with close supervision, or where many people are involved in making decisions, you may feel restricted. Your preferences fit well in occupations where there is little direct leadership and you must make most decisions on your own.

Energy and Drive: This section looks at the things that motivate you and the approach you adopt when setting and pursuing your goals. It examines your ambition, energy level, persistence, and leadership preferences. Each of these areas relates to the type of work you will find enjoyable, and how you like to invest your time and resources. For example, highly ambitious individuals are motivated primarily by success and getting ahead. People with lower levels of ambition tend to value other things outside of work success and personal advancement. Recognizing what motivates you and how you would like your career to progress is an important step in identifying ideal occupations and making career transitions easier.

Energy: Score: 6 Out of 10: You are an active individual and enjoy work that involves some mental or physical challenges. Work that requires you to meet multiple demands or juggle a variety of tasks can be exhilarating for you. However, you may become worn down if the position does not give you any opportunities to relax. Overall, your style is marked by a balanced preference for working on demanding projects and those that can be completed without a great deal of energy. Therefore, the type of work you will find most enjoyable will meet this balance. In order to

manage career transitions effectively, you need to recognize when you are getting run down.

Ambition: Score: 7 Out of 10: You report a strong desire to get ahead, and you recognize that setting goals and putting forth a committed effort are required to be successful. Like other ambitious people you challenge yourself in many ways: setting difficult goals; comparing your performance to others; and exhibiting a desire to win. You will feel most comfortable around others who are competitive and who value taking firm control over what they do to reach their goals. As a result, you will enjoy occupations that provide frequent challenges as well as the opportunity for career advancement and personal achievement. In positions with easy tasks and few chances to get ahead you will probably become bored with the work and dissatisfied with the lack of prospects.

Leadership: Score: 7 Out of 10: You enjoy being in positions of authority more than most people. You like influencing others and naturally gravitate toward leadership roles. You are comfortable taking charge and initiating action at work. In most situations you like being the person in charge, making decisions and giving directions. You enjoy the high level of responsibility that comes with being a leader and respond well when requested to take on leadership roles. You should be most satisfied in occupations where you can use your directive, authoritative leadership style. You will also be most effective in positions that require you to take charge and make decisions. In settings where you take a subordinate role, you may quickly become dissatisfied and resist the leadership of others.

Social Confidence: Score: 6 Out of 10: You have an average level of social confidence and are generally comfortable in most social situations. Your comfort in social interactions will depend on the context and environment. You feel at ease in most social situations and enjoy meeting new people. In general, you do enjoy spending time with people you know well but you are not intimidated by the idea of meeting new people. You are likely to be most comfortable speaking with others when you feel that you command the material you are discussing. When considering your options take time to examine whether your balanced preference will be met by the type of social interactions offered by the job.

Persuasion: Score: 7 Out of 10: You are comfortable engaging in negotiations and debates. You like to persuade people to accept your ideas or perspective. People such as you get enjoyment out of negotiating, bargaining and selling and have a talent for influencing people. You are unlikely to immediately recognize positions that are not in agreement with yours without a great deal of debate. Careers that will be attractive to you will likely involve negotiating, bargaining, sales, and persuading others.

Multi-Tasking: Score: 3 Out of 10: You feel most effective when able to focus on a single task. You enjoy the opportunity to complete one task before beginning another. People like you do their best work when they can focus on one task at a time. If you have to deal with multiple tasks you may find it difficult to maintain your concentration.

Having to deal with sudden additions to your work may lead you to feel frustration and stress. Jobs that allow you to stick to a single project will favoured by you.

Work Style: Each individual approaches work in a unique way. Differences in work style can be attributed to differences in a person's attention to detail, dependability, and desire for structure and guidance. Some individuals naturally pay close attention to details. They prefer working in a structured environment and are conscientious. Other people naturally focus on global issues and adopt a flexible approach. Your preferences in these areas will influence both the types of tasks and work environments that you will find enjoyable.

Dependability: Score: 10 Out of 10: You place a lot of importance on meeting deadlines and completing your work on schedule. Others see you as dependable, responsible and conscientious. At work you are very concerned about meeting your obligations and following through on all your commitments. When working with others, you stress not only the importance of completing work, but completing it on time. Fulfilling your duties is a key theme in your approach to tasks, and you rarely let people down. At times you can be overwhelmed trying to meet the commitments you have made, and yet you still do not leave things unfinished. You should enjoy activities that allow you to work with other conscientious people.

Persistence: Score: 9 Out of 10: Persistence and determination seems to be one of your stronger traits. You appear to enjoy putting in a concentrated effort to overcome obstacles and solve problems. Meeting demanding targets and overcoming difficulties are also satisfying for you. In most situations, you would stay late to complete a task, rather than leave it for the next day. In fact, you probably have a strong dislike for leaving things unfinished. People like you find it easy to work through distractions and are rarely off task. You are almost always able to motivate yourself to get the job done. This style is very effective in work settings that involve overcoming obstacles and require persistent effort.

Rule-Following: Score: 4 Out of 10: In your career you adopt a slightly casual approach toward work procedures and codes. This allows you to feel comfortable when rules must be bent or broken in order to make progress on tasks. If your work is structured, you prefer general guidelines to precise regulations, and want to have the lee-way to ignore them as soon as they hinder your progress. In many cases you believe that the ends justify the means. You also have a dislike for bureaucracy and tend to resist close supervision. You value being free to do what is important instead of conforming to strict regulations. Your ability to recognize when regulations are no longer relevant, and your willingness to break them, allows you to work well in environments with lots of change. You should enjoy careers that give you some autonomy and flexibility in whatever you do.

Attention to Detail: Score: 9 Out of 10: You are very organized, and take a methodical approach to your work. Therefore, the careers that you find enjoyable allow you to work in orderly settings that are highly structured. Paying careful attention to details is important to you since you have a strong desire to do things exactly right. In most situations you would rather complete your work perfectly and hand it in late, than cut corners to meet deadlines. You have very high standards and work hard to ensure that your work continually reflects them. You strongly believe that every task should be done thoroughly if it is going to be done at all. As a result, others may see you as a perfectionist. Your attention to detail is helpful in work that

involves carefully analyzing information and where close checking of minute details is necessary. You do not get tired paying such close attention to specifics. You may find work that focuses on global issues to be stressful and uncomfortable.

Planning: Score: 8 Out of 10: You feel at ease with the structure of detailed plans and believe that efficient work routines are established with long-term plans. You enjoy making plans before starting a project. People like you enjoy thinking about and planning the future in a structured way. This enables you to provide clear structure and direction for others. Having to start a project without a detailed plan or when time is limited may lead to feelings of frustration or stress. Careers where you are able to structure your day or have the ability to make plans about the future will be very attractive to you. Less attractive are careers where you need to be constantly spontaneous.

Problem Solving Style: Solving problems is an important task at work and during career change. While the types of problems that need to be resolved vary, people usually take the same approach to solve them. Resolving problems typically involves two key activities, analyzing information and developing solutions. Your personality traits influence how you conduct each of these tasks. Some people take a highly analytical approach when looking at information, and focus on developing well-grounded solutions. Other people rely on their intuition when interpreting information, and develop solutions that are creative and original.

Innovation: Score: 6 Out of 10: You are somewhat creative and like innovative approaches to tasks. You enjoy solving problems and like finding solutions that are both original and practical. You tend to be fairly open-minded but can become frustrated with ideas that are too unconventional. Instead you would rather examine proposals and solutions that are practical and well grounded. While you can develop creative solutions, you would not describe yourself as inventive. You are as likely to build upon others' ideas as come up with your own. You prefer to focus on practical, straightforward solutions. You work effectively in stable occupations where creativity is not a strong requirement.

Analytical Thinking: Score: 8 Out of 10: When solving problems you are analytical and logical, and use a deliberate and careful method of evaluation. You function comfortably in settings that require you to solve complex problems that require abstract thinking. In most situations you tend to understand intricate relationships correctly. You like to gather as much information as possible in order to make the most informed decision, and you carefully analyze problems from all possible angles. This intensive approach is often time consuming but ensures that you rarely make mistakes in judgment. At work, you will probably enjoy jobs that involve both the analysis of data and the discussion of the conclusions you have reached. You should also enjoy tasks that involve solving complex problems. In rare instances you may make a quick decision based on your intuition. Yet occupations that require quick decision making before careful analysis will likely be stressful for you.

Dealing with Pressure and Stress: How you manage pressure and stress influences your approach to work and how you deal with the difficulties everyone encounters when changing their career. Your approach depends upon how emotionally

controlled and resilient you are. People who tolerate stress well and are able to cope with many demands tend to be successful in high pressure jobs and do not mind career change. Those who dislike stress tend to find success and satisfaction in less demanding

Self-Control: Score: 8 Out of 10: You are calm and control your emotions well. You are not easily annoyed and you find it easy to be patient with others. Rarely do you allow your emotions to get in the way of what you want to do. At times you can be so effective at controlling your reactions that people who know you well are unable to guess your feelings or opinions. You find it easy to remain calm and free from anxiety. Even in difficult situations you are usually able to maintain your composure and deal with problems in a relaxed manner. You rarely experience anger and it takes a lot for you to get upset. In tense situations you almost never say things you later regret. When you do get annoyed you are usually able to regain your composure quickly and begin managing events in a well-balanced way. You appear to be quite comfortable working in settings where emotions run high.

Stress Tolerance: Score: 8 Out of 10: You tolerate stress well and find it easy to remain relaxed. You do not mind working in demanding situations and cope well in high-pressure work environments. While too many demands may leave you tired, you are seldom overwhelmed and can maintain effective work behavior in the face of setbacks. You find it easy to relax and often act as a calming influence on others. In general you find it easy to manage stress in an adaptive way, and probably enjoy demanding occupations. When given criticism you do not get upset by taking it personally, but accept it at face value and make any required changes. You also do not spend time thinking about what you should have said but didn't. Instead you are usually relaxed and tranquil which allows you to be effective in demanding occupations.

Identifying and Managing Change: How you approach and manage change has tremendous influence on the tasks you will enjoy. For the types of work that involve lots of change, people who describe themselves as flexible and future oriented seem better suited and report more satisfaction. In work environments with greater stability, people who describe themselves as reliable and focused on the present are generally more content. Your preferences also have a strong influence on how you manage your career. People who dislike change often find career transitions difficult. People who enjoy change may find career transitions exciting.

Initiative: Score: 8 out of 10: People such as yourself enjoy identifying new opportunities and capitalizing upon them. You are quite willing to accept new responsibilities and enjoy overcoming challenges and finding ways to improve things. During career transitions you prefer to quickly act upon the tasks required to move forward such as writing resumes and approaching possible employers. Taking initiative is something you like to do, and you rarely wait for help from others before starting a project. When looking for occupations that fit your preferences, careers that allow you to pick up new responsibilities and act on your own ideas would be the most appropriate. Positions with stable responsibilities will probably become boring for you.

Flexibility: Score: 2 out of 10: You tend to resist change and prefer consistent and predictable environments. You like using established ways of working, and prefer routine over variety. You do not mind work that involves working steadily on repetitive tasks, and are quite comfortable with routine. When faced with lots of changes you may feel overwhelmed. While you can adapt to change, those that are comprehensive and drastic can be difficult to adjust to. You will seek to put off changes to methods or situations that you believe are already satisfactory. In general, you will be most satisfied in occupations where your tasks and responsibilities are well defined and rarely vary. When making a career transition you can use your preferences for stability and consistency to your advantage by setting up a routine for working on your career plan.

What to look for in a career: When looking at your career, it is important for you to take time to reflect upon what you are good at, and what you like to do, and then develop clear goals of what you want to achieve. Your personality indicates many aspects that might provide you with guidance in finding a satisfying career. Take the time to read through the following statements to get a sense of what you might look for in a career.

WORKING WITH OTHERS - LOOK FOR CAREERS THAT:

- Allow you to work alone with few distractions
- Do not require you to interact with strangers, or be outgoing and sociable
- Allow you to work independently most of the time
- Involve little team or group work
- Involve helping people and forming close relationships with others
- Need interpersonal understanding
- Give you freedom from the influence of others and let you make most decisions on your own
- Give you the responsibility to choose how you do your work and have little supervision

ENERGY AND DRIVE - LOOK FOR CAREERS THAT:

- Have a mixture of demanding tasks and tasks that can be completed with relative ease
- Let you work at a steady pace
- Have many opportunities for advancement and personal achievement
- Are competitive and challenging
- Give you the opportunity to meet new people
- Allow you to present yourself as capable and competent in your area of expertise
- Allow you to negotiate or bargain
- Make use of your talent for influencing people
- Allow you to focus on one task at a time

WORK STYLE - LOOK FOR CAREERS THAT:

- Involve tasks that must be completed by set deadlines
- Allow you to work with people who value getting things done
- Involve overcoming obstacles and solving difficult problems
- Require persistent effort to meet targets

- There is some change and you are free to adjust your work procedures to meet immediate needs
 - Give you autonomy and are not bureaucratic
 - Allow you to work in orderly, organized settings
 - Involve carefully analyzing information with a high level of attention to detail
 - Provides clear structure and direction
- Let you make short- and long-term plans

PROBLEM SOLVING STYLE - LOOK FOR CAREERS THAT:

- Allow you to build upon other people's ideas
- Require some innovation, but have a strong practical focus
- Involve developing straightforward solutions to problems
- Require you to solve complex problems that require abstract thinking
- Involve analyzing and discussing data

DEALING WITH PRESSURE AND STRESS - LOOK FOR CAREERS THAT:

- Utilize your high level of self-control
- Involve problems that need to be dealt with in a calm and easy way
- Have demanding situations and take place in a high-pressure work environment
- Need you to deal with difficult tasks without feeling stress

IDENTIFYING AND MANAGING CHANGE - LOOK FOR CAREERS THAT:

- Allow you to take initiative and act upon your ideas without waiting for others
- Continually provide new responsibilities and challenges
- Need you to identify new business opportunities and take advantage of them
- Have a consistent and predictable environment
- Involve little change

Let you use established ways of working

Managing your career: This part of the report contains suggestions that will assist you in managing your career. Each section outlines career action strategies that you might consider implementing to enhance your career development.

WORKING WITH OTHERS - CAREER DEVELOPMENT STRATEGIES

- Give yourself enough time to formulate your responses when considering serious issues. However, it is often important to act decisively. Practice your answers to common interview questions so that you can respond to them quickly. Take a small step out of your comfort zone and begin establishing contacts with people who could help you.
- Watch that your independence does not prevent you from recognizing how others can help you.
- Getting other people involved can provide you with more information about career opportunities, and they can act as a support group for you.
- Since you have a high level of concern for others, you need to guard against overlooking the need to take time for yourself and focus on your own goals and desires.
- Consult with people when you have to make an important decision, and keep a check on your tendency to ignore the advice of others.

ENERGY AND DRIVE - CAREER DEVELOPMENT STRATEGIES

- Rather than expending your energy on many different activities, focusing on fewer tasks may help you be more successful.
- Your competitive style may not always help you reach your goals. Learn to recognize when your approach conflicts with others. Consider how to best balance your work and private life.
- Listen to the guidance of experts and let other people take on the leadership roles when their skills and knowledge are more appropriate for the situation.
- Identify the situations in which you feel most comfortable and the situations in which your comfort wanes. This will help you identify areas in which you can work on developing confidence in dealing with situations and presenting yourself.
- Learn to actively listen to the opinions of others, even in the middle of debating. You will find that other people have perspectives that can add another element to your own thoughts when incorporated into your view.
- You can miss out on opportunities if you don't take them on when they are available. Recognize when new responsibilities are opportunities and accept the challenge, even if you already have other tasks on the go.

WORK STYLE - CAREER DEVELOPMENT STRATEGIES

- Since you are in a period of change, you need to be willing to adjust your priorities and your schedule to meet pressing needs or opportunities. You should also guard against promising more than you can deliver.
- Take time to analyze whether the activities you are working on are worth the effort. Guard against persisting in the face of obstacles that cannot be overcome.
- Willingly accept supervision and guidance on how you manage your career. Most career development techniques are taught because they are the most effective way for people to reach their goals.
- Do not miss the forest because you are focused on the trees. Consider the overall goals of your career and do not become bogged down with artificially high standards.

Regardless of how good a plan or schedule is, it can be affected by unexpected changes. Although you may prefer to stick to a plan, recognize when the situation has changed and shift priorities accordingly.

PROBLEM SOLVING STYLE - CAREER DEVELOPMENT STRATEGIES

- You enjoy solving problems and like finding solutions that are both original and practical. Use your innovation and creativity to identify how your skills and knowledge may be useful in a variety of different careers. Focus on practical tasks such as writing resumes, calling potential employers, and networking.
- Take time to work on both the creative and straightforward tasks required to reach your career goals. Each of these areas is important to successfully managing a career, even though you may prefer one more than another.
- When solving problems you are analytical and logical, and use a deliberate and careful method of evaluation. This intensive approach is often time consuming but ensures that you rarely make mistakes in judgment. Do not spend so much time analyzing information that it prevents you from making decisions.
- Dealing with a career change involves many minor decisions that do not require a lot of analysis and discussion. When faced with smaller issues trust your intuition and act decisively. This will help you reach your goals faster, and give you momentum to work on other career tasks.

DEALING WITH PRESSURE AND STRESS - CAREER DEVELOPMENT STRATEGIES

- You are calm, easy-going, and free from anxiety. You tend to keep your emotions in check, often so well that people who know you well are not aware of how you are feeling. Sharing your thoughts and feelings with those who are close to you can help you clarify your work preferences and develop career goals.
- Your high level of self-control and ability to conceal your feelings from others may result in people not recognizing when you need support. Keeping people aware of your struggles will enable them to provide encouragement and assistance.
- You tolerate stress very well and maintain effective work behavior in the face of setbacks. Watch that your ability to tolerate stress does not negatively impact your motivation. While you probably find most career activities easily manageable, put time into preparation.
- Since you rarely feel worried or experience stress, you may often act as a calming influence to others. Take care that you do not get put upon by others, or over-load yourself with tasks.

IDENTIFYING AND MANAGING CHANGE - CAREER DEVELOPMENT STRATEGIES

- People such as yourself enjoy identifying new opportunities and capitalizing upon them. In your rush to take the initiative, you may miss important information. Therefore, discuss career opportunities you have identified with others before acting on them.
- During career transitions you prefer to work quickly on the tasks required to reach your career goals. While your initiative is a strength, make sure that you do not rush through tasks.
- You prefer routine over variety and enjoy consistent and predictable environments. As a result, you may resist change because it sometimes makes you uncomfortable. During your period of transition do not be reluctant to modify aspects of your career plan or job search, or be too rigid in your outlook. Adopt a flexible, positive outlook toward your career transition and focus on how the change can improve your life. Learn techniques to help you manage change more effectively.