

**CONFIDENTIAL**

Report designed for

# Sally Sample

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## Pathway Planner Report

Congratulations on taking the next step in preparing for your future career. Completing the Pathway Planner assessment will help you decide what your next steps might be to reach your ultimate goal – a career that is meaningful and rewarding. This report was generated based on your responses to the Pathway Planner assessment. This report will provide a comprehensive picture of the person you are, then will point you in a career direction that is best suited for you based on your indicated interests.

Each career requires a certain type of person. Some people are outgoing, love to interact with people, and get excited about a challenge. Others enjoy focusing on details being methodical, and work best with direction from others. The Pathway Planner identifies your characteristics and matches those characteristics with the careers for which you are a natural fit. Research has shown that when someone is a good fit to their occupation, the probability of their success and satisfaction with their career goes up dramatically!

Your report is organized into three main sections:

- **Pathway Planner Results** - This section provides an overview of your characteristics based on your responses to the Pathway Planner assessment.
- **Career Pathway** - Your results have been compared to others' who are successful in a variety of career fields. This list of possible career choices is based on your characteristics and the things you find interesting.
- **Linking Pathway Planner to Your Future** - Good decisions are based on good information. This report provides unique information relating to you, but you should do additional research to learn more about your career possibilities and opportunities. This section will help you reach that goal by explaining how to use O\*NET, how to gather important information, and how to maximize your network of people.

So what is O\*NET? What can it do for you? O\*NET is an online tool that was produced by the US Department of Labor. It gives you extensive resources for exploring careers and occupational information. Your Pathway Planner report provides you with a list of careers and their associated O\*NET codes.

You can access O\*NET using this URL:

[www.onetonline.org](http://www.onetonline.org)

Once you get to the site, you can enter the O\*NET code from your list and find a wealth of information designed to help you understand various aspects of a particular job. These descriptions help build your understanding of the job just as this report helps build your understanding of your work-related behaviors.

Each section of this report contains valuable information and each has its own focus. So take the time to really absorb all the information. Now, let's get started by looking at your specific characteristics as they apply in the workplace.

## Pathway Planner Results

The best way to get started is to gain a true understanding of yourself. The Pathway Planner assessment analyzes three different aspects of you as a person – your Thinking Style, Personality Traits, and Interests. This section of your report addresses each one of those areas in detail. Before you start reading the details of each section, here is an overview of what Thinking Style, Personality Traits, and Interests mean.

### Thinking Style

This section focuses on two general areas, Numerical and Verbal skills and abilities. We look at different aspects of your knowledge and how you use numbers and words in reasoning and problem solving. This describes your approach to the way you gather and use information.

### Personality Traits

Everyone can be at least partially defined by their personality. You and your friends often describe others by how you perceive their personalities. This report reflects how you approach interacting with others, even in work situations.

### Interests

The world of work can be divided into six different themes or groups of interests. This section looks at your interests in activities associated with these six themes and identifies your top three areas of interest. When people are able to include the types of activities they enjoy as part of their work, they almost always perform better and are more satisfied with their jobs.

Now you should read the next few pages as they describe some of your characteristics. After that, you'll see the names of some jobs for which you are likely to be a good match.

## Thinking Style

Your abilities with vocabulary, calculations, reasoning, and problem solving say some things about you. As you read about these characteristics, you will probably recognize yourself. Relate each statement to yourself and your plans for a career.

- You likely prefer to take your time when analyzing verbal and written information.
- Training and experience could help you be able to more quickly and accurately communicate in some situations.
- You do not typically have any difficulty in effectively communicating thoughts and ideas to others.
- You are proficient in the use of words and language to express yourself.
- You probably understand and communicate verbal information as easily as most others do.
- You are likely capable of learning to apply everyday mathematical principles to new, more complex problems as necessary.
- You typically are comfortable analyzing basic numerical material and performing some mathematical functions without relying on a calculator.
- You are probably able to grasp common mathematical principles that apply to the job.
- You demonstrate a relatively strong ability to solve numerical problems.
- You grasp numerical concepts readily.
- You work well with numbers and numerical concepts.

## Personality Traits

Nine personality traits are discussed in this section. A brief definition of each trait is provided. Your personality is very much a part of who you are and how others see you. The statements relate to how your personality might show in your behavior and interactions with others.

### Energy Level

Tendency to work at a fast pace.

- People can rely on you to finish your work on time.
- You typically work at a consistent and productive pace.
- You can act with a sense of urgency, even under pressure.

### Assertiveness

Tendency to take charge of people and situations. Leads more than follows.

- You have a preference for making the hard decisions and determining outcomes.
- You express a strong need to be in charge, to be the leader.
- You can be highly motivated by situations where you are held accountable for results. You're strongly motivated by power and authority.
- You can make decisions, enforce company policies, and act with authority. You are also willing to make unpopular decisions when necessary.

### Sociability

Tendency to be outgoing, people-oriented, and friendly.

- You are sociable to the extent you are willing to establish a network of contacts, but occasionally would rather work alone.
- You prefer direct and to the point communication and may avoid spending time on small talk and social amenities.
- You would prefer to work without contact with the public most of the time.

## Manageability

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Tendency to follow policies, accept external controls and supervision, and work within the rules.

- You demonstrate a willingness to conform to company policies without feeling the loss of personal freedom.
- You have a moderately positive attitude concerning organizational constraints and restrictions.
- You are friendly, accommodating, and are probably easy to work with.
- You typically are willing to accept guidance and suggestions from others.

## Attitude

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Tendency to have a positive attitude regarding people and outcomes.

- You may be inclined to become skeptical or suspicious of risk and change.
- You can become critical of yourself and others at times, due to your cautious and guarded nature.
- You may feel uncomfortable with changes in policies and guidelines.
- You prefer to avoid risk, change and unexpected challenges and are almost always very cautious and guarded.

## Decisiveness

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Tendency to use available information to make decisions quickly.

- You are inclined to take decisive action most of the time and to promote progress toward resolving problems.
- You can stand firm on decisions and will probably not change your mind once a decision is made.
- You are decisive, quick to act, and likely to enjoy situations requiring immediate action.
- You are capable of responding to a critical situation effectively and decisively and prefer to resolve problems quickly.

## Accommodating

Tendency to be friendly, cooperative, agreeable, and a team person.

- Most of the time, you do not back away from arguments, disagreements, or conflict and will defend yourself when necessary.
- At times, you can become defensive if you feel someone is trying to take advantage of you.
- For the most part, you are inclined to form your opinion and stand by it, even if others disagree.
- You typically prefer to defend your position, but are willing to listen to others' ideas and input occasionally.

## Independence

Tendency to be self-reliant, self-directed, and to take independent action.

- You like to follow through with your own ideas by yourself, only asking for others' input when absolutely necessary.
- You are very independent and work well on your own, but may need to consider the value in others' advice and input.
- You like to be in charge of how you do your work and may resist being limited by policies and procedures. You may become impatient with having to do things traditionally and with others who insist there is no reason to change.
- You are an independent worker who prefers minimal guidance and coaching.

## Objective Judgment

Tendency to use factual information rather than intuition when making decisions.

- You are likely to make decisions based on your intuition and feelings when you are under pressure.
- You may often prefer to allow others to make important decisions, as you almost always rely on your intuition to make decisions.
- Your intuitive thinking can be appropriate at times, but keep in mind how personal biases and opinions may sometimes replace sound judgment.
- You have a tendency to think subjectively and to trust your personal opinions.

## Interests

The Pathway Planner measures six areas of interest which relate to activities that help keep you motivated. These six interest areas are:



### **Enterprising**

Indicates interest in activities associated with persuading others and presenting ideas.



### **Financial/Administrative**

Indicates interest in activities such as organizing information or business procedures.



### **People Service**

Indicates interest in activities such as helping people and promoting the welfare of others.



### **Technical**

Indicates interest in scientific activities, technical data, and research.



### **Mechanical**

Indicates interest in working with tools, equipment, and machinery.



### **Creative**

Indicates interest in activities using imagination, creativity, and original ideas.

Your expressed preference for various activities points to your top three areas of interest. These specific interests can affect your choice of a career path. Remember, when you are able to do those things that interest you the most while on the job, both your productivity and job satisfaction are greatly enhanced.

## Your Interest Results

You scored highest in the Creative, Enterprising, and People Service themes on the inventory. You are attracted to positions in which you can use your creative side in a business environment that allows for interacting with people regularly. You appear to be drawn toward opportunities to solve problems in an innovative way. The chance to serve the needs of customers and public in general also relates to this interest pattern.



With Enterprising as your primary area of interest, you are likely to seek out activities that involve entrepreneurial pursuits and leadership. Your focus, above all other areas of interest, lies in pursuing objectives in the lively world of business. These kinds of activities motivate you most effectively.



Secondly, you are motivated by the interaction with others that comes with service to an interpersonal cause as demonstrated by your interest in People Service activities. Helping others or providing them with services may help to energize you in what you do at work.



Finally, your interest in Creative activities rounds out your profile of interests. It promotes a concentration in creative expression, trying novel approaches and appreciating the process of innovation. Although this interest area is not as crucial to overall job satisfaction as your stronger interests, it does play a role.

## Career Pathway

Now that we've covered your unique characteristics, let's look at the careers where people like you have been successful. This report is designed to match you with actual positions that are currently available in today's job market. Employers have standards for certain kinds of people they are looking for when they're hiring. We have matched you against these standards. We know these careers are a natural fit for you, because you have the same characteristics of successful employees currently in these positions. These are real careers where employers are looking for people like you.

You're being compared to successful individuals in these careers based on your personality, interests, and thinking style. You should also consider some other things, like skills and experience, when reviewing these career options.

When you took the Pathway Planner assessment, you were asked to select three career categories. The career categories are sometimes called Career Clusters. The categories you selected were:

- Business Management & Administration
- Law, Public Safety, Corrections & Security
- Transportation, Distribution & Logistics

You'll find the careers within these categories that you are best matched to in the following tables – one separate table for each category you have selected. People who are successful in the careers listed are a lot like you. You have been matched with individuals in these careers based on characteristics you have in common with them. Because your characteristics match others' who are successful in the jobs listed, there is a good chance you would also be successful in that job.

One table of jobs is not more important than any other table, and the lists of jobs and the careers within them are presented for your information. Since we only include the jobs in each category that suit you well, there will probably be a different number of jobs listed in each table.

You should focus your career search on the jobs in the table that are most interesting to you. Consider the kinds of hobbies you like to do and what kinds of activities motivate you. Whatever it is you like to do, chances are good there are occupations that involve doing very similar things. For example, if you enjoy spending time teaching and caring for animals, you could explore occupations that do just that. Whether it be training animals or studying and caring for the health of the animals at a veterinarian's office, you would probably enjoy a job working with animals in some way. Other hobbies and recreations offer similar related occupational interests.

The O\*NET SOC Code links, provided below when available, may link to a job given on O\*NET that is very closely related to the job title given in the table. The job title given on O\*NET may not be exactly the same as the job title of the career suggested for you given in the table below. This is because O\*NET describes certain types of careers together as a group. The last section of the report will describe how to use O\*NET in more detail.

### Business Management & Administration

Careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.

O*NET SOC Code	Business Management & Administration
<a href="#">11-1021.00</a>	Facilities Manager
<a href="#">41-9031.00</a>	Product Manager
<a href="#">41-9021.00</a>	Commercial Real Estate Broker
<a href="#">11-3011.00</a>	Administrative Services Managers
<a href="#">11-9141.00</a>	Property, Real Estate, & Community Association Manager
<a href="#">41-9022.00</a>	Leasing Consultant
<a href="#">43-1011.00</a>	Office Manager
<a href="#">43-3061.00</a>	Procurement Clerk
<a href="#">43-6014.00</a>	Administrative Assistant

### Law, Public Safety, Corrections & Security

Planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services.

O*NET SOC Code	Law, Public Safety, Corrections & Security
<a href="#">33-9021.00</a>	Private Investigator
<a href="#">33-3051.03</a>	Sheriff
<a href="#">33-3051.01</a>	Border Patrol Agent
	Highway Patrol Pilot
<a href="#">33-3012.00</a>	Correction Officer

O*NET SOC Code	Law, Public Safety, Corrections & Security
<a href="#">33-3021.03</a>	Deputy Marshal
<a href="#">33-3021.01</a>	Police Detective
<a href="#">33-3051.01</a>	State Trooper
<a href="#">33-3051.01</a>	Police Officer
<a href="#">33-3051.03</a>	Deputy Sheriff
<a href="#">33-3021.03</a>	US Marshal
<a href="#">33-3021.03</a>	Criminal Investigator/Special Agent
<a href="#">33-3021.05</a>	Immigration Officer

### Transportation, Distribution & Logistics

The planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.

O*NET SOC Code	Transportation, Distribution & Logistics
<a href="#">53-2021.00</a>	Air Traffic Controller
<a href="#">53-5021.01</a>	Boat Captain
<a href="#">49-3023.00</a>	Automotive Technician
<a href="#">11-9199.00</a>	Body Shop Manager
<a href="#">53-2012.00</a>	Commercial Pilot
<a href="#">53-2012.00</a>	Helicopter Pilot
	Route Operations Manager
<a href="#">53-2022.00</a>	Airport Operations Manager
<a href="#">49-1011.00</a>	Equipment Maintenance Coordinator
<a href="#">43-5011.01</a>	Freight Coordinator
<a href="#">49-2091.00</a>	Avionics Technician
<a href="#">49-1011.00</a>	Equipment Manager

You indicated a specific level of education as your objective. However, expanding your educational experience will greatly increase your lifetime earnings and the financial payoff increases with each additional degree or certification you earn. Consider the personal satisfaction you will feel when you accomplish such a monumental goal as another degree or certification! Staying with a field of study long enough to earn a degree or other certification can be a source of pride for your entire life.

Advancing your educational experience also opens doors of opportunity to you professionally. You will be personally satisfied and fulfilled when you are able to choose a career based on the hard work you put in to your additional studies or training. To give you an idea of how obtaining the next level of education would expand your opportunities, here are a few positions where you would be a good fit with additional education:

O*NET SOC Code	Additional Career Possibilities
	Account Executive
<a href="#"><u>27-2012.03</u></a>	Program Director
	Department Director
<a href="#"><u>33-3031.00</u></a>	Game Warden
	Talent Acquisition Specialist
	Transportation Broker
<a href="#"><u>11-3071.02</u></a>	Distribution Manager
<a href="#"><u>23-1023.00</u></a>	Judge
	Project Manager
	Strategic Accounts Manager
<a href="#"><u>11-3071.01</u></a>	Traffic Manager
<a href="#"><u>11-9199.00</u></a>	Business Development Manager
<a href="#"><u>13-1071.00</u></a>	Employment, Recruitment & Placement Specialist
<a href="#"><u>11-9199.08</u></a>	Loss Prevention Investigator
<a href="#"><u>11-3111.00</u></a>	Payroll Manager
<a href="#"><u>13-1011.00</u></a>	Talent Agent
<a href="#"><u>11-3071.01</u></a>	Transportation Manager

O*NET SOC Code	Additional Career Possibilities
<a href="#"><u>53-2011.00</u></a>	Airline Pilot
<a href="#"><u>11-9199.03</u></a>	Portfolio Administrator
<a href="#"><u>13-1023.00</u></a>	Purchasing Agent
<a href="#"><u>15-1199.08</u></a>	Business Architect
	Business Consultant
<a href="#"><u>11-1011.00</u></a>	Chief Financial Officer
	Continuous Improvement Manager
<a href="#"><u>43-9199.00</u></a>	Contract Administrator
	Corporate Planner
<a href="#"><u>11-3061.00</u></a>	Purchasing Manager
<a href="#"><u>13-2099.02</u></a>	Risk Management Analyst
<a href="#"><u>11-2022.00</u></a>	Sales Manager
<a href="#"><u>13-1111.00</u></a>	Knowledge Management Specialist
	Diversity & Leadership Manager
<a href="#"><u>13-1199.02</u></a>	Security Specialist
<a href="#"><u>13-1071.00</u></a>	Workforce Analyst
<a href="#"><u>13-1141.00</u></a>	Employee Compensation & Benefits Specialist
<a href="#"><u>23-1011.00</u></a>	Juvenile Court Counselor
<a href="#"><u>13-1081.00</u></a>	Logistician
<a href="#"><u>33-1011.00</u></a>	Prison Warden
<a href="#"><u>11-3071.03</u></a>	Outsourcing Manager
<a href="#"><u>19-3051.00</u></a>	Urban Planner
<a href="#"><u>13-1131.00</u></a>	Charitable Foundation Director
<a href="#"><u>11-1011.00</u></a>	Chief Operations Officer
<a href="#"><u>41-3031.03</u></a>	Commodities Trader

O*NET SOC Code	Additional Career Possibilities
	Corporate Wellness Manager

## Linking Pathway Planner to Your Future

Now that you've seen the list of careers that fit you well, it is time to begin weighing all your options. You'll want to spend some time researching the different career choices in this report. You may want to look at different options while researching, watch the videos on O\*NET, and visit different sites relating to certain careers to help you make informed decisions on where to move forward. Doing this research will help maximize your time and will make your search for a career much more productive.

Additionally, there are many other job search resources for you to explore on your own. Let's discuss a few in detail.

### Understanding & Using the O\*NET

As mentioned earlier, O\*NET is a valuable research tool when searching for careers. In addition to using the O\*NET codes listed in this report, you can also use the O\*Net to:

- **Find Occupations** based on Career Clusters and Industry among other things.
- **Conduct Advanced Searches** using specific tools or software.
- **Discover Crosswalks** where you can research other related Career Clusters.

Each O\*NET Occupational Summary provides extensive data. This data is organized into several groupings such as:

- **Tasks**
- **Knowledge**
- **Skills**
- **Abilities**
- **Work Activity**
- **Work Context**
- **Job Zone**
- **Education**
- **Interests**
- **Work Styles**
- **Work Values**
- **Related Occupations**
- **Wages & Employment Trends**

Career-specific videos are also provided at the state level, along with state-specific information for the occupation, like state and national wages and trends. At the bottom of each page you can select the state in which you are searching to find this additional information.

The videos you'll find on these pages are very helpful. You'll actually see what each career has to offer and hear someone describe the different aspects of the job. This is a great place to start deciding which of the career paths you would prefer. Each video quickly summarizes a career, helping you expedite your research.

### Gather Information Using the Internet

In addition to general searches on the internet, here are a few resources for you to consider:

- Your state's workforce board
- Monster.com – <http://www.monster.com/>
- Indeed.com – <http://www.indeed.com/>
- Glassdoor.com – <http://www.glassdoor.com/>
- Salary.com – <http://www.salary.com/>
- Bureau of Labor and Statistics Occupational Outlook Handbook – <http://www.bls.gov/ooh/>

### Use Your Network of People

Expand your thinking and widen your opportunities. Talk with friends and family. Find out if they know someone who works in one of your career choices that might spend some time talking to you about how they got where they are. Utilize sites like LinkedIn and Facebook to gather information from people in your career choices. Find out what excites them about their career, what is most rewarding or most challenging about their job, and why they chose their career in the first place.

When you're researching, be prepared to gain answers from a basic set of questions. This will help you compare career paths equally. Some of the questions you might ask are:

- What additional education/training is required for this career?
- How long will it take me to acquire the education/training required?
- What are the costs to prepare for this career?
- Am I willing and able to devote the time and expense required to prepare for this career?
- How will I pay for my career preparations?
- What types of benefits should I expect to receive from this career?
- Am I willing to do what it takes to be successful in this career?

- What are some other jobs where I might be suited?

This process will help you refine your choices. With your Pathway Planner report and the resources listed here, you now have an excellent set of tools to find a career that is right for you. This will be an exciting journey!