

*Discover your  
God-given design...*

The logo for Career DIRECT GUIDANCE SYSTEM. The word "Career" is in a large, bold, sans-serif font. Below it, "DIRECT" is in a similar font, with a registered trademark symbol (®) to its right. A large, grey, 3D-style arrow points from the end of "DIRECT" to the right. Below "DIRECT" is the text "GUIDANCE SYSTEM" in a smaller, all-caps, sans-serif font. The background of the logo area is a light grey with a faint, stylized image of a pen nib pointing downwards.

**Career  
DIRECT<sup>®</sup>**  
GUIDANCE SYSTEM

**Job Sampler**

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*for educational and occupational  
decision making*

# JOB SAMPLER

The Career Direct® **Job Sampler** is designed to help broaden your vision of job possibilities based upon your areas of occupational interest. Since there are more than 30,000 documented jobs in the United States, every job cannot be listed in this booklet. Instead, you are offered a “sampling” of jobs for your review and consideration.

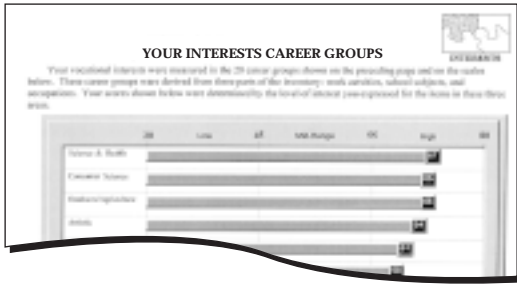
The following pages will supplement your assessment results and offer a broad listing of jobs for you to consider. Please look at the diagram below. Notice the five broad General Interest Areas (Helping, Expressing, Influencing, Analyzing, and Doing) and the career groups under each of these major headings. These are the 21 career groups listed on the first page of the General Interests section of your **Career Direct** report.

To get the most from the **Job Sampler**, you will need to complete your Action Plan and refer to the specific career groups you listed as your preferences. After looking at this list (or your highest-rated career groups in the General Interests section of the report), refer to the diagram at the bottom of this page. The diagram contains the page numbers of the **Job Sampler** that list occupations related to your career groups of interest.

To find out more about the occupations you find in the **Job Sampler**, refer to page 18 of this booklet for a list of reference materials. Several of these resources contain an extensive list of occupations and provide comprehensive information about particular jobs, including job descriptions. Among these are O\*NET, (the revised *Dictionary of Occupational Titles*), and the *Occupational Outlook Handbook* (O.O.H.).



# How to Use the Job Sampler



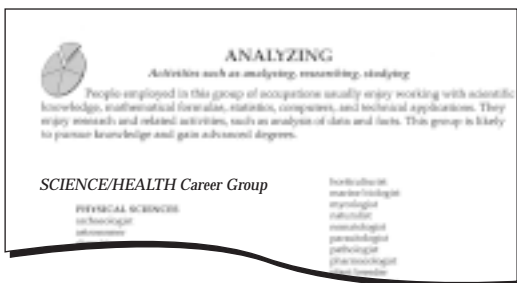
Start with your Career Direct Report

- Look at your top Interests Career Groups on pages 19-20 of your report.
- Let's suppose your highest interest area is Science/Health. Then you would move to



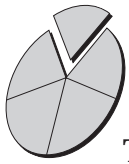
Job Sampler booklet page 2

- Notice that Science/Health is located in the Analyzing section of the diagram and you are given the page numbers (pages 10-12) of the *Job Sampler* where the related occupations can be found.
- So turn to the



Job Sampler booklet pages 10-12

- These pages have lists of related occupations for you to consider.
- If you want more detailed information about any of the Science/Health subgroups, go to the library or the Internet, using one of the other available occupation resources listed on page 18 of this booklet.
- Use these resources to find comprehensive descriptions and information about your other general interest career groups and list your top selections in your *Action Plan*.



## HELPING General Interest Area

*Activities such as caring, nurturing, processing*

The helping general interest area includes work that is oriented toward providing service, assisting others in their work, or improving their situation. Typical activities include working with the public, preparing and serving food, and using clerical skills to organize information. Successful workers in this field are marked by good organizational skills, patience, strong listening skills, and a strong desire to help others.

### **SERVICE Career Group**

#### **ADMINISTRATIVE DETAIL**

administrative assistant  
bank examiner  
convention manager/conference planner  
credential specialist  
credit analyst  
credit counselor  
financial aid counselor  
legal secretary  
loan counselor  
medical front office clerk  
office manager  
personnel assistant  
probation officer  
real estate assistant  
school secretary  
secretary/office administrator  
technical administrative assistant  
title examiner and searcher  
vault cashier

#### **ATTENDANT SERVICES**

baggage claim attendant  
bellhop  
bus aide  
caddie  
cafeteria worker  
caterer  
food service/cafeteria manager  
manicurist  
masseur/masseuse  
nail technician  
ski tow operator  
usher/ticket taker  
weight reduction specialist

#### **CLERICAL HANDLING**

direct-mail clerk  
mailroom supervisor  
office clerk  
records and information clerk

#### **CLERICAL MACHINE OPERATION**

billing machine operator  
computer operator  
data input operator  
microfilm/microfiche processor  
proof machine operator  
transcriptionist  
typesetter  
typist

#### **CUSTOMER SERVICES**

fast food worker  
furniture deliverer  
newspaper carrier  
parking lot attendant  
retail sales associate

#### **FINANCIAL DETAIL**

bank associate/teller  
bill and account collector  
cashier  
layaway clerk  
post office clerk  
ticket sales supervisor

#### **HOSPITALITY SERVICES**

butler  
child care assistant  
flight attendant  
funeral attendant  
maitre d'/hostess  
recreation leader  
restaurant manager  
waiter/waitress/server  
YMCA/YWCA director

#### **MATHEMATICAL DETAIL**

accounting clerk  
accounts payable clerk  
accounts receivable clerk  
advertising clerk  
billing clerk  
bookkeeper  
claims examiner (adjuster)  
financial recordkeeper

invoice control clerk  
night auditor  
payroll technician  
tax clerk/preparer  
tax specialist  
weight analyst

#### **ORAL COMMUNICATIONS**

airline radio operator  
computer support specialist  
congressional district aide  
customer service representative  
customer service supervisor  
directory assistance operator  
forestry fire lookout  
hospital admitting interviewer  
hotel clerk associate  
radio dispatcher  
receptionist  
reservation agent  
switchboard/telephone operator

#### **RECORDS PROCESSING**

copyright expert  
correspondence-review clerk  
court reporter  
credit manager  
data control clerk  
equipment operator  
mail carrier  
medical records clerk/technician  
merchandiser  
meter reader  
mortgage processor  
proofreader  
stenocaptioner  
stenographer  
tax librarian

### ***TRANSPORTATION Career Group***

#### **PASSENGER SERVICES**

airport shuttle driver  
bus driver  
cab supervisor  
chauffeur  
driving instructor  
locomotive engineer  
package/delivery driver

subway/rapid transit operator  
taxi driver  
tow truck driver  
truck driver

### ***ANIMAL CARE Career Group***

#### **ANIMAL TRAINING AND SERVICE**

animal breeder  
animal keeper  
animal groomer  
animal trainer  
groomer  
horse exerciser  
kennel supervisor  
race horse trainer  
veterinarian  
veterinary assistant  
zookeeper

### ***CONSUMER SCIENCE Career Group***

#### **CONSUMER/HOME MANAGEMENT**

caterer  
chef  
cook  
day care teacher  
day care worker  
dietician  
executive housekeeper  
homemaker  
home economist  
home health aide  
housekeeper  
private household worker  
tailor/dressmaker

#### **BARBER AND BEAUTY SERVICES**

barber  
beauty/makeup consultant  
cosmetologist  
hair stylist

#### **DESIGN SERVICES**

fashion designer  
florist  
interior decorator



## **EXPRESSING General Interest Area**

*Artistic activities such as painting, composing, authoring*

This general interest area includes occupations that focus on creative expression. This can be evidenced through literature, journalism, art, music, drama, designing, and similar aesthetic fields of work. By their nature, people employed in these fields tend to be somewhat unconventional in their approach to life.

### **PERFORMING/ COMMUNICATION Career Group**

#### **COMMUNICATIONS**

broadcast host  
bureau chief  
business training specialist  
commentator  
editor, books and publications  
interpreter for the deaf  
journalist  
news director  
newspaper reporter/correspondent  
radio/TV news reporter

#### **MODELING**

extra  
garment model  
modeling instructor  
photographers model (professional model)

#### **PERFORMING ARTS: DANCE**

ballet dancer  
choreographer  
dance instructor  
dance studio manager  
dancer (general)

#### **PERFORMING ARTS: DRAMA**

actor/actress  
comedian  
drama teacher  
producer/director (theater)  
radio/TV broadcaster (announcer)

#### **PERFORMING ARTS: MUSIC**

choral director  
composer  
music arranger  
music director/conductor  
music production engineer  
music teacher  
musician/instrumentalist  
vocalist (professional singer)

### **WRITING Career Group**

#### **LITERARY ARTS**

author/writer  
biographer  
columnist  
copywriter  
critic  
editor  
electronic publishing specialist  
film director  
film editor  
humorist  
journalist  
motion picture producer  
playwright  
poet  
publications editor  
publisher  
reader  
reporter  
screen writer  
technical writer  
Web site editor

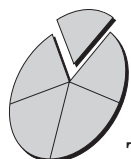
### **ARTISTIC Career Group**

#### **DESIGNER ARTS**

advertising schedule clerk  
advertising space clerk  
advertising specialist  
audio visual production specialist  
building painter  
costume designer  
engraver  
fashion designer  
florist  
furniture designer  
glazier  
graphic artist/designer  
industrial designer  
interior decorator/designer  
jeweler  
jewelry designer  
lithographic photographer

makeup artist  
 medical illustrator  
 merchandise displayer  
 package designer  
 photoengraver  
 picture framer  
 silk screen cutter  
 silversmith  
 taxidermist  
 television/communications technician  
 theater set designer  
 tile decorator  
 Web site designer

**VISUAL ARTS**  
 art appraiser  
 art museum director  
 artist  
 arts administrator  
 cartoonist  
 commercial artist  
 painter  
 photographer  
 police artist  
 portrait artist  
 sculptor  
 stained glass artist



## **INFLUENCING General Interest Area**

*Activities such as promoting, selling, managing, counseling, teaching*

This general interest area includes occupations in which work activities focus on influencing others. This could be through directing, managing, speaking, teaching, counseling, or related leadership positions. People who like these types of occupations are generally confident in their abilities to succeed and enjoy challenges. Strong communicative and leadership skills generally are required in these occupations.

### ***MANAGEMENT/SALES Career Group***

#### **BUSINESS ADMINISTRATION**

agribusiness manager  
 bakery manager  
 bookstore manager  
 business development manager  
 business education manager  
 business owner  
 CEO/president/executive  
 city manager/planner  
 compensation manager  
 corporate communications director  
 corporate personnel trainer  
 court administrator  
 e-commerce manager  
 entrepreneur  
 health services administrator  
 human resources manager/executive  
 import/export manager  
 labor relations specialist  
 management consultant  
 manufacturing operations manager  
 media director  
 merchandise manager  
 newspaper managing editor  
 outplacement consultant  
 personnel director  
 postmaster  
 product development manager

production manager/supervisor  
 quality assurance manager  
 radio/television station manager  
 research and development manager  
 retail store manager  
 revenue director  
 risk manager  
 sports director  
 strategic planner  
 temporary staffing manager  
 training manager  
 volunteer coordinator/director

#### **BUSINESS MANAGEMENT**

apartment manager  
 automotive store manager  
 caterer/food and beverage manager  
 convention center manager  
 funeral director  
 golf club manager  
 health club manager  
 hotel manager/assistant  
 restaurant manager  
 restaurant site selector  
 skating rink manager  
 swimming pool manager  
 title search manager  
 truck terminal manager  
 vehicle leasing manager

**CONTRACTS AND CLAIMS**

advance agent  
 automobile appraiser  
 booking agent  
 claims adjuster  
 insurance claim examiner  
 leasing manager  
 outdoor advertising leasing agent  
 professional athletes agent  
 real estate agent (realtor)

**GENERAL SALES**

barber and beauty sales representative  
 demonstrator  
 hardware sales associate  
 manufacturing representative  
 office machines salesperson  
 real estate agent (realtor)  
 real estate broker  
 retail salesperson  
 telephone sales associate  
 travel agent  
 wedding consultant

**PROMOTION**

account executive  
 advertising executive (director)  
 band manager  
 bank marketer  
 chamber of commerce executive  
 community service director  
 events coordinator  
 fund-raising director  
 industrial relations specialist  
 international marketing manager  
 internet marketing analyst  
 lobbyist  
 marketing/specialist (representative)  
 media director  
 media executive  
 membership director  
 public relations director/specialist  
 public relations technician  
 wholesale sales representative

**SALES TECHNOLOGY**

building equipment salesperson  
 buyer  
 chemical products salesperson  
 engineering and technical sales agent  
 estate planner  
 financial planner (consultant)  
 hospitality services sales agent  
 insurance agent  
 insurance broker  
 medical equipment salesperson  
 pharmaceutical representative

sales representative  
 security systems salesperson  
 stockbroker

**SERVICES ADMINISTRATION**

academic dean  
 animal shelter manager  
 athletic director  
 college president  
 college/university registrar  
 correctional facility superintendent  
 curator  
 educational superintendent  
 financial aid director  
 hospital administrator  
 medical records administrator  
 nursing home administrator  
 public administrator  
 public health director  
 public housing administrator  
 radiology administrator  
 recreation supervisor  
 residency supervisor  
 salon manager  
 school administrator  
 school principal  
 student affairs director  
 substance-abuse center administrator  
 traffic safety director  
 volunteer services director

***LAW/POLITICS Career Group*****LAW**

abstractor  
 adjudicator  
 arbitrator  
 attorney  
 bar examiner  
 campaign manager  
 corporate lawyer  
 criminal lawyer  
 district attorney  
 hearing officer  
 insurance attorney  
 intellectual property lawyer  
 judge  
 law professor  
 lawyer  
 legal assistant  
 legal investigator  
 paralegal  
 patent agent  
 real estate/commercial transactions attorney  
 real estate lawyer

solicitor  
traffic court magistrate

**POLITICS**

campaign manager  
elected official  
legislative aide  
lobbyist  
mayor  
politician  
political advisor  
senator

employee assistance counselor  
job coaches  
marriage and family therapist  
music therapist  
resettlement coordinators  
residence counselor  
school counselor  
social worker  
social services aide  
vocational rehabilitation counselor

***EDUCATION Career Group***

**EDUCATIONAL/LIBRARY SCIENCES**

adult education teacher  
art teacher  
audio visual librarian  
bibliographer  
college professor  
cooperative extension manager  
educational administrator  
elementary education teacher  
home economist  
home economics teacher  
K to 12 teacher  
librarian  
mathematics teacher  
museum director  
music librarian  
nutritionist  
physical education teacher  
science teacher  
social science teacher  
special education teacher  
speech professor  
teachers aide  
tutor  
vocational teacher/instructor

***COUNSELING Career Group***

**SOCIAL SERVICES**

art therapist  
career guidance counselor  
caseworker  
chemical dependency counselor  
counselor/psychologist  
cross-cultural counselors  
dance therapist  
director of counseling  
director of placement

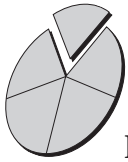
***INTERNATIONAL Career Group***

diplomat  
foreign correspondent  
foreign language teacher  
foreign missionary  
foreign service officer  
international business person  
overseas travel guide  
Peace Corps volunteer  
translator/interpreter

***RELIGIOUS Career Group***

**RELIGIOUS COUNSELING/TEACHING**

Bible scholar  
campus minister  
chaplain  
Christian teacher/educator  
Christian education worker  
Christian counselor  
church secretary  
church administrator  
clergy member  
evangelist  
foreign missions teacher  
minister  
minister of education  
minister of music  
missionary  
pastor  
pastoral assistant  
pastoral counselor  
priest  
rabbi  
religious camp director  
religious counselor  
religious education worker  
religious leader  
religious teacher/educator  
seminar instructor/professor  
youth minister



## **ANALYZING General Interest Area**

*Activities such as analyzing, researching, studying*

People employed in this general interest area of occupations usually enjoy working with scientific knowledge, mathematical formulas, statistics, computers, and technical applications. They enjoy research and related activities, such as analysis of data and facts. This group is likely to pursue knowledge and gain advanced degrees.

### **SCIENCE/HEALTH Career Group**

#### **CHILD AND ADULT CARE**

cardiac monitor technician  
cardiopulmonary technologist  
chiropractor's assistant  
dental assistant  
emergency medical technician  
home health aide  
medical assistant  
mental health technician  
optometric assistant  
orderly  
paramedic  
patient educator/representative  
stress test technician  
surgical assistant  
transporter of patients

#### **LABORATORY TECHNOLOGY**

chemist  
embalmer  
film laboratory technician  
histologist  
medical lab technician  
pharmaceutical lab analyst  
pharmacist  
pharmacy technician  
photo-optic technician  
polygraph examiner  
print examiner  
researcher  
seed analyst  
toxicologist  
ultrasound technician

#### **LIFE SCIENCES**

agronomist  
animal breeder  
biochemist  
biologist  
biomedical engineer  
botanist  
crop scientist  
dairy scientist  
dairy technologist

dietician  
entomologist  
epidemiologist  
food scientist  
food technologist  
forest ecologist  
geneticist  
health microbiologist  
horticulturist  
marine biologist  
mycologist  
naturalist  
nematologist  
parasitologist  
pathologist  
pharmacologist  
plant breeder  
poultry scientist  
research dietician  
soil scientist  
taxonomist  
wood technologist  
zoologist

#### **MEDICAL SCIENCES**

allergist  
anesthesiologist  
audiologist  
cardiologist  
chiropractor  
dentist  
dermatologist  
dialysis technologist  
endodontist  
gynecologist  
medical researcher  
medical technician  
MRI technologist  
neurologist  
nuclear medicine technologist  
obstetrician  
operating room technician  
ophthalmologist  
optometrist  
orthodontist  
pathologist

pediatric dentist  
pediatrician  
periodontist  
pharmacologist  
physician  
podiatrist  
proctologist  
prosthodontist  
psychiatrist  
pulmanologist  
radiological technician  
radiologist  
speech pathologist  
surgeon  
urologist  
veterinarian

**NURSING, THERAPY, AND  
SPECIALIZED TEACHING SERVICES**

athletic trainer  
dental hygienist  
exercise physiologist  
home health aide  
intake specialist  
LPN (licensed practical nurse)  
nurse midwife  
nurses aide (assistant)  
nursing administrator  
occupational therapist  
occupational therapy assistant/aide  
physical therapist  
physical therapy assistant  
physicians assistant  
psychiatric aide  
radiation technologist  
radiation therapist  
radiographer  
respiratory therapist  
respiratory therapist technician  
RN (registered nurse)  
X ray technician

**PHYSICAL SCIENCES**

archaeologist  
astronomer  
chemist  
climatologist  
computational chemist  
crystallographer  
environmental analyst  
geodesist  
geographer  
geologist  
geophysicist  
hydrologist  
mathematician  
metallurgist

meteorologist  
mineralogist  
oceanographer  
paleontologist  
perfumer  
physicist  
research scientist  
seismologist  
stratigrapher

**SOCIAL RESEARCH**

agricultural economist  
anthropologist  
applied psychologist  
archivist  
commodities speculator  
criminologist  
economist  
ethnologist  
genealogist  
historian  
industrial psychologist  
job analyst  
job development specialist  
linguist  
occupational analyst  
organizational behavior specialist  
penologist  
personnel recruiter  
political scientist  
politician  
psychometrist  
sociologist  
urban/regional planner

***COMPUTATIONAL/FINANCIAL  
Career Group***

**FINANCE**

accountant  
auditor  
bank loan officer  
bank manager  
budget analyst  
bursar  
chief financial officer  
corporate financial analyst  
environmental accountant  
escrow officer  
financial institution examiner  
financial manager  
financial planner  
insurance underwriter  
international purchasing agent  
investments manager

market research analyst  
mortgage underwriter  
personal property assessor  
purchasing agent  
real estate appraiser  
reports analyst  
revenue agent  
stockbroker  
trust officer  
utilization review coordinator

#### **INFORMATION TECHNOLOGY**

computer engineer  
computer manager  
computer programmer  
computer security analyst  
computer systems hardware analyst  
data communications analyst  
data processing manager  
data security analyst  
database analyst  
database manager/administrator  
e-commerce manager/consultant  
information systems developer  
internet developer  
knowledge services manager  
network administrator  
operations/systems research analyst  
software developer  
software engineer  
software tester  
systems administrator  
systems integrator  
technology consultant  
telecommunications manager  
web site manager/engineer  
wireless internet svcs mgr/consultant

#### **MATHEMATICS AND STATISTICS**

actuary  
banker

chief information officer  
controller  
demographer  
director of vital statistics  
investment banker  
investment professional  
loss control manager  
management consultant  
mathematician/statistician  
risk analyst  
statistician

## ***TECHNOLOGICAL SCIENCES***

### ***Career Group***

#### **ENGINEERING**

acoustical engineer  
aerodynamicist  
aerospace engineer  
agricultural scientist/engineer  
airport engineer  
architect  
civil engineer  
computer specialist  
electrical engineer  
electronics engineer  
engineer (general)  
environmental scientist  
facilities planning engineer  
fire prevention engineer  
landscape architect  
laser technician  
nuclear decontamination specialist  
pollution control engineer  
product designer  
sanitary engineer  
systems analyst  
tool designer  
wireless specialist



## DOING General Interest Area

*Activities such as repairing, growing, operating, adventuring*

People in this general interest area prefer activities that are hands-on. They are often rugged, physically strong, and prefer working outdoors. They generally prefer achieving practical or visible results, rather than philosophical or theoretical pursuits.

### **MECHANICAL - GENERAL**

#### **AIR/WATER VEHICLE OPERATION**

airline pilot  
astronaut  
crop duster  
deep submergence vehicle operator  
ferryboat operator  
fishing vessel captain  
flight instructor  
foreign missions pilot  
helicopter pilot  
quartermaster

#### **CRAFT TECHNOLOGY**

air conditioning/heating service technician  
aircraft technician  
appliance/power tool repairer  
auto body repairer  
automotive technician  
brick mason  
carpenter  
carpentry apprentice  
dental lab technician  
electrician  
electromedical equipment repairer  
electronic technician  
facility maintenance technician  
light technician  
locksmith  
piano technician  
plasterer  
plumber  
refrigeration technician  
telephone repairer  
tool/die maker  
weld inspector  
welder (m.i.g., t.i.g., arc, etc.)  
welding apprentice  
wood refinisher

#### **CRAFTS**

auto body painter  
auto mechanic service manager  
baker  
butcher

construction worker  
drywall applicator  
exterminator  
floor covering layer  
front-end alignment mechanic  
glazier  
plumbing and hydraulics mechanic  
radio/TV repair technician  
recording (audio) engineer  
roofer  
stone sandblaster  
television cable installer

#### **ELEMENTAL WORK: INDUSTRIAL**

assembly line worker  
blast furnace supervisor  
fertilizer mixer  
forklift driver  
injection/molding machine operator  
poultry packing supervisor  
seamstress  
textile worker  
zipper machine operator

#### **ELEMENTAL WORK: MECHANICAL**

auto tire repairer  
baggage handler  
boat loader  
bricklayer  
custodian  
jackhammer operator  
sanitation worker

#### **ENGINEERING TECHNOLOGY**

aeronautical drafter  
air traffic controller  
architectural technician  
building inspector  
cartographer  
construction inspector  
drafter  
laser technician  
marine surveyor  
mine surveyor  
navigator  
pollution control technician  
surveyor  
technical illustrator

**EQUIPMENT OPERATION**

asphalt paving machine operator  
 bulldozer operator  
 concrete mixing plant supervisor  
 crane operator  
 fork lift driver (certified)  
 log-loader operator  
 miner  
 motor grader operator  
 sanitary landfill supervisor  
 well-drilling operator

**LAND AND WATER VEHICLE OPERATION**

ambulance driver  
 concrete truck driver  
 food service driver  
 garbage collection driver  
 locomotive engineer (railroad)  
 tow truck operator  
 truck driver

**MANAGERIAL WORK: MECHANICAL**

appliance service supervisor  
 food processing plant supervisor  
 machine shop manager  
 milling supervisor  
 quarry supervisor  
 road supervisor  
 sanitation superintendent  
 sewer system supervisor  
 solid-waste management supervisor  
 transportation maintenance supervisor

**MATERIAL CONTROL**

cloth finisher  
 laundry supervisor  
 meter reader  
 parts, order, and stock clerk  
 pharmacy technician  
 shipping/distribution manager

**PASSENGER SERVICES**

bus driver  
 cab supervisor  
 chauffeur  
 driving instructor  
 taxi driver

**PRODUCTION TECHNOLOGY**

aircraft assembler  
 CNC operator  
 glass blower  
 lathe operator  
 machine operator  
 ophthalmic laboratory technician

optical inspector  
 variety saw operator  
 Xray equipment tester

**PRODUCTION WORK**

binder  
 cabinet & trim installer  
 cabinet maker  
 carpet sewer  
 doughnut maker  
 drill press operator  
 dry cleaner  
 embossing press operator  
 garment manufacturing supervisor  
 kiln operator  
 machinist  
 machinist apprentice  
 office/business machine repairer  
 plastics worker  
 production supervisor  
 robotics technician  
 waste-treatment operator

**QUALITY CONTROL**

clothing inspector  
 color tester  
 electronics inspector  
 exhaust emissions inspector  
 fabric analyst  
 jewel inspector  
 meat grader  
 new car inspector

**QUALITY CONTROL**

airplane inspector  
 bridge inspector  
 electric power line inspector  
 elevator examiner  
 energy analyst  
 fire equipment inspector  
 gravel inspector  
 quality control manager  
 truck safety inspector  
 water quality tester

**SYSTEMS OPERATION**

air compressor operator  
 canal equipment supervisor  
 incinerator operator  
 nuclear power plant supervisor  
 power plant operator  
 refrigeration engineer  
 turbine operator  
 water treatment plant operator  
 waterworks pump-station operator

## ***OUTDOORS/AGRICULTURE***

### ***Career Group***

#### **ELEMENTAL WORK:**

##### **PLANTS AND ANIMALS**

animal vaccinator  
commercial fisher  
farm worker/laborer  
forester  
horticultural worker  
lawn-service worker  
tree planter  
tree trimmer

#### **GENERAL SUPERVISION:**

##### **PLANTS AND ANIMALS**

artificial breeding technician  
disease & insect control field inspector  
forest nursery supervisor  
forestry aide  
hatchery supervisor  
lawn & tree service supervisor  
livestock inspector

#### **MANAGERIAL WORK:**

##### **PLANTS AND ANIMALS**

farm manager (farmer)  
forestry manager (forest ranger)  
greens keeper  
landscape contractor  
landscape laborer  
orchardist  
poultry breeder  
rancher  
tree surgeon  
wildlife control agent  
wildlife manager

## ***SECURITY & ENFORCEMENT***

### ***Career Group***

#### **REGULATIONS ENFORCEMENT**

air pollution control inspector  
animal cruelty investigation supervisor  
chief bank examiner  
computer security specialist  
customs inspector  
director of consumer affairs  
food and drug inspector  
health care facilities inspector  
immigration inspector

IRS agent  
pesticide-control inspector  
safety inspector

#### **SAFETY AND LAW ENFORCEMENT**

conservation officer  
criminal investigator  
customs inspector  
deputy sheriff  
detective  
drug enforcement officer  
fire marshal  
fire prevention officer  
fish and game warden  
police academy instructor  
police commissioner  
police officer  
special agent, CIA/FBI  
state highway patrol  
traffic lieutenant  
wildlife agent

#### **SECURITY SERVICES**

airline security officer  
armed services, enlisted  
armored car driver  
bailiff  
beach lifeguard  
bodyguard  
dispatcher  
firefighter  
military officer  
parking control officer  
prison guard/corrections officer  
prison warden  
private investigator  
security guard  
ski patroller

## ***ATHLETICS Career Group***

#### **SPORTS**

coach  
fitness instructor  
horse trainer  
jockey  
motorcycle racer  
professional athlete  
professional golfer  
professional scout  
race car driver  
ski instructor  
umpire

## ***ADVENTURE Career Group***

astronaut  
coast guard  
diver  
fire fighter  
equestrian  
hunting/fishing guide

military enlisted  
military officer  
motorcycle/race car driver  
mountain climber  
pilot  
rodeo performer  
special agent, CIA/FBI  
special forces agent  
stunt performer

## ***Special Note to Students***

### **Don't wait until graduation to embark on the career that fits you!**

Increasing numbers of college students are using an internship as a stepping stone to permanent, postcollege employment. In addition, many high school students are enrolled in some type of on-the-job work training program.

In one branch of a state university, 70 percent of the graduates had been employed as interns or in part-time work in occupations which complemented their curriculum.

We recommend that you use your *Career Direct* assessment reports to help you secure part-time or short-term employment in a position directly related to your course of study.

Here is how *Career Direct* gives you the edge in seeking an internship.

1. Points you toward the type of positions that match your unique pattern and talents.
2. Insights and information gained from the reports will build your confidence to communicate your strengths and abilities in an interview.
3. Provides accurate, descriptive information for writing your résumé and preparing for interviews.
4. Equips you with psychometrically validated reports that you can use to confirm your suitability for a particular occupation.
5. Demonstrates your initiative to an employer.

Any student armed with the *Career Direct* reports and using the Career Matching process should have a distinct advantage over other applicants for an education related job.

## KEY RESOURCES FOR MORE CAREER INFORMATION

To further explore the job clusters contained in your *Job Sampler*, check the resources listed below. Most of these selections may be found in the reference sections of a university or large public library.

1. The *Career Guide to America's Top Industries*, 1998/1999 Third Edition, Washington, D.C: U.S. Department of Labor, Bureau of Labor Statistics, 1998.
2. *Careers Without College* (Series), Second Revised Edition, November 1999, Peggy Schmidt. Princeton, NJ; Petersons.
3. *Enhanced Guide for Occupational Exploration*, (E.G.O.E.), Second Edition. Marilyn Maze and Donald Mayall. Indianapolis, IN: JIST Works, Inc., 1995.
4. *Occupational Outlook Handbook (OOH)* 2002/2003 Edition. An excellent resource that gives detailed descriptions of the top 250 occupations that represent 85 percent of all occupations held by Americans. The OOH can be accessed FREE on the U.S. Department of Labor, Bureau of Labor Statistics Internet site at [www.bls.gov/oco](http://www.bls.gov/oco).
5. *O\*NET Online*. Replaces the old Dictionary of Occupational Titles. The most concise, available source of detailed information about specific occupations from the Bureau of Labor Statistics database. The O\*NET contains information on 950 occupations, which covers the majority of jobs held by Americans: skills required, knowledge and education needed, job responsibilities, work activities, level of competence, average pay, and much more. The O\*NET is available at the following Internet site: [www.online.onetcenter.org/](http://www.online.onetcenter.org/).
6. *The Quick Internet Guide to Career and College Information 2001*. Ann Wolfinger. Indianapolis, IN: JIST Works, Inc., 2000.
7. *The Revised Handbook for Analyzing Jobs*. Indianapolis, IN: JIST Works, Inc., 1992.
8. *Using the Internet and the World Wide Web in Your Job Search*, Third Edition. Fred E. Jandt and Mary B. Nemnich. Indianapolis, IN: JIST Works, Inc., 1997.
9. *VGM Career Books*. Lincolnwood, IL: McGraw-Hill, 1995. The Internet site [www.superheroes.com/career.htm/](http://www.superheroes.com/career.htm/) lists numerous titles on a myriad of careers.

# DEFINITIONS

## GENERAL INTEREST Career Groups

**Adventure:** People who are attracted to this type of work typically engage in adventurous, daring, or risky activities, such as skydiving, racing in competition, mountain climbing, and flying. Occupations include firefighter, elite military unit, military pilot, stunt artist, bush pilot, professional guide, and explosives expert. Occupations in this group require physical and mental attributes, such as balance, strength, and endurance.

**Animal Care:** This career group relates to activities involving all kinds of animals and include treating sick or injured animals, caring for them in a kennel or lab, training and understanding animal behavior. Common occupations in this career group are veterinarian, animal trainer, and zoo helper. School subjects include animal behavior and physiology and biopsychology.

**Artistic:** This group involves expressing ideas through the creation of original art work. Typical activities include drawing, designing objects with graphical art, planning and designing interior environments, sculpting, designing theater sets, jewelry design/repair, and photography. Educational courses in art, drawing, art history, interior design, sculpture, or photography may enhance natural talents. Occupations include artist, photographer, and poet.

**Athletics:** This career group is characterized by a strong interest in athletic pursuits, either as an occupation or as a leisure activity. Activities include competing while using athletic skills, participating with a team, coaching or instructing athletics, training in physical fitness, or teaching sports activities. Successful people in this career group usually are competitive, possess a natural talent for athletics, display a high level of physical coordination, and are disciplined in their training. School subjects are physical education, exercise physiology, health and nutrition, or other physical/athletic related. Related occupations include professional athlete, athletic coach, personal trainer, umpire/official, or a physical education teacher.

**Computational/Financial:** This career group focuses on solving complex problems by using mathematical or financial formulas and concepts. Activities include preparing tax returns for clients, analyzing mathematical formulas, or using statistics to predict future outcomes. People who enjoy these career fields are usually detail-oriented, analytical, intelligent, precise, and accurate. Education and training includes accounting, finance, statistics, mathematics, computer science, or economics. Occupations include computer systems analyst, mathematician, accounting, banker, statistician, economist, actuary, or an investments planner.

**Consumer Science:** Activities for this group are menu planning, catering, decorating, hair styling, and personal care. Typical occupations include home economist, homemaker, chef, dietician, fashion designer, interior decorator, and beautician. Areas of study to prepare for these fields include home economics, food science, restaurant management, interior design, clothing, fashion merchandising, child care, and cosmetology.

**Counseling:** Work in this group relates to influencing others for the purpose of self-improvement and problem-solving and includes helping people with psychological or interpersonal problems. Typical activities include counseling, testing, listening, and advising others. occupations include psychologist, school or college counselor, marriage and family therapist, social worker, and career counselor.

**Education:** People who are interested in this career group enjoy working with people and helping others learn new skills or master new ideas and information. Continuing education, developing lesson plans, and record keeping are also part of the daily workload for those employed in these fields. Occupations include elementary or high school teacher, college professor, adult education teacher, and vocational education teacher.

**International:** This career group involves a strong desire to travel or work in a foreign country, interact with people from other cultures, and communicate in more than one language. Occupations common to this group are foreign correspondent, translator, international businessperson, diplomat, and foreign language teacher. A strong educational background in foreign studies and languages is recommended.

**Law and Politics:** Those attracted to this career group have a strong desire to influence the thoughts and opinions of others. They typically like to campaign for political candidates, speak publicly on issues at meetings and press conferences, represent clients in litigation, and hold political office. Many serve in legal professions, such as attorney and judge. Others pursue occupations as elected or appointed officials in government. Attention to detail, a competitive nature, resistance to criticism are important to success in these occupations. Advanced education is also important for many of the positions.

**Management/Sales:** This career group centers on business-related activities, such as managing, selling, developing marketing strategies, as well as starting and operating a business. Occupations might include marketing representative, manager, insurance agent, stockbroker, business executive, and entrepreneur. Subjects include business administration, management, marketing, human resource management, and finance.

**Mechanical:** People in this career group enjoy working with their hands, solving mechanical or technical problems, building or constructing objects, or operating machinery. They are usually precise and organized, analytical, mechanically inclined, and like to see tangible results from their efforts. Typical occupations include electrician, industrial maintenance supervisor, auto mechanic, tool/dye maker, carpenter, electronics technician, and aviation technician. Related school subjects may include vocational or industrial shop, automotive technology, cabinetmaking, and woodworking, or courses related to specific industries.

**Outdoors/Agriculture:** This career group involves outdoor activities, such as studying animals, raising livestock, working with plants, studying fossils, or planning landscaping. People in this group are concerned about nature, interested in animals or livestock, enjoy working with their hands, and do not mind unusual work sites. Related school subjects include courses in agriculture, forestry and wildlife services, horticulture, or landscaping. Typical occupations associated with this career field include a landscaper, forest ranger, farmer, animal scientist, ecologist, horticulturist, or an animal trainer/breeder.

**Performing/Communication:** People in this career group enjoy entertaining through presentations of artistic talent and/or public speaking. Related occupations include professional singers, musicians, and conductors. Actors and actresses, models, comedians, and related entertainment industry occupations also fit this category, as do radio/TV announcers, reporters, hosts, and commentators. Areas of study are music classes (vocal, instrument), public speaking, and theater.

**Science/Health:** Work in this career group centers around helping others, researching problems or dilemmas, diagnosing diseases, or studying microscopic organisms. Related activities include dispensing prescription drugs, providing health care to patients, studying complex information, or providing therapy to injured people. Educational training is usually extensive and may include classes in pharmacy, chemistry, dental hygiene, biology, or other science/medical related subjects. Success in this field includes characteristics like attention to details, compassion for others, a high intellect, and good memorization skills. Typical occupations include dental hygienist, optometrist, physician, pharmacist, chemist, nurse, or physical therapist.

**Security/Enforcement:** The overriding characteristic of this career field is a strong desire to protect people and property and may involve personal risk. Typical activities are investigating crimes, apprehending criminals, patrolling areas to prevent crimes, conducting surveillance, and responding to alarms. Common occupations include police officer, prison guard, bodyguard, private detective, and probation officer.

**Service:** This group centers on activities that assist, help, or provide a service to others. People in these occupations usually enjoy interacting with people, answering questions, keeping records, inspecting products, operating office equipment or machinery, or providing assistance to others. This broad career group includes occupations like customer service representative, bank teller, cashier, receptionist, secretary, office clerk, restaurant server, hotel clerk, and factory/assembly worker.

**Technological Sciences:** Those attracted to this career field have a strong desire to plan, design, and be involved in the construction of buildings, roads, airports, and other structures that require a high level of technology. Engineer and architect are typical occupations. A sound education in engineering, architecture, drafting, or mechanical drawing is necessary for success in these types of careers.

**Transportation:** This career group is centered on activities and occupations involving transportation and driving vehicles. Activities include driving a tractor-trailer truck, driving a locomotive, chauffeuring a limousine, driving a taxi or bus. Occupations include bus driver, taxicab driver, chauffeur, and truck driver. Training may include commercial driving school, safety school, or the like.

**Religious:** This career group centers on activities like providing spiritual or religious guidance and listening to others' personal problems. Encouraging participation in religious organizations, talking to others about religious beliefs, and conducting worship services are typical activities. Occupations might include pastor, evangelist, missionary, pastoral counselor, and other religious workers. An educational background in religious and/or counseling studies is usually needed.

**Writing:** Work in this group relates to communicating ideas through written materials. Activities include writing news stories and articles, television scripts, and movie reviews, composing copy for advertisements, and speech writing. Occupations include writer, reporter, radio/TV writer, or foreign correspondent. A sound educational background in English composition, literature, creative writing, and grammar is important.

## ACTIVITIES

**Animal Care:** This involves activities related to animal care, including treating sick or injured animals, caring for animals in a kennel or lab, training animals to do tricks, and understanding animal behavior.

**Artistic:** Items related to artistic activities involve drawing pictures of buildings, people, landscapes; sculpting a work of art; photographing subjects; designing with graphics or art; designing for theatrical productions; creating sound/sight effects; fabricating/repairing jewelry; and the planning/designing of interior environments.

**Athletic:** These activities are competing while using athletic skills, participating in team sports, training in physical fitness, participating in physically challenging activities, coaching athletics, teaching sports activities in recreational facilities, scouting for a sports team, and officiating at sporting events.

**Civil Design:** These activities involve major construction design of buildings and roads and plan construction of airports.

**Clerical:** Activities relating to business/clerical work include typing letters and correspondence, using a computer for word processing, operating various office equipment such as a fax and a copier, entering data on a computer, taking dictation and transcribing notes, creating an organized system for filing, and maintaining files and processing information.

**Communication Large Groups:** Communication activities include public speaking before large audiences to inform, entertain, or persuade; hosting a TV or radio program; or reporting news stories to a TV or radio audience.

**Counseling:** Counseling activities are associated with helping others overcome emotional problems, listening to personal problems, counseling and advising someone, providing counseling service in college, giving and interpreting personality tests, and counseling individuals about education and vocation.

**Customer Service:** These activities include greeting visitors to an office or business, giving information to callers over the phone, assisting customers in a store, scheduling appointments for others, registering hotel guests, and operating a cash register.

**Hotel/Restaurant Service:** Activities involve cleaning hotel rooms, assisting hotel guests with luggage, cleaning and polishing shoes for customers, serving food in cafeterias, and waiting on tables in restaurants.

**Educational:** Educational activities include teaching subjects to students in schools, including colleges and universities, directing activities in a class, preparing educational material for others, developing academic policies for a college, administering tests to evaluate progress, and assisting a teacher in a classroom.

**Electronics/Machines:** Characteristics of these activities are using, maintaining, and repairing tools, machines, engines, and appliances of various types.

**Entertainment:** These activities involve entertaining an audience by acting in a play, performing a dance, presenting an artistic performance, and choreographing dances for performance.

**Factory:** These activities involve tasks of various kinds that occur in factories and businesses, such as handling packages on a line, operating machinery that fills containers, controlling automated conveyors, and assembling electronic components and auto components.

**Farming:** The activities related to farming or ranching primarily involve raising livestock such as beef cattle, breeding or raising poultry to produce eggs, catching or raising fish commercially, developing methods for growing crops, irrigating plants and harvesting crops, and working outdoors.

**Financial:** Financial activities involve keeping financial records for a business, directing the financial affairs of an organization, tracking investments, preparing tax returns for individuals or organizations, reading legal documents, counseling on financial matters, and using statistics to solve problems.

**Food:** Activities related to food involve planning menus/cooking meals commercially, catering food for special occasions, preparing sandwiches for customers, preparing diets for patients, managing a restaurant, creating new dishes/recipes, and planning and preparing meals for a household.

**Hand Construction:** These activities have a common theme, i.e., working with one's hands in construction, skilled crafts, commercial painting, bricklaying, and so forth.

**Health Service/Support:** Characteristics of these activities are examining eyes and prescribing corrective lens, designing and fitting eyeglasses, giving hearing and vision tests, dispensing prescription drugs, operating equipment in a hospital or office, and examining teeth and treating dental problems.

**International:** Foreign activities are associated with working for a company in a foreign country, traveling to various countries, interacting with people from other cultures, communicating in more than one language, and studying foreign affairs.

**Landscaping:** Landscaping activities involve planning landscaping for a business, planning and trimming trees and shrubs, cultivating lawns and planting flowers, and maintaining the appearance of a park.

**Management:** Management activities include overseeing the administration of an office, managing and organizing office operations, supervising the work of others, managing a bank branch or office, starting and operating your own business, and serving as president of a company.

**Math:** Activities associated with math include working with math formulas, solving math puzzles, and calculating and working with numbers.

**Musical:** Various musical activities include playing a musical instrument for others, composing music, singing solo or with a group for an audience, conducting/directing a vocal music group or symphony orchestra.

**Political Communication:** This type of communication involves campaigning for political candidates or causes, gathering information for a political party, persuading others to adopt your politics, handling press conferences, or holding a public office.

**Provide Medical Care:** These medical activities include providing nursing care to patients, preparing patients for surgery, providing therapy for mental illness, planning/providing physical therapy, delivering/caring for babies and moms, performing first aid, and transporting patients to and from the hospital.

**Religious:** Religious activities include providing spiritual guidance to churches, encouraging participation in church, talking to others about religious beliefs, working as a missionary, conducting religious worship services, and reading the Bible and other religious books.

**Research Nature:** The activities involved in nature research include reading about nature, studying fossils of plants and animals, observing animals in their natural habitat, and protecting the wilderness.

**Research Medical:** These activities primarily include conducting researches to find cures for diseases, diagnosing diseases, studying chemical processes of living organisms, and performing surgery to repair injuries.

**Risky Activities:** Risk and daring characterize these activities that include driving car/motorcycle in competitions, flying combat missions to protect a country, putting out forest fires from an airplane, and controlling and extinguishing fires.

**Sales Communication:** This type of communication activity means selling products or services; convincing people to buy things; raising money for charities; recruiting members for a club or organization; developing strategies to market products, services, or organizations.

**Science Research:** The activities related to this concern reading about scientific discoveries and gathering information for research projects, interpreting results of a research project, investigating different solutions to problems, watching TV shows on scientific issues, using information to predict weather, and controlling chemical processes in a factory.

**Security:** Items associated with security activities include performing arrests or assisting with criminals, carrying out investigations to solve crimes, patrolling areas to prevent crimes, protecting people and property, conducting surveillance, conducting criminal/civil lawsuits, guarding inmates in prison, responding to fire alarms.

**Self-employment:** Self-employment activities include entrepreneurship, starting a business, and owning one's own business.

**Styling:** Styling activities are associated with the cleaning, shaping, and polishing of nails, and shampooing and styling hair.

**Transportation:** This group of activities involves primarily operating various commercial vehicles, such as driving a truck to transport products, driving a train to transport people/freight, chauffeuring a limousine, driving a taxi, or driving a bus to transport people.

**Writing Communication:** Writing activities can include news stories for broadcast, articles for newspapers and magazines, composing ads, writing TV scripts and movie reviews, or drafting speeches.

## OCCUPATIONS

**Adventure:** Military officer, astronaut, enlisted, pilot, firefighter.

**Animal Care:** Zookeeper, animal trainer, veterinarian.

**Artist:** Poet, artist, photographer.

**Athletes:** Professional athlete, athletic coach, umpire/referee.

**Business Leaders:** Business owner, president of company, chief executive officer, entrepreneur.

**Counselors:** Counselor, social worker, psychologist.

**Customer Service:** Bank teller, office clerk, secretary, cashier, receptionist, phone operator.

**Drivers:** Driver, chauffeur, bus driver, truck driver.

**Educators:** Teacher, school principal, professor.

**Fashion:** Makeup artist, fashion design, hair stylist, interior decorator, tailor, jeweler, florist.

**Financial/Mathematics:** Accountant, mathematician, statistician, banker, computer programmer, economist.

**Home Economics:** Home economist, homemaker, housekeeper, day care worker, dietician, chef.

**Languages:** Foreign language teacher, translator.

**Law/Politics:** Lawyer, lobbyist, judge, politician, diplomat.

**Medical:** Dentist, dental hygienist, optometrist, nurse, physician assistant, nurse's aide, physician, pharmacist, X-ray technician.

**Performers:** Professional singer, actor/actress, comedian, circus performer, model, dancer, musician.

**Professional Outdoors:** Rancher, farmer, landscaper, forest ranger, tree surgeon, fisherman.

**Reporter/Writer:** Radio/TV announcer, foreign correspondent, writer.

**Sales/Management:** Marketing representative, salesperson, manager-retail, manager (hotel/restaurant/large co.), realtor, insurance agent, stockbroker, production supervisor.

**Science:** Scientist, chemist, researcher, biologist, physicist, laboratory technician.

**Security:** Police officer, prison guard, body guard, private investigator, probation officer.

**Skilled Technical:** Engineer, electrician, carpenter, mechanic, architect, construction, plumber, welder, railroad engineer.

## SUBJECTS

**Agriculture:** Horticulture, farming methods, forestry, agriculture.

**Art:** Art, drawing, art history, art appreciation, interior decorating, graphic design, sculpture, photography.

**Business and Management:** Business administration, management, labor relations, human resources, marketing.

**Clerical:** Typing, data processing, word processing, shorthand, office practices.

**Education:** Early childhood, special, secondary, education.

**English:** English composition, literature, journalism, creative writing, grammar.

**Finance:** Accounting, economics, investing, finance.

**Foreign Language:** Spanish, French, German, Russian, Japanese, Italian, Greek, Chinese.

**Home Economics/Domestics:** Home economics, gourmet foods, cooking, clothing, food science, crafting, child care, cosmetology.

**Mathematics:** Algebra, math, computer science, computer programming, geometry, calculus, trigonometry.

**Music:** Band, music appreciation, music theory, chorale, choir, vocal performance, instrument performance, orchestra.

**Physical Education/Training:** Dance, tennis, gymnastics, health, football, baseball, volleyball, weight training.

**Public Performing:** Theater, public speaking, debate.

**Religion:** Theology, religion, Bible apologetics.

**Science:** Biology, physics, chemistry, earth science, geology, botany, ecology, anatomy, physiology, animal science.

**Social Studies:** History, government, sociology, psychology, anthropology, political science, social work, law.

**Technological Studies:** Engineering, drafting, mechanical drawing, architecture.

**Vocational Shop:** Electronics, automotive shop, metal works, machine shop, woodworking, electricity, printing.

## SKILLS

**Analytic:** People who score high in this category respond well to intellectual challenges and are comfortable with work activities, such as researching, analyzing facts and figures, and solving abstract problems. They enjoy working with ideas and using critical thinking skills to analyze problems and evaluate solutions. They often generate new ideas or approaches to problems. These skills are useful in science, business, and research, as well as many other occupational fields.

**Artistic:** Persons in the artistic category are skilled in expressing ideas through the creation of original art work. Abilities include being perceptive, creative, interpretive, expressive, and having the ability to visualize what a completed project or task will look like prior to beginning work. In addition, fine motor eye-hand coordination and dexterity, plus extensive training and practice are required to sufficiently refine one's skills.

**Athletic:** People high in this skill group have a high level of physical coordination, athletic skills, hand-eye coordination, and a deep desire to compete. They also pursue discipline, training, healthy dietary habits, rigorous exercise, and adherence to athletic ideals. Training in the medical sciences is needed to acquire further knowledge of the human body, muscle groups, and rehabilitation procedures.

**Clerical:** Skill strengths include accurate record keeping, filing, typing, word processing, copying, knowledge of office procedures, accuracy with basic math, clear communications, knowledge of telephone systems, and proficiency in the use of office machines. Work involving these skill areas also requires attention to detail, neatness, speed, and organizational abilities.

**Cross-Cultural:** Communicating with people of differing cultures and languages, and perceiving and understanding the customs of international cultures characterizes the skills of the cross-cultural category. In addition, they have a knack for perceiving, understanding, and adapting to the customs of international cultures. Interests typically include some dimension of translating languages, either in a business, government, or humanitarian-type effort.

**Interpersonal:** If you scored high in this category, people skills are a natural strength. You probably will do well in careers in which you are required to interact with people on a regular basis. Your ability to communicate effectively and your strong interest in people will naturally generate opportunities for you to counsel, teach, or explain as part of your work. To maximize the use of these skills, be sure your work includes extensive involvement with people, as well as opportunities to communicate with others as an element of your regular duties.

**Managing:** This skill area focuses on an ability to excel at coordinating the activities of others. A high score usually indicates an ability to persuade and motivate others. People readily respond to your convincing leadership. You likely are adept at delegating work and making decisions. To maximize the use of these skills, you should consider occupations that include management, promoting, delegating, and leading others.

**Marketing:** Marketing skills involve the ability to identify the needs of customers and to persuade them to use products or services to meet that need. Successful sales and marketing skills usually have a high correlation with superior communication and interpersonal skills. To be successful in marketing or sales, a balance is needed between a strong goal orientation with genuine concern for the customer. Self-confidence must be strong enough to withstand rejection by some customers. Entrepreneurial abilities, including one's own business are closely related.

**Math:** People who score high in this category are comfortable working with numbers and data. They are precise in calculations and thrive on opportunities to work with information that can be measured, validated, or explained by numerical data. Mathematical skills can be utilized in many different fields, including accounting, engineering, economics, and computer science.

**Mechanical:** People skilled in mechanics have a knack for building and repairing things and are able to quickly grasp how and why things work like they do and quickly apply mechanical applications to daily life. Skills include a natural ability to solve problems, learn to operate machinery, and work with hand tools, and a possible talent for inventing that has not been developed fully.

**Musical:** People who score high in the musical category typically have an innate ability to express rhythm, play musical instruments, interpret and express emotions or ideas vocally, understand musical symbols and theory, and differentiate qualities and pitches of tones. In addition, they usually have developed strong self-disciplines that enable them to faithfully commit to long hours of practice.

**Organizing:** Individuals scoring high in the organizing section typically excel at assembling, storing, and retrieving information, data, and items in a systematic fashion. They naturally perceive how information, details, and things are kept accurate and in good order to maximize efficiency. Skills include being methodical, neat, and systematic in approaching a task.

**Working with Others:** Socializing with people comes naturally to you since you love to work with others. You enjoy working with the public and will probably do well in careers in which you can capitalize on your natural ease in meeting people and making them feel welcome.

**Writing:** People who score high on writing skills typically are able to clearly communicate their thoughts and ideas through writing. Writing also requires the ability to synthesize information and present key points logically and concisely in reports, letters, or summaries. Individuals high in this skill area enjoy putting their thoughts down on paper and may enjoy creating original stories, novels, or poems.

## WORK ENVIRONMENT VALUES

**Adventure/Risks:** You like to be where the action is even when it is somewhat risky. Experiencing adventure and working with the unknown and unexpected will keep you motivated in your work.

**Challenge:** You need the opportunity to solve tough problems and work "make or break" issues. Look for difficult assignments and obstacles to overcome. Controversy is not a problem because you will enjoy restoring order where there is chaos.

**Clean Environment:** In your work, look for occupations that would not require you to get dirty or be exposed to strong odors. You enjoy a clean, orderly, and sanitary work environment. Your ideal work situation would be one in which the environment and job duties allow you to stay neat and clean all day.

**Equality:** You enjoy working in a career in which people are treated fairly without regard to race, gender, creed, religion, or national origin. Look for career opportunities in which workers are equally paid at the same competency level and in which all work opportunities are available without prejudice.

**Flexible Hours:** Being able to set your work schedule around other activities is highly regarded by you. Look for career opportunities in which you have some control over the hours of your work, allowing you to have a flexible schedule.

**Harmony:** You enjoy a harmonious, agreeable work environment. Look for occupations in which you can work with little confrontation, in harmony with your co-workers and boss, and with a considerate team of individuals into which you fit.

**Independence:** You will want to make decisions for yourself so look for considerable job autonomy. It is important that you be able to do things the way you want to do them. Everyone has to have guidelines, but it is important that you are able to experiment with your own ideas and work without someone looking over your shoulder.

**Outdoors:** You enjoy working outdoors rather than staying inside during your work day. Look for opportunities to work in contact with nature and fresh air, even if it means working in the heat, cold, and severe weather.

**Stability:** You enjoy working in an environment of consistency, an established routine, and no surprises. You value regular hours, steady salary, and a schedule that does not change.

**Travel:** Look for occupations in which you are able to travel and see different parts of the world. You enjoy meeting new people, taking frequent trips, and having responsibilities away from the office.

**Variety:** Look for occupations that will involve you in a variety of tasks. Frequent changes in activity will help keep you from getting bored at work. In general, you probably will be more motivated if you can work with different problems and different people on a daily basis.

**Well Organized:** You value a highly structured and organized work environment. Seek careers in which the work environment promotes order, neatness, and systematic processes.

## WORK OUTCOMES VALUES

**Career Progression:** You are interested in occupations that offer a well-defined progression of career positions. You enjoy moving up in the organization so you can increase your responsibility and authority at work. Look for job settings that offer a chance to grow and develop in your field.

**Continuing Education:** You enjoy growing and developing as a professional in your career field. Having the opportunity to take development courses, workshops, or formal education is important to you. Look for job opportunities that promote personal growth through continued education.

**Help Others:** Contributing to the welfare and growth of others is important to you and should be an integral part of your work. This could be carried out through training, teaching, counseling, encouraging, and the provision of financial resources. Your occupational choice should afford the opportunity to express your concern for others.

**High Income:** You value being highly rewarded financially for your efforts at work. You believe a high income level is a factor needed to feel successful in your work.

**Intellectual Stimulation:** You enjoy thinking through complex issues and applying reasoning skills to solve problems. The opportunity to acquire new information and think at an intellectual level should be an important consideration in career choices.

**Leadership:** You will feel comfortable in positions of responsibility for people and resources. You are comfortable taking charge, telling others what to do, and making decisions for the group. Your work should include the opportunity to lead a team toward a common goal.

**Recognition:** You are willing to work hard in order to be known as someone who has made his or her mark. Recognition of accomplishments will be a big motivator for you so analyze potential occupational choices carefully to be sure that a clearly defined rewards system is present.

**Security:** You would like to know that you have a job that will be around for a long period of time. Some career opportunities still have a measure of security; however, keep in mind that they are on the decline. Job security is now much more dependent on your ability to continually develop your skills to meet the changing workplace.

## LIFE VALUES

**Achievement:** You set lofty goals and strive for excellence in all you do. Achieving your full potential is extremely important to you. Look for opportunities in which you are able to set high goals and see the results from your efforts.

**Aesthetics:** Artistic expression and creativeness are high priorities in your life. You enjoy being involved in activities that make life more beautiful, where you can use your emotional sensitivity, and where you can freely express your creative views and talents.

**Family:** Your family has a high value for you and you want to be able to take care for them whenever they need you. You consider it important to be available and involved in their activities. Having a lot of quality time with your family is important to you and should be an consideration to the occupational choices you make.

**Friends:** Making and keeping friendships is an important part of your life. You enjoy spending time with close friends, helping them when they need you, and building and developing new friendships. You value a lifestyle that allows time to “get away” from responsibilities and enjoy time with close friends and acquaintances.

**Help Others:** As a part of fulfilling your life purpose, you believe it is important to help others. You should make sure that your work contributes positively to the well being of others.

**Integrity:** Honesty in every area of life is a key value for you. You make every effort to keep your commitments and live by the highest standard of fairness and truth. To be sure you will not be asked to compromise your integrity, carefully evaluate the work environment and the leadership, as well as products and services of any organization you are considering for employment.

**Leisure:** Having time for entertainment and recreation are important values in your life. You enjoy a career setting where you have time away from work to pursue other interests or hobbies. Look for career opportunities that allow you time to enjoy other pursuits and give you adequate time to relax and enjoy life.

**Make Money:** You believe accumulating wealth is an essential part of your happiness. You probably value a lifestyle in which you are able to have frequent vacations, live in a nice home, and drive nice automobiles; or perhaps you want to be a very generous provider to others and to the charitable causes you support.

**Serve God:** You have indicated that your life mission involves serving God in everything you do. It will be very important for you to see how your work is contributing to that goal. Remember that all occupations offer the opportunity to serve Him. Kindness and a commitment to excellence can be an attractive light for others in the workplace.



**CROWN FINANCIAL MINISTRIES**  
*Teaching People God's Financial Principles*