

## SUCCESSFUL CAREER TRANSITION REPORT

**John Roberts - ABC Corporation**  
**Assessment Completed: December, 4 2004**



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## I. INTRODUCTION: Achieving Career Satisfaction

The Successful Career Transition report is designed to help you determine which kinds of jobs, careers and work situations you will find most meaningful and enjoyable. When people enjoy their jobs and are happy with their careers, they also report that they...

- ▶ **Feel more motivated and energized.**
- ▶ **Perform better and feel valued.**
- ▶ **Feel more confident about themselves.**
- ▶ **Feel loyal and committed to their organizations.**
- ▶ **Experience greater life balance.**
- ▶ **Feel optimistic about future promotion opportunities.**

In other words, when people feel happy and satisfied with their jobs and careers, a lot of positive things happen.

Career satisfaction, however, is very personal; what one person finds satisfying and meaningful, another person does not. This is the goal of the Successful Career Transition report - to help you better understand what you will find meaningful, satisfying and rewarding in the career you build for yourself.

Whether you are choosing a new career or re-evaluating a current one, transitioning to a new job situation, or looking for ways to enhance a career path already taken, this Successful Career Transition report can give you added focus by helping you better understand...

- ▶ **Your natural work style strengths.**
- ▶ **Tasks which are a "good fit", as well as "poor fit" for you.**
- ▶ **The type of work environment you are most likely to enjoy.**
- ▶ **Which rewards motivate you the most.**

The information presented in this report is based upon your completion of the PsyMax Solutions Work Style Assessment<sup>SM</sup> inventory. Turn to the next section for your personal results.



## II. YOUR PsyMax Solutions RESULTS: Gaining Insight Through Feedback

### The PsyMax Solutions Work Style Assessment<sup>SM</sup> Inventory

The results presented in this report are based upon your completion of the PsyMax Solutions Work Style Assessment<sup>SM</sup> inventory. As shown in the graphic below, the Work Style Assessment<sup>SM</sup> inventory measures 15 elements of an individual's "work style" - those actions, behaviors and orientations that people demonstrate in performing their work role.



**Your work style profile describes the way you most typically act or behave when performing your job. Your work style, therefore, represents the unique and natural way you approach job situations or work roles.** Different jobs require different work behaviors - the job of a Salesperson requires different behaviors from that of a Computer Programmer. People perform better and experience greater career satisfaction when their natural work style behaviors match what is required in their jobs. This report will help you identify the types of jobs and careers for which you are most naturally matched.



## Understanding Your Scores

As you review your profile, please note the following:

### ▶ Your Personal Results

The profile consists of 15 work style behaviors. Your scores are represented by the



### ▶ Interpreting Your Percentile Scores

Scores are presented as percentiles which allow you to understand how your scores compare to a large number of other individuals who have also completed the Work Style Assessment<sup>SM</sup> inventory. For example, if you receive a score at the 90th percentile, this should be considered “very high” because 90% of other individuals taking the questionnaire scored lower than you on this particular characteristic. Similarly, if you received a score at the 30th percentile, this indicates that 70% of other individuals taking the questionnaire scored higher than you.

### ▶ Higher Scores

Scores of 60% and above should be considered higher. These higher scores indicate behaviors which...

- You emphasize consistently and to a high degree.
- Feel comfortable, natural and enjoyable to you.
- Contribute to your effectiveness and potential.

### ▶ Lower Scores

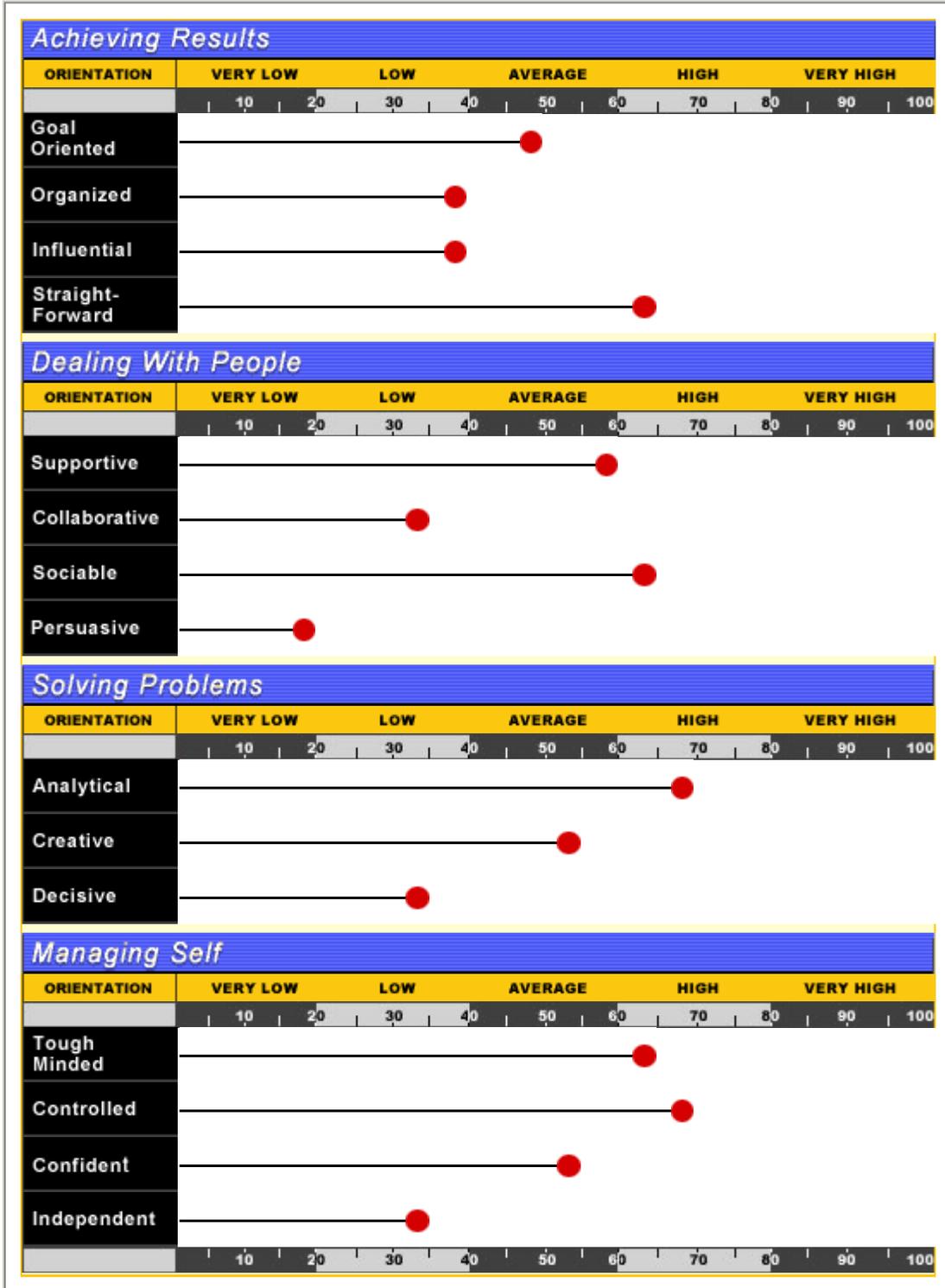
Scores at the 40% and below should be considered lower. These lower scores indicate behaviors which...

- You do not consistently emphasize.
- Feel less natural, comfortable or enjoyable to you.
- May actually reduce your effectiveness.

The Successful Career Transition report is based on the premise that you will enjoy a job and perform it better when the requirements of a job match your natural work style behaviors.



**PsyMax Solutions RESULTS PROFILE FOR: John Roberts.**





## Your Higher Scores

Based on your scores, the work style behaviors listed below have been selected as important natural work style strengths for you.

Work Style	Description
▶ <b>Controlled</b>	You are disciplined in controlling your emotional reactions. You restrain emotional expressiveness and avoid strong demonstrations of feelings. Work associates can see you as even, consistent and predictable. You may remain calm and steady during times of stress and have a settling influence on others.
▶ <b>Analytical</b>	You place a high degree of emphasis on analyzing, planning and anticipating the long and broad-term implications of solutions, actions and decisions. This “big picture” approach contributes to your understanding the broader complexity of a problem. Your solutions are highly technical, well thought through and supported by specific information, data and detail. You take into account many elements of a problem and how they fit together to form the whole, contributing to higher quality solutions. You avoid narrow views and impulsive or premature action.
▶ <b>Tough Minded</b>	You are particularly thick skinned and tough minded in handling criticism. Because you may not look to others for approval or support, you can be resilient in the face of rejection and criticism, especially in difficult situations. You do not personalize criticism and do not have strong needs to be well liked.
▶ <b>Straightforward</b>	You value and emphasize particularly straightforward communication. You can be direct, candid and to the point, providing important clarity to others. You deal with conflict and controversy, recognize it as a natural part of organizational life and may see it as an opportunity to generate superior solutions. You are not hesitant to provide others with positive and negative feedback concerning their ideas or performance. Additionally, you may be skilled at reconciling differences and negotiating agreements in your relationships.
▶ <b>Sociable</b>	Your work style is engaging and dramatic. You can initiate social contact, create a sense of excitement, and seek the limelight. Spontaneous in expressing feelings and emotions, you like to be “center stage” and may be theatrical. You can have a positive impact on others and be stimulating and provocative.



## Your Lower Scores

Work Style	Description
▶ <b>Persuasive</b>	You prefer to let your ideas sell themselves and stand on their own merit. You do not attempt to influence others to your viewpoint by being convincing or persuasive. This low persuasive approach can contribute to a perception of sincerity, authenticity, and trust.
▶ <b>Collaborative</b>	You tend to focus more on your own goals and priorities than accommodate to the needs and objectives of others. Your approach is more individualistic than team or group oriented. You may be rewarded for individual performance or believe you make the best overall contribution by excelling on your own individual objectives.
▶ <b>Independent</b>	You can be comfortable operating within the established system, taking direction and carrying out expectations. You may not have strong requirements for independence or autonomy. You can see yourself as part of the broader whole. You can reject the role of the maverick and accommodate your own needs for independence in order to follow a course set by others.
▶ <b>Decisive</b>	You hesitate to make quick, directive or autocratic decisions, preferring instead to think things through. You reject unilateral decisions, preferring a style characterized by adaptability and flexibility. You avoid impulsive action by studying possible approaches and their consequences before launching into tactical implementation. You may analyze issues fully before making a decision or listen to the viewpoints of others and be influenced by them.
▶ <b>Organized</b>	You are flexible in adjusting to ambiguous and fast moving situations requiring rapid response and tolerance for confusion. This unstructured approach enables you to balance several priorities simultaneously and flexibly shift focus. You can adjust to unpredictable and constantly changing situations and may prefer such environments.
▶ <b>Influential</b>	You are likely to operate with lower requirements for power, influence and authority. You do not have to be the “in charge” leader who exerts control and directs others. You can accept the leadership of others rather than compete for it. You may be easier to deal with because of a more collaborative than controlling work style.

The next few pages provide definitions for each of the behaviors measured by the Work Style Assessment<sup>SM</sup> inventory and some questions to help you reflect on your work style strengths.



## PsyMax Solutions Work Style Assessment Inventory Definitions

### Achieving Results: How an individual gets things done and accomplishes results.

- Goal-Oriented** - Pushes self and others to achieve high-level results through determination and tenacity
- Organized** - Gets things done in an orderly, systematic, and procedural fashion
- Influential** - Leads others, takes charge, and exercises authority
- Straightforward** - Confronts difficult situations in a candid manner and communicates directly

### Dealing With People: How an individual interacts with and relates to others.

- Supportive** - Acts in a friendly and comfortable manner, demonstrates concern, and assists others
- Collaborative** - Emphasizes cooperative partnering and team-oriented interactions
- Sociable** - Relates to others using an engaging, expressive, and lively style
- Persuasive** - Promotes and advocates ideas in a convincing fashion

### Solving Problems: How an individual approaches problem solving and decision-making.

- Analytical** - Uses logic to solve problems and anticipate long-term consequences
- Creative** - Addresses issues in an innovative, resourceful, and imaginative manner
- Decisive** - Demonstrates a sense of urgency and responds quickly to issues

### Managing Self: How an individual manages feelings and emotions.

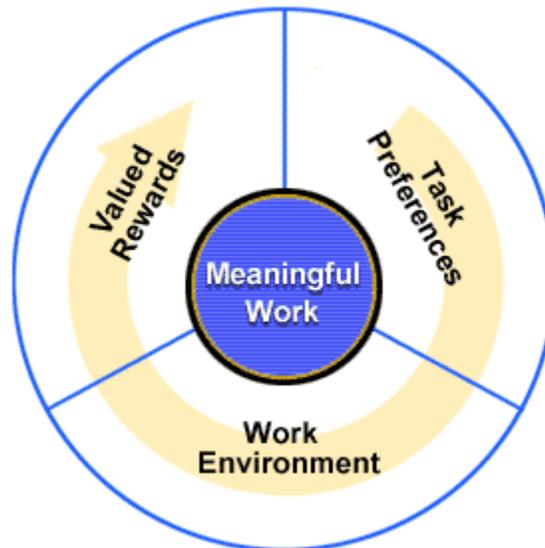
- Tough Minded** - Demonstrates resilience in the face of criticism and does not take negative feedback personally
- Controlled** - Displays an even temperament and maintains control over emotional reactions
- Confident** - Projects self-confidence and optimism for the future
- Independent** - Operates in a self-sufficient manner with a high degree of freedom and autonomy





### III. DEFINING MEANINGFUL WORK: Discovering Preferences

We all seek to find work where we perform the tasks we naturally prefer in the environment where we are most comfortable receiving the rewards that mean the most to us. That, for each of us, is 'meaningful work', as shown below.



This section of your report builds on what you've learned from your work style assessment by helping you describe aspects of the types of jobs you will enjoy and perform effectively.

#### ▶ Task Preferences

All jobs are made up of several tasks. Your task preferences represent the specific elements of a job that you most naturally enjoy doing and feel competent in performing. Carrying out tasks which you enjoy and are competent at performing is the core of meaningful work.

#### ▶ Work Environment

All jobs exist within a work environment or culture. For example, some cultures have a close knit team environment, while others have an individualistic, entrepreneurial and competitive environment. Knowing which kind of work environment best supports your personal preferences is very important to your job satisfaction.

#### ▶ Rewards

Each of us wants different things from work and is motivated by different rewards. For example, some people value money, while others value status and power. Being clear about the rewards that you value will help you make good career decisions on your own behalf.



## Your Task Preferences - Good Fit

### Tasks that are a "Good Fit"

The list below is based upon your personal PsyMax Solutions results and presents a number of task characteristics which you may perform well and enjoy. As you read over the list remember that they have been selected specifically for you based upon your unique PsyMax Solutions Work Style profile.

If the task characteristic describes a work activity which you enjoy and perform effectively, place a check mark in the box.

If you prefer to use your own words to describe your preferences, we have provided that opportunity at the end of this list. Just add your own words and place a check mark in the box.

Although you may enjoy and be effective at several of these tasks, this program is designed to help you focus on important career preferences. Please choose no more than 3 to represent your most preferred tasks. **Save these choices for your Career Summary.**

### "I prefer a job that requires the ability or provides the opportunity to..."

- Perform practical and tangible tasks involving accuracy in handling specific detail.
- Be well organized, orderly, structured and systematic.
- Perform a role according to established standards, rules and guidelines.
- Make decisions by carefully inspecting details for accuracy according to clear and concrete standards.
- Use experience and acquired technical knowledge to maintain existing systems.
- Make sure that things run in a predictable, orderly and stable way.
- Use numerical detail to support my conclusions and make objective decisions.
- Work alone and independently, concentrating on concrete tasks.
- Make objective, realistic and hard-nosed decisions based upon a consistent application of rules and policies.
- Take sufficient quiet time to thoroughly plan, analyze and prepare before taking action.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



## Your Task Preferences - Poor Fit

### Tasks that are a "Poor Fit"

Your PsyMax Solutions Work Style profile can also help you identify work activities which are not likely to be an ideal fit. The listing below presents several potential "poor fit" job characteristics. These characteristics are not likely to bring out your best either because you do not enjoy the task or are ineffective performing it.

Check off those characteristics with which you agree.

This program is designed to help you focus on important career preferences. Please choose no more than 3 to represent your least preferred tasks. **Save these choices for your Career Summary.**

#### "I am unlikely to enjoy a job that requires or involves..."

- Being dramatic, impactful, highly sociable or persuasive.
- Frequent and constant interaction with people.
- Frequent change or having to constantly adapt to ambiguous situations.
- A high element of creative thinking or intuitive analysis.
- Working at a fast pace that does not allow enough time for working alone and concentrating on detail.
- Compromising my personal standards of what is right, fair and just.
- Abstract and conceptual analysis more than practical and pragmatic thinking.
- Selling myself in a highly visible and dramatic way in order to gain recognition and credibility.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



## Work Environment

### WORK ENVIRONMENT - Working Where My Values are Supported

Career satisfaction not only relates to performing tasks you enjoy and are competent at performing, but also within an environment consistent with your needs and values. Work environment is made up of several factors such as size of the organization, its culture, how it rewards and values people, and its overall structure. In the same way that people have natural task preferences, they are also more compatible with certain types of work environments than others.

Your personal PsyMax Solutions results indicate that you are most likely to prefer a work environment with the following characteristics. Read through the listing and check any which describe your personal preference.

This program is designed to help you focus on important career preferences. Please choose no more than 3 to represent your most preferred work environment characteristics. **Save these choices for your Career Summary.**

#### "I prefer a work environment where..."

- People abide by the established rules, policies and expectations as set down by authority figures.
- My performance is evaluated on its own merits, and I don't have to sell myself or engage in political maneuvering.
- Tradition and past practice are valued more than what is trendy, flashy and extravagant.
- People's needs are recognized and addressed, and there is a strong sense of community.
- Things are structured, systematic and well organized, and there is a well-defined hierarchy.
- Guidelines and rules create predictability.
- Where I must interact with people who are significantly different from myself.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



## Valued Rewards

### VALUED REWARDS - Getting What I Need

Meaningful work provides rewards which we personally desire or value. Some people value such things as money, independence and status, while others look for a job which provides rewards of personal growth, supportive relationships and living a balanced life. We all have our unique set of preferences and values.

In order for work to be meaningful to you, a key component is that it provide you with the rewards you most value.

While you may be motivated by many things, this program will help you determine what it is that you most value and need from your work and career. The list below provides several work-related rewards. Please choose no more than 5 you most personally want and value from work. **Save these choices for your Career Summary.**

If you prefer to use your own words to describe your preferences, we have provided that opportunity at the end of this list. Just add your own words and place a check mark in the box.

#### "I most value a job which provides me with..."

- ACHIEVEMENT:** Challenge, achievement and a sense of accomplishment
- ADVENTURE:** A sense of adventure, stimulation, and fun
- AUTHORITY:** Influence, authority, power and control
- BEING VALUED:** Positive feedback that I am valued and appreciated
- FRIENDSHIPS:** The opportunity to make solid and fulfilling friendships
- HELPING OTHERS:** The opportunity to help, support and serve others
- INDEPENDENCE:** Independence, autonomy and freedom
- LIFE BALANCE:** Life balance between work and non-work priorities
- LOCATION:** The opportunity to live in a geographic area of my preference
- MONEY:** The opportunity to make a lot of money
- PERSONAL GROWTH:** Personal learning, growth and development
- RECOGNITION:** Visibility, recognition and impact
- SECURITY:** Economic security, safety and predictability
- SENSE OF PURPOSE:** A strong sense of purpose and meaningful work
- SOCIAL CONTRIBUTION:** The opportunity to make a broader contribution to society
- STATUS:** Status, prestige and high social rank
- TEAMWORK:** The opportunity to participate with others and be part of a team

**UPWARD MOBILITY:** Promotional opportunities and quick upward mobility

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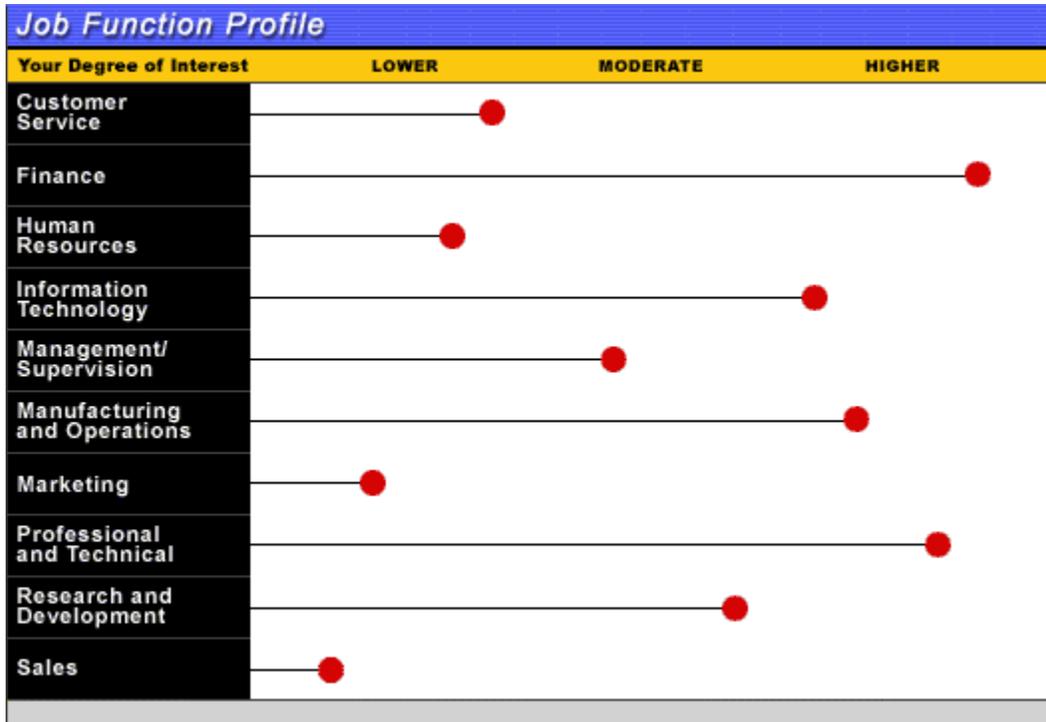
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## Job Function Profile

Your assessment results suggest a number of tasks and jobs that you are likely to perform effectively and enjoy. The chart below shows your overall level of interest in the 10 major job functions within organizations. Your level of interest is shown by the red circle. You may want to explore functions where your level of interest is higher.





## Occupational Examples

### OCCUPATIONAL EXAMPLES

People who demonstrate a PsyMax Solutions Work Style profile similar to yours are successfully and happily employed in a wide variety of occupations.

Listed below are a few occupations that match your personal preferences. These occupations are not being specifically recommended for you, but are simply being presented to give you some examples of how certain jobs match with work style profiles similar to your own. Some of these jobs can be found in larger organizations while others are found in the general economy.

#### **Accountant**

Accountants handle specific detail with great accuracy and according to clear and well-established standards. They often have to work with clients whose focus differs from their own.

#### **Clerical Administrator**

Clerical administrators are well organized and implement structured systems that make things run smoothly and efficiently on a day-by-day basis. Their work follows established guidelines and procedures.

#### **Engineer**

Engineers analyze problems deeply and call upon an established body of scientific information to solve practical problems. They focus on concrete tasks and use numerical detail to support objective decisions.

#### **Police Officer**

Law enforcement professionals have a good memory for specific facts, work within a structured environment, and uniformly apply rules and laws to protect individuals and the community.

#### **Research Librarian**

Librarians concentrate on detailed subjects and work independently using analytical skills to research specific topics with accuracy and in-depth analysis. They work in an orderly, structured environment.

**Accountant**  
**Administrator**  
**Auditor**  
**Bank Examiner**  
**Insurance Underwriter**  
**IRS Agent**  
**Law Researcher**  
**Military Officer**  
**Office Manager**  
**Tax Examiner**

If you would like to research in more depth any of these specific occupations or any others, please visit the Bureau of Labor Statistics at <http://www.bls.gov>. Click on the Occupational Outlook Handbook and search on the

specific occupation of most interest to you.



## IV. SETTING A PERSONAL CAREER GOAL: Targeting A Destination

### Your Career Preferences Summary

We experience more meaningful work when we perform preferred tasks in work environments consistent with our needs and receive rewards we most value.

Your Successful Career Transition report has provided you with insights about what meaningful work means specifically to you. Use the spaces provided below to record the choices you have made indicating your most and least preferred tasks, ideal work environment and most valued rewards.

#### ▶ Task Preferences - Performing Tasks You Enjoy

##### ▶ Tasks that are a Good Fit

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##### ▶ Tasks that are a Poor Fit

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#### ▶ Work Environment - Working Where My Values are Supported

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#### ▶ Valued Rewards - Getting What I Need

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Review these preferences and respond to the questions on the next page.



## Career Goals

The previous questions have been designed to help you think about your personal career goal. Goals allow us to feel more in control and to link our behavior with a specific outcome which is important to us. When taken seriously and constructed correctly, goals can be an immensely powerful statement of purpose and focus. Taking action without a goal is flying blind; when we have a goal, we pilot our actions to an important and desirable destination.

Based upon what you have learned thus far, your task now is to write a **Personal Career Goal**. Here are some examples of personal career goals.

- ▶ "To find a new career with my company in computer programming, network administration or data architecture. Making better use of my natural strengths in analysis and creative problem solving for a satisfying and financially rewarding career."
- ▶ "Use my expertise, contacts, early retirement opportunity and not more than ten per cent of my savings to start a training consulting business for outside sales reps in the commercial printing industry."
- ▶ "I want to become a Certified Nursing Assistant. To do that I will have to make enough money to maintain my standard of living and pay course tuition while I complete my certification requirements."
- ▶ "Transition out of sales into a broader marketing role where I can help launch the sales initiative to open the new West Coast retail operation, manage a team of sales executives and achieve a higher level management role in my company. To achieve this, I will ask Bob or Pam to coach me and will seek a role on the West Coast project team."

**As you build your Personal Career Goal, keep the following criteria in mind. The more of these that you can incorporate into your goal, the more effective it will be:**

- ▶ **Desirable** - is the goal something you really want to accomplish? Are you excited and passionate about the possibility of attaining the goal?
- ▶ **Realistic** - is the goal realistically within your grasp to achieve? Do you really believe the goal is something that you can accomplish?
- ▶ **Measurable** - do you have a way to determine whether or not you have attained the goal? Have you stated the goal so clearly that you can measure progress and achievement?
- ▶ **Focus** - Does the goal suggest specific actions to take which lead to the accomplishment of the goal?
- ▶ **Control** - Can you accomplish the goal primarily by your own efforts without having to depend upon external sources and support?
- ▶ **Challenging** - Does the goal put some pressure on you to stretch beyond your comfort zone? Does the goal create some positive tension within you?
- ▶ **Envisioned Self Image** - Can you translate the goal into a visual image of how you will "be" when the goal is accomplished? What will your work world "look like" when the goal is achieved?

## Your Personal Career Goal

Write your personal career goal here. Modify it as you get a clearer picture of your career goals and use it to help you evaluate ideas and opportunities.

▶ **What actions do I need to take to accomplish this goal?**

▶ **What obstacles prevent me from achieving this goal?**

▶ **What are the benefits that I derive by achieving this goal?**



## V. CAREER RESOURCES: Taking Action

### Choosing A Career Coach

The job-search process can be daunting. Would you benefit from assistance provided by your own career coach?

Choosing someone you know to act as your career coach can be one of the most important decisions you make. Choose wisely, and your coach becomes a supportive partner who will offer you:

- ▶ Career ideas and information
- ▶ Contacts and opportunities
- ▶ Perspective and insight on your career goals, your talents and your work style
- ▶ Advice and counsel when you seek it

Your career coach or mentor needs to be able and willing to give you good feedback about yourself, to guide you in developing your communication materials (resume and cover letter) and to help you polish the way you present yourself. A coach with good management skills can open doors for you and help you make valuable connections to people and information.

**If you are working on career development within your organization**, choose a coach who will enthusiastically support your efforts and be an advocate for you. Find someone whose skills you respect and admire, and who is admired by others. Your coach could be in your current field or in one that you aspire to. Most importantly, you should share the same values and work ethic.

**If you are exploring careers outside your organization**, follow the same guidelines as above, but you will most likely look outside your organization for a coach. Remember that coaches don't have to live in the same city as you do! They can be helpful from any location and, especially so if they are familiar with a geographical area or industry that you have targeted.

If you want to hire a career coach, there are many professional career coaches available to help you. It is often best to get a recommendation from a friend who has used a coach's services.



## Networking With Associates, Friends and Family

For most of us, the best sources of information and ideas are just a phone call or E-mail away. All you have to do is ask.

The steps are simple. Taking them is up to you.

If you hesitate to ask people to share their time and knowledge with you, you are compromising your own future. Think of the worst that could happen when you ask someone to give you a little of their time: they tell you that they don't have time to be of help OR you get advice that you don't want. Either way, you can deal with it.

### ▶ Who can help me the most?

Start by thinking broadly through the people you know AND the people they know.

If you want to change careers within your current organization, work with your boss, career coach, Human Resources and your work associates to come up with the list of people for your networking effort.

If you are looking outside your current organization, identify the best people to network with by thinking through your work associates, friends, contacts in your volunteer organizations, your religious affiliations, leisure activities, and so forth. Ideas come from people, so reach out to the people in your world.

Who is working in a job or field that interests you? In an organization that interests you? Has some interesting career experience or career exploration experience that might be helpful? Has some education or training that interests you? Is willing to make some contacts on your behalf? Really wants to see you succeed?

### ▶ What's the best way to do it?

- ▶ Make a list of the people to contact
- ▶ Separate them into two categories of Top Priority and Next Priority
- ▶ Make a note of what you would like to ask them or learn from them
- ▶ Schedule a time for calling or E-mailing them
- ▶ Make the contact
- ▶ Follow up with them to set up a meeting over the phone or in person
- ▶ Help them help you by sharing some or all of what you've learned about your work style and the preferences you've recorded in your Career Preferences Summary
- ▶ Take notes on what you learn
- ▶ Thank them for sharing their time and talent with you
- ▶ In the situations where you feel it is appropriate, remember to let them know of whatever career change you make

**Use the convenient Action Tracker at the end of this report to help you keep track of the actions you commit to take and the follow ups that you schedule.**

## Going Online For Information About Work

The Web is a great source of information on the world of work: which jobs exist in your national economy, what kind of preparation is required, etc. Never before have so many resources been at your fingertips. Explore some of these resources to determine which provide the kind of information that is helpful to you.

Here are some outstanding resources:

### ▶ Occupational Outlook Handbook

(<http://stats.bls.gov/oco/ocoiab.htm>)

This richly detailed resource from the U.S. Department of Labor will let you look through lists of jobs, search by category (sales, manufacturing) or search by job title. What do you learn? A ton! You'll learn about these things:

- ▶ The kind of work that is done
- ▶ Working conditions
- ▶ Places where you would work
- ▶ Training required
- ▶ Similar occupations
- ▶ Organizations related to this career with which you can communicate

### ▶ America's Career InfoNet

(<http://www.acinet.org/acinet/>)

This U.S. Department of Labor sponsored site offers information on employment trends, occupational requirements, employer contacts and cost of living and provides links to additional career resources.

- ▶ Learn about typical wages and employment trends across occupations and industries.
- ▶ Check education, knowledge, skills and abilities against requirements for most occupations.
- ▶ Search for employer contact information nationwide, cost of living data, and call up state profiles with labor market conditions.
- ▶ Find more than 4,000 external links to the most extensive set of career resources available on the Internet.

### ▶ Canadian Occupational Resources

(<http://www.worklogic.com:81/noc/>)

The online version of Canada's National Occupational Classification (formerly the Canadian Classification and Dictionary of Occupations) and Career Handbook, this site offers descriptions of the duties, skills, interests, aptitudes, educational requirements and work settings for occupations in the Canadian labour market.



## Going Online For Information About Work - Continued

### ▶ Jobfutures

(<http://jobfutures.ca/doc/jf/index.shtml>)

Job Futures provides the latest information about the Canadian workforce and labour market:

- Overviews of the labour market and general economic trends
- Detailed information on all occupational groups and post-secondary areas of study
- Current labour market conditions and forecasts of future conditions.

The site also provides links to provincial and regional versions of Job Futures.

### ▶ Job posting boards on the Internet

<a href="http://www.Monster.com">http://www.Monster.com</a>	<a href="http://www.headhunter.net">http://www.headhunter.net</a>
<a href="http://www.hotjobs.com">http://www.hotjobs.com</a>	<a href="http://www.dice.com">http://www.dice.com</a>
<a href="http://www.bestjobsusa.com">http://www.bestjobsusa.com</a>	<a href="http://www.careerboard.com">http://www.careerboard.com</a>
<a href="http://www.flipdog.com">http://www.flipdog.com</a>	<a href="http://www.nationjob.com">http://www.nationjob.com</a>

Just to expand your job knowledge, look at some of the jobs that might interest you that are posted on these job boards. Reviewing the job description and accountabilities can give you terrific insights into the nature of the work. Pick a job title that has several openings posted. Notice which tasks seem to be similar in the job postings, but also notice how some accountabilities differ from employer to employer for the exact same job title.

- ▶ Explore the plentiful career information on the Internet by using any of the excellent search engines that are available for finding topics on the Web:

<a href="http://www.google.com">http://www.google.com</a>	<a href="http://www.altavista.com">http://www.altavista.com</a>
<a href="http://www.yahoo.com">http://www.yahoo.com</a>	<a href="http://www.excite.com">http://www.excite.com</a>
<a href="http://www.iwon.com">http://www.iwon.com</a>	<a href="http://www.askjeeves.com">http://www.askjeeves.com</a>

You can search on careers, specific industries, professional groups and many other topics. Be prepared for some trial and error as you experiment with various search words and phrases and as you explore the sites that are brought up by a search. Some will be of no interest to you, but others may be a great source of information.

We at PsyMax Solutions appreciate the opportunity to bring this Successful Career Transition report to you. We hope it has helped clarify the types of jobs and careers which will optimize your strengths and contribute to your future career success and satisfaction.

We value your feedback, comments and ideas. Please email us at [feedback@psymaxsolutions.com](mailto:feedback@psymaxsolutions.com) or call 1-866-774-2273.



## Action Tracker

Use this tool to help you stay organized and on track with the career action steps that you take. Always include **Who** you will contact, **What** you will do and **By When** you will do it.

- ▶ **Get Informed** - Locating the information you need.
- ▶ **Market Yourself** - Preparing your resume and cover letters.
- ▶ **Take Action** - Getting in touch with the right people.
- ▶ **Acquire Skills** - Identifying training that you need.
- ▶ **Coach's Comments** - Recording helpful ideas and comments from your coach.

<b>Get Informed:</b>
<b>Market Yourself:</b>
<b>Take Action:</b>
<b>Acquire Skills:</b>
<b>Coach's Comments:</b>