



PERSONALITY
CENTRAL



ISTJ

CAREER REPORT

Discover your Ideal Career Path
with Personality Type

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3rd Edition

ISTJ CAREER REPORT

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MESSAGE FROM THE AUTHOR

Choosing a career can be a daunting thing for people of any age.

How are we supposed to choose a career anyway?

The way society looks at careers feels so.... Final.

As if once the career is chosen, your life path is forever set and you'll either be happy or sad for the rest of life.

Feels like the same pressure you have to marry the right person!

The truth, as with most things, is somewhere in the middle.

There are indeed people who have resigned from finding a life of passion, fulfilment and joy that comes from choosing the right career.

They've given up.

Just settling for a routine life that pays the bills.

And yet there are those who chose the wrong career at the start, but yet eventually found the right one through exploration and research.

I was the latter.

I (INFP) studied accounts in university because I happen to be good in Math, only to find out midway that I HATED numbers.

I wanted to quit halfway, but because I was on scholarship, I persisted through but vowed never do to accounts in my life.

I went on to pursue my passion for understanding Type.

So here I am today.

The journey took several years, but I think I'm beginning to find my way.

Personality Type does not explain everything in life but knowing it is a big plus. Knowing it early, because you even choose your first field of study or job is even better.

I wished I learned this earlier in my life.

I wrote this because I know it will help you make a better decision in your professional life and I hope it will bless you tremendously and give you insights into yourself.

To your success!

Best Regards,

A handwritten signature in dark grey ink that reads "Ethan Lin". The script is cursive and fluid, with the first name "Ethan" and last name "Lin" clearly distinguishable.

Ethan Lin
Founder,
Personality-Central.Com

OVERVIEW



We will begin an overview of the ISTJ personality with their natural strengths:

STRENGTHS

- **Responsible and loyal**

ISTJs are responsible and loyal individuals who can be trusted to do their tasks and fulfil their word faithfully.

This makes them very reliable people.

- **Systematic and organised**

ISTJs take a systematic, sequential and organised approach to their tasks, and are seldom uncertain about their schedules and deadlines.

They are usually very clear about their upcoming schedules.

- **Competent**

ISTJs are commonly very competent and capable in their professions and can be relied on to do a good job.

- **Objective, impersonal and critical thinkers**

ISTJs use objective and impersonal analysis when looking at situations, and are therefore good at anything that requires logical reasoning.

BLIND SPOTS

- **Overly concerned about details**

Sometimes, the ISTJs may be too concerned with minute details of their tasks that they miss out on the big picture or the deeper purpose behind the tasks.

- **Demand conformity**

ISTJs may demand conformity to rules and policies of the organisation, even though deviation may be necessary to achieve better results.

As a result, they may come across to others as inflexible and stubborn.

- **May lack sensitivity to emotional needs of others**

ISTJs are very task-oriented individuals who seek to complete their jobs as efficiently and effectively as possible.

In doing so, they may unintentionally hurt the feelings of others.

CAREER SUGGESTIONS



I must stress that all personality types exist in all occupations.

Due to other factors involved such as interests, geography, salary and working hours, most people do not end up in occupations that ideally fit their personality.

However, if you are in a job or career that is not ideal for your type:

- You may experience difficulty communicating or agreeing with your co-workers. Because everyone else speaks a different language from you, you may find communication issues arising in the course of your work.

- What you deem to be important in a job may not be in sync with your colleagues; hence, the use of your personalities' strengths in the course of your work may not lead to promotion or reward.
- Because you do not feel your work is valued, you may experience stress, dissatisfaction, burnout and lack of productivity.

It doesn't mean you have to quit your job right now.

As you will learn later on in this guide, you can find satisfaction in your current job with some simple strategies.

With that, let's look at some possible careers for the ISTJ:

BUSINESS AND MANAGEMENT

ISTJs are very responsible and reliable individuals who can be trusted to do their tasks well.

As a result, they will usually excel in management where they are entrusted with responsibilities, expectations and objectives to meet.

Also, they can work with huge amounts of data and are painstakingly accurate and methodical.

This aspect of their personality makes them great accountants and statisticians. This includes jobs like:

- Office Manager
- Logistics and Supply Manager
- General Supervisor or Manager
- Project Manager
- Compliance Officer
- Quality Assurance Manager
- Industrial Safety Engineer
- Statistician
- Construction Manager
- Human Resource specialist
- Purchasing Manager
- Administrative executive

- School Principal
- Administrator

SERVICE AND GOVERNMENT

ISTJs will enjoy jobs that require them to make decisions which deal with facts, concrete data and evidence.

They prefer not to deal with big ideas or abstract concepts.

The following jobs will likely appeal to the ISTJ:

- Flight Engineer
- Military Officer
- Police Officer
- Ship Captain
- Environmental Inspector
- Detective
- Secretary
- Customs Officer
- Post Office Executive

FINANCE

ISTJs will enjoy data-heavy, statistic-based industries such as finance.

They can work independently with charts, statistics and data history which helps them make prudent and accurate decisions.

The following careers will appeal to ISTJs:

- Credit Analyst
- Stock Broker
- Tax Officer
- Loan Officer
- Budget Analyst
- Finance Executive
- Chief Financial Controller
- Auditor
- Accountant

- Bookkeeper
- Investment Fund manager

LEGAL PROFESSION

The ability to conduct an objective and impersonal analysis of the situation are crucial to being a professional in the legal field.

The ISTJ's ability to painstakingly record and distil accurate or unbiased facts pertinent to the case makes them suitable for the legal profession.

However, ISTJs may not be as eloquent as their extroverted counterparts, and they may not enjoy interacting with people as much.

Hence, the role of an attorney may not be suitable for them. Nonetheless, it can be a career of consideration for ISTJs.

Given good training, ISTJs can be as good if not better.

- Law Researcher
- Legal Secretary
- Judge
- Court Clerk

TECHNOLOGY AND SPECIALIZED CRAFTS

ISTJs will be at home with electronics and technology, dealing with logical systems like binaries, computer codes and circuits.

Their impersonal, logical and objective nature will help them to excel with these systems as they take nothing for granted.

They will enjoy careers that require them to work with such processes which may include:

- Electrician
- Plumber
- Mechanic
- Electronics Repairman
- Network Systems Analyst

- IT Programmer
- Database Administrator
- Computer Technician
- IT Engineer
- Web Coder and Editor
- Computer Software Engineer
- Statistician
- IT Executive

HEALTHCARE

Being precise with facts and having a good memory are some of the strengths of an ISTJ in the healthcare profession, where accurate decision making is crucial.

They can listen carefully and offer thoughtful and traditional advice for treatment.

These roles include: ➤

- Dentist
- General Surgeon
- Pharmacist
- Health Officer
- Medical Researcher
- Optometrist
- Lab Assistant
- Medical Researcher
- Healthcare Administrator
- Head Nurse
- Veterinarian

Remember that this list only seeks to be a guide for what you can do and is not exhaustive.

There are hundreds of career choices out there that you can consider.

What you should take away from this section is to understand why certain jobs appeal to you and apply it to possible career paths in your consideration.

ORGANISATIONAL CULTURE



Even though you're in the right job, it is the culture or environment of the organisation that will ultimately determine your job satisfaction.

There are work environments that will support your development, and there are those that simply frustrate and stress you out.

When you are applying or considering a new job, consider looking for organisations that are known to have:

- **Well established and financially stable**

ISTJs enjoy being part of organisations that are well-established and financially stable companies.

Their track record and reputation assures ISTJs of their longevity.

Narrow your job search to multi-national corporations if this is important for you; they are likely to be more established as compared to local corporations.

- **Clear roles and responsibilities**

ISTJs like organisations that give them clear roles and responsibilities with little room for ambiguity.

It gives them a clear and concrete indicator of whether they have sufficiently met the expectations on them.

During your interview, you should ask them about your responsibilities on the job.

The more clearly they can answer you, the more likely your job responsibilities will be defined.

Nonetheless, be ready that you will be asked to take on more than what was written in the job description.

- **Formal policies and procedures**

ISTJs prefer to work with formal policies and procedures when it comes to working.

They dislike the usage of personal opinion or judgment in a professional setting.

The more well-established the organisation is, the more likely the existence of standard operating procedures for their functions.

Nonetheless, you can ask a simple question during the interview: "How do you perform so and so procedure?"

The clarity of the answer will reveal how much formal policy and procedure have been implemented in the organisation.

STRESSORS

- **Talkative and scattered manager**

ISTJs respect managers that are competent, decisive and objective.

Working with managers who are overly friendly, talkative or disorganised in their handling of tasks will cause loss of respect from an ISTJ individual.

- **Overly casual style**

ISTJs want their roles and responsibilities clear, and they prefer to work with formal policy.

The overly casual style of some organisations which implies additional workload, unpredictable timelines and unclear objectives will frustrate the ISTJ.

- **Favouritism**

ISTJs believe strongly that they should be rewarded according to how well they've performed in their jobs and not by how well they've built relationships in the organisation.

When an organisation plays favourites, especially with those who have not performed to the ISTJ's expectations, it will cause the ISTJ to feel unfairly treated and even resentful.

JOB SEEKING



The job search process is unique to each personality.

In this section, you will learn about strengths and weaknesses inherent to the ISTJ's personality during the job search process.

This includes exploring careers, choosing one, and the interview process.

STEP 1: THE CAREER EXPLORATION PROCESS

The ISTJ's career exploration process usually consists of:

- **Having immediate and tangible goals**
ISTJs usually have immediate and tangible careers goals like a target salary, working hours, job nature and responsibilities.

They will usually have a clear idea of what they're looking for before they start.

- **Collecting facts**

ISTJs will collect information about their job either through internet research or speak to a few people in the same role about salary, working hours and other facts about the job.

ISTJs may have blind spots in these areas:

- **Missing unexpected opportunities**

Because ISTJs have already decided on a career direction in their head, they may overlook career opportunities that are unexpected or do not fit into their mental picture.

Keep yourself fully open to any opportunity that comes by.

Keep on brainstorming for any entirely new jobs that you would never otherwise consider, and you might stumble upon some jobs that are even better than the ones you are considering.

- **Schedule spontaneity**

One way ISTJs can get around their nature of resisting spontaneity is to schedule it.

When you are exploring career options, schedule some time to look at entirely different options which you usually would not consider.

Talk to people with interesting career choices and ask about their motivations.

This process may open up some new career ideas for yourself or cause you to consider new factors as well.

STEP 2: CHOOSING A CAREER

After looking at all your options, you will decide your choice.

Here are some things ISTJs will usually do when it comes to making the decision:

- **Weighing pros and cons**

ISTJs conduct a logical analysis of the alternatives with an objective cost-benefit analysis.

It's an impersonal decision-making process by looking at the various pros and cons of their options.

However, ISTJs should also consider these:

- **Personal Values**

Before they decide on their careers, ISTJs should also consider what is important to them as well such as their personal interests, principles or relationships on top of the tangibles like salary, working hours and so on.

- **Take some time**

ISTJs tend to want to conclude as soon as possible.

As a result, they may make hasty decisions when it comes to a big decision like their careers.

Give yourself some time before you decide on your career.

That extra waiting time will help you obtain more information or consider a few new factors that did not occur to you initially.

STEP 3: GETTING THE JOB

After you choose a few possible alternatives and sending your resume, the next step is to ace the interview.

In this section, you will understand your strengths in the interview process and some blind spots you have to watch out for.

- **Presenting a detailed picture of experience in specific areas**

One of your greatest strengths is your ability to remember the facts and details.

Use this ability to present detailed examples of your past accomplishments that will convince the interviewers of your competency.

- **Speak up and “sell” strong points**

ISTJs are usually less vocal and as a result, undersell themselves during the interview.

Express your enthusiasm when you are speaking about yourself and the job and know that sometimes, interviewers do gauge your desire for the job by how much interest or passion you show during the interview.

- **Impress others with your competence**

Because of your persevering nature, you probably had successes in most things you committed yourself to.

You should talk about your past achievements and successes to demonstrate your competence, especially in relevant fields.

- **Establish personal contact with the interviewers**

It may not come naturally to an ISTJ to build a personal relationship with the interviewers, but remember that a short chat or a little small talk about common interests like sports can be effective in giving the interviewers a good impression of you.

WORK RELATED STRENGTHS AND WEAKNESSES



Getting the job is only the beginning of your journey.

Along the way, you will still face challenges in your workplace.

Ultimately, the way to excel in your workplace is to take up roles that take advantage of your personality strengths and minimise the use of your weaknesses.

In this section, I have included your personality strengths, weaknesses, and some tips for professional development.

STRENGTHS

- **Sharp organisational skills**

ISTJs are one of the best workers in an organisation, possessing great ability to work with deadlines, policies and procedures readily and accurately.

- **Ability to work alone**

ISTJs are independent workers and can focus on a single task to completion without having to socialise or be distracted in the midst of it.

This makes them very efficient workers.

- **Strong sense of responsibility**

ISTJs are very responsible individuals and will finish all that is assigned to them faithfully.

They are trustworthy and reliable, often held in high regard by their task-oriented managers.

- **Thoroughness and attention to detail**

ISTJs are very good with detail and are methodical in their approach and thereby extremely thorough with their work.

There will seldom be unintentional errors with ISTJs.

- **Perseverance to achieve goals**

ISTJs have a strong desire to be the best at what they do, and they set high standards for themselves in their work.

They will persevere until the objective is met.

- **Follow established routines and policies**

ISTJs will follow established routines and procedures in the organisation.

This gives them a solid and well-founded basis for their decision-making, and it serves the organisation well.

WEAKNESSES

- **Impatience with long processes**

Being competent and efficient in the execution of their responsibilities, ISTJs may sometimes become impatient with long and arduous processes that hamper their efficiency.

- **Inflexibility**

ISTJs are compliant when it comes to policies and procedures, but their strict adherence can lead to inflexibility in meeting greater organisational objectives.

Sometimes, there is a need for deviance from a policy where there is an urgent need or change in environment and ISTJs need to be flexible when it is necessary.

- **Lack of sensitivity**

ISTJs are critical thinkers, and sometimes their frank comments may offend colleagues in the workplace.

ISTJs expect their colleagues to challenge their statements if they disagree, but often their colleagues may choose avoidance because they do not like conflict.

- **Discomfort with or resistance to change**

ISTJs prefer following established routines in their jobs and are uncomfortable with changes.

Change, however, is becoming more prevalent in our fast-moving world, and ISTJs have to learn to adapt or risk being left behind.

PROFESSIONAL DEVELOPMENT

- **Discussing plans with the team**

ISTJs are extremely efficient with their work, and sometimes they do not communicate sufficiently with their team about their progress or their intentions.

Learn to speak up before you execute and gather some information.

Even though it is less efficient than doing it yourself, you will find more support for your ideas and decisions if you involve more people in the process of decision-making as well.

- **Understanding group dynamics**

ISTJs can learn more about what makes people tick.

While they have a great understanding of how things work, it will help them greatly in their career if they learn what motivates people and what drives them on.

A simple exercise would be to observe group dynamics during a meeting and then sharing your observation with someone you know to be good with people.

The mutual exchange will help increase your understanding of people in general.

- **Consider long-term consequences**

ISTJs are more concerned with the immediate and are less likely to consider the longer term implications of their actions.

Look at the macro environment and consider the impact of your work today on the organisation in a few years' time.

Is it still going to be useful?

Is it going to move the organisation forward?

Ask yourself where the industry will be in 10 years' time to 20 years' time.

Think about these and consider how you can orient yourself and your organisation to meet the challenges in the coming years.

FINDING JOB SATISFACTION



You may not always get the job you want, or even if you do, you might find that the things you do on a daily basis do not use your personality strengths.

This is just reality; most people do not get perfect fits for their jobs.

However, by altering your job scope, you can put yourself in a position where your strengths are used, and you become a recognised and valued individual in the organisation.

Here are some tips for altering your job scope to your personality:

- **Find ways to avoid being interrupted**

You prefer to do your work in quiet and not have unnecessary distractions.

Find ways to avoid being interrupted like requesting for a corner cubicle or office or a change in work schedule.

- **Set tangible goals with your supervisor**

Your organisation may not set tangible goals for you to meet, but you can set up short-term personal goals with your supervisor during your staff evaluation.

These goals will help you stay focused and efficient in your work.

- **Create efficient work systems**

ISTJs like to work within current policies and procedures but are impatient with the inefficient ones.

Speak to your supervisor about existing organisational systems and volunteer your efforts for an internal project to make them more efficient.

- **Request for written agenda before meetings**

ISTJs can be impatient when a meeting hinders their work progress by being unfocused or too casual.

By asking for a written agenda, the team is less likely to have a casual meeting without specific, actionable steps and more likely to have a task-oriented and focused meeting.

REFLECTION EXERCISE

Describe what you want from your ideal job.

Don't list out the type of jobs that you want, but rather the nature of activities you prefer to be involved in.

e.g. Instead of writing that you would like to be a manager, write out that you would enjoy people management, organising and strategising.

List out at least three occupations or careers that will allow you to use your preferred skills as stated above.

Write out some weaknesses or blind spots you can start developing today to help you succeed in your chosen career.

LAST WORDS



Finding an ideal career is a challenging task, and even with the guidelines and advice given in this report, you still may not end up in your ideal career.

The truth is we live in a world where many other factors come into consideration: salary required to support our families, working hours, travelling time, personal interests, economic conditions, availability of jobs.

Nonetheless, this report will help you to understand more about yourself and which jobs will appeal to you.

Whichever career you are in, you can take these insights with you and use them to your advantage.

Most importantly, understand that your personality is unique.

Sometimes, we can be very discouraged and second guess ourselves on the job, especially when we are in a career that does not support our personality preferences.

Granted, to be successful in certain careers require you to act and behave in some ways, but you must come to a point where you understand the difference between who you are and what you do.

While you can adapt what you do and how you behave in certain situations, you must always live with the understanding of who you are and not be apologetic about it.

When you fully accept yourself, you will find happiness, confidence and courage to be the best you can be.

Here at Personality Central, we hope to bring out the best in you through the insights with personality type.

For more information, please visit www.personality-central.com.