

## Appendix A

### *Career?* Characteristics Lists

The following worksheets are excerpted from the book *Career?* by Thomas S. Maple, Ph.D. and are intended to be used in conjunction with it. You may print copies of these worksheets for your own career exploration.

#### INTERESTS

- \_\_\_ **agriculture (R)** – producing crops and/or raising livestock
- \_\_\_ **nature (R)** – directly experiencing plants, animals, or earth; usually done outdoors
- \_\_\_ **military activities (R)** – performing tasks associated with military organizations
- \_\_\_ **protective services (R)** – serving in law enforcement or fire fighting
- \_\_\_ **sports (R)** – playing/performing an individual or team sports activity
- \_\_\_ **domestic arts (R)** – performing the tasks of managing a home, including cooking, sewing, shopping, and cleaning
- \_\_\_ **mechanics (R)** – designing, constructing, or operating machines or tools
- \_\_\_ **construction (R)** – the assembling of buildings, bridges, and other large structures
- \_\_\_ **physical sciences (I)** – investigating the physical phenomena of non-living materials  
(examples: physics, chemistry, astronomy)
- \_\_\_ **life sciences (I)** – investigating the physical phenomena of plants, animals, and/or humans  
(examples: botany, zoology, human anatomy and physiology)
- \_\_\_ **social sciences (I)** – investigating the human phenomena of individuals or groups  
(examples: psychology, sociology, political science)
- \_\_\_ **medical science (I)** – studying health topics
- \_\_\_ **healthcare services (I) (S)** – providing health care to patients
- \_\_\_ **mathematics (I)** – studying or using the operations of numbers
- \_\_\_ **writing facts/theories (I)** – creating informative written works  
(examples: technical writing, historical accounts, writing about scientific theory)
- \_\_\_ **writing opinions (A)** – writing essays that explain one’s own opinions or theories OR the opinions or theories of other people
- \_\_\_ **writing fiction/poetry (A)** – creating stories or poems
- \_\_\_ **creating music (A)** – writing music or performing it
- \_\_\_ **crafts (A)** – creating practical or decorative household objects by hand, perhaps using tools
- \_\_\_ **visual arts / design (A)** – drawing, painting, sculpting, and the applied arts, such as graphic design, interior design, fashion design, and industrial design
- \_\_\_ **enjoying music (A)** – listening to live or recorded music
- \_\_\_ **enjoying art objects (A)** – viewing and/or touching physical objects of art
- \_\_\_ **enjoying written/spoken art (A)** – reading poetry or other literature OR listening to entertaining spoken words, including watching plays and movies
- \_\_\_ **dancing (A)** – engaging in dance—choreographed or spontaneous
- \_\_\_ **acting (A)** – representing a dramatic or comedic character before a live audience or before cameras

- \_\_\_ **directing artists (A)** – providing instructions or advice to artists on artistic projects
- \_\_\_ **culinary arts (A)** – planning and cooking meals or snack foods for self, for friends, or for strangers
- \_\_\_ **law (A)** – studying a legal system and applying its rules to situations
- \_\_\_ **public speaking (A)** – performing a written or spontaneous speech for an audience
- \_\_\_ **coaching athletes (S) (R)** – helping athletes to develop skills or to perform well in matches
- \_\_\_ **religious activities (S)** – engaging in activities to celebrate spirituality or to further one’s spiritual development or the spiritual development of others
- \_\_\_ **teaching academic subjects (S)** – providing academic instruction to an individual or to a group
- \_\_\_ **child care (S)** – tending to the physical and psychological needs of children
- \_\_\_ **discussing ideas (S)** – participating in a conversation about concepts, policies, or practices
- \_\_\_ **counseling / advising (S)** – counseling or advising an individual or a group of people
- \_\_\_ **training (E) (S)** – planning or conducting task-related instruction for an individual or a group
- \_\_\_ **sales (E)** – persuading potential customers to buy products or services
- \_\_\_ **public influence (E) (A)** – promoting to the public certain ideas or attitudes
- \_\_\_ **debating (E) (A)** – arguing a point or a policy
- \_\_\_ **bargaining/negotiating (E)** – discussing a contentious matter with the goal of arriving at an agreement with the other party
- \_\_\_ **supervising/leading others (E)** – directing the work of others or motivating them
- \_\_\_ **arbitrating (E)** – deciding on a fair resolution to a conflict between other parties
- \_\_\_ **overseeing an organization (E)** – directing various aspects of a business or other organization, including goal-setting, personnel, budgets, and policies and procedures
- \_\_\_ **account keeping (C)** – maintaining records of transactions in one or more monetary accounts
- \_\_\_ **finance (C)** – investing money or managing funds
- \_\_\_ **clerical activities (C)** – performing tasks such as typing, filing, photocopying, or maintaining an appointment schedule
- \_\_\_ **electronics and technology (C)** – studying, repairing, or using electronic devices, including computers
- \_\_\_ **managing computer systems / information systems (C)** – administering information technology systems



## VALUES

- \_\_\_ **autonomy** – working with little supervision OR being your own boss
- \_\_\_ **flexible work schedule** – setting your own hours
- \_\_\_ **minimal hours** – working as few hours as possible each week/month/etc.
- \_\_\_ **travel in work** – traveling as part of your job duties
- \_\_\_ **high income** – having a much greater than average income

- \_\_\_ **helping (observed)** – assisting others and clearly seeing them benefit from your help
- \_\_\_ **helping (believed)** – assisting others and assuming that they have benefited from your help
- \_\_\_ **steady income** – having a regular pay that you can expect to be about the same each time
- \_\_\_ **security in job market** – having confidence that you could leave your employer and soon find comparable work with another employer
- \_\_\_ **prestige (external)** – being recognized in society for the high status of your occupation
- \_\_\_ **prestige (internal)** – being recognized by people within your company/agency/organization for the high status of your position
- \_\_\_ **praise (by peers)** – receiving praise for your work from co-workers or from others who work in your occupation
- \_\_\_ **praise (by boss)** – receiving praise for your work from your supervisor(s)
- \_\_\_ **praise (by clients)** – receiving praise for your work from your customers/clients
- \_\_\_ **control over environment** – having control over many of the aspects of your work environment
- \_\_\_ **variety in tasks** – frequently doing new or different tasks
- \_\_\_ **consistency of tasks** – being able to do the same tasks routinely without having to learn new ones
- \_\_\_ **variety in people** – frequently interacting with new people, either within your organization or outside of it
- \_\_\_ **consistency in people** – regularly interacting with the same people, either within your organization or outside of it
- \_\_\_ **resolution of tasks** – being able to see many of your projects utterly completed
- \_\_\_ **cooperation** – interacting with co-workers or customers in a cooperative effort to achieve some goal
- \_\_\_ **benefiting society** – knowing that your work is helping society in some way(s)
- \_\_\_ **benefiting nature** – knowing that your work is helping nature in some way(s)
- \_\_\_ **adventure** – doing work that involves taking risks or exploring unknowns
- \_\_\_ **permanent residence** – keeping your place of residence in a specified city/state/region
- \_\_\_ **low pressure** – feeling little stress or pressure from your work
- \_\_\_ **high pressure** – feeling pressure to perform up to high standards
- \_\_\_ **slow pace** – being able to perform your work at a slow pace
- \_\_\_ **fast pace** – being required to perform your work at a fast pace
- \_\_\_ **safety** – refraining from tasks that have the potential to be physically hazardous
- \_\_\_ **religious base** – doing work that matches particularly well with your religious beliefs
- \_\_\_ **mobility** – being free to relocate to one of many places and still do the same type of work
- \_\_\_ **fame** – doing work that results in you being famous or recognized by many people
- \_\_\_ **legacy** – knowing that long after you have retired, the results of your work will continue to exist or to benefit someone
- \_\_\_ **learning** – constantly or frequently acquiring knowledge or skills



## ABILITIES

- using language in speaking
- using language in writing facts
- using language in writing fiction/poetry
- using language in writing opinions/theory
- tolerating frustration/disappointment
- attending to detail
- speaking in public
- speaking one-on-one
- keeping records
- delegating authority / assigning work
- listening to other people
- guiding a discussion
- making decisions quickly
- making decisions slowly
- providing constructive criticism
- bartering/negotiating
- organizing items using a system
- creating a system for organizing
- explaining opinion/theories
- persuading with writing
- persuading in person (individuals or groups)
- debating ideas with other people
- doing arithmetic
- composing music
- singing
- playing music
- supervising others
- managing the operations of an organization
- managing a budget
- studying: animal bodies / human bodies / plants
- studying phenomena of the physical environment
- studying social/psychological phenomena
- explaining concepts/ideas
- explaining tasks/processes
- teaching individuals
- teaching groups of people
- training individuals
- training groups of people

- counseling/advising a person
- expressing empathy
- establishing rapport with people
- interviewing people
- mediating/resolving conflicts between people
- thinking strategically
- using logic to solve problems
- designing computer programs
- using computer programs
- repairing computers
- designing electronic devices
- building or repairing electronic devices
- understanding machinery
- designing machinery
- building or repairing machinery
- searching for information
- recalling facts
- recognizing people
- manipulating objects
- exerting force using muscles
- performing feats of agility/speed
- motivating others
- motivating yourself
- being cheerful/polite
- using hands – manual dexterity
- understanding written instructions
- understanding spoken instructions
- tending animals
- training/managing animals
- editing writing
- planning events
- acting
- amusing others
- creating art objects
- putting people at ease
- envisioning possibilities
- understanding written essays, articles, or books
- tending plants



## PERSONALITY TRAITS

- having even mood/temper
- orderly / organized
- compassionate / empathetic
- expressive
- tolerant
- patient
- task-oriented
- attentive to detail
- courageous
- adventurous
- careful / cautious
- pensive (contemplating)
- gregarious (friendliness)
- shy / reserved
- quiet
- outspoken
- fun-loving
- introspective (examining one's own thought process)
- resisting one's own impulses/temptation
- intuitive
- trusting
- guarded
- planning
- improvising
- persistent / persevering
- persuasive
- direct in conversation
- tactful in conversation
- holding high standards for self
- holding high standards for others
- open-minded
- firm in one's beliefs
- loyal
- reliable

- spontaneous
- decisive
- deliberating
- indecisive
- enjoying challenges
- preferring routine
- preferring change/novelty/variety
- logical
- emotional
- encouraging
- self-motivated
- self-disciplined
- independent
- appreciative of help
- inquisitive
- practical
- innovative
- confident in own judgment
- confident in own abilities
- sensitive
- practical
- flexible
- cooperative
- competitive
- dependable
- generous
- efficient
- imaginative
- curious
- achievement-oriented
- comfortable in leading others
- comfortable in following others
- enjoying learning for its own sake
- enjoying learning very practical information/skills
- organized



## Appendix B

### My Characteristics

The following worksheets are excerpted from the book *Career?* by Thomas S. Maple, Ph.D. and are intended to be used in conjunction with it. You may print copies of these worksheets for your own career exploration.



Excerpted from the book *Career?*  
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## INTERESTS

INTEREST	CODE(S)
1. _____	_____
2. _____	_____
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18. _____	_____
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20. _____	_____
21. _____	_____
22. _____	_____
23. _____	_____
24. _____	_____

## VALUES

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24. \_\_\_\_\_

## ABILITIES

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## PERSONALITY TRAITS

1. \_\_\_\_\_
2. \_\_\_\_\_
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24. \_\_\_\_\_

## Appendix D

### My Fields and Occupations: The Master List

The following worksheet is excerpted from the book *Career?* by Thomas S. Maple, Ph.D. and is intended to be used in conjunction with it. You may print copies of this worksheet for your own career exploration.



Excerpted from the book *Career?*  
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## MY MASTER LIST OF FIELDS AND OCCUPATIONS

Field: \_\_\_\_\_

Occupation/Specialty: \_\_\_\_\_

Occupation/Specialty: \_\_\_\_\_

Occupation/Specialty: \_\_\_\_\_

Occupation/Specialty: \_\_\_\_\_

Occupation/Specialty: \_\_\_\_\_

Field: \_\_\_\_\_

Occupation/Specialty: \_\_\_\_\_

Occupation/Specialty: \_\_\_\_\_

Occupation/Specialty: \_\_\_\_\_

Occupation/Specialty: \_\_\_\_\_

Occupation/Specialty: \_\_\_\_\_

Field: \_\_\_\_\_

Occupation/Specialty: \_\_\_\_\_

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Occupation/Specialty: \_\_\_\_\_

Occupation/Specialty: \_\_\_\_\_

Field: \_\_\_\_\_

Occupation/Specialty: \_\_\_\_\_

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Occupation/Specialty: \_\_\_\_\_

Occupation/Specialty: \_\_\_\_\_



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# Appendix E

## My Notes on Occupations

The following worksheets are excerpted from the book *Career?* by Thomas S. Maple, Ph.D. and is intended to be used in conjunction with it. You may print copies of these worksheets for your own career exploration.



Excerpted from the book *Career?*  
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## MY NOTES ON OCCUPATION \_\_\_\_\_

Nature of the work: \_\_\_\_\_

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Job market outlook: \_\_\_\_\_

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Income and benefits: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specialties / environments / paths to consider: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How the occupation fits well with me: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How the occupation doesn't fit well with me: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Appendix F

### My Measure of Fit

The following worksheets are excerpted from the book *Career?* by Thomas S. Maple, Ph.D. and are intended to be used in conjunction with it. You may print copies of these worksheets for your own career exploration.



Excerpted from the book *Career?*  
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## EXPLORER-OCCUPATION FIT

OCCUPATION: \_\_\_\_\_

### POSITIVE ATTRIBUTES

- \_\_\_\_\_ rating: \_\_\_\_\_
- \_\_\_\_\_ rating: \_\_\_\_\_
- \_\_\_\_\_ rating: \_\_\_\_\_
- \_\_\_\_\_ rating: \_\_\_\_\_
- \_\_\_\_\_ rating: \_\_\_\_\_
- \_\_\_\_\_ rating: \_\_\_\_\_
- \_\_\_\_\_ rating: \_\_\_\_\_
- \_\_\_\_\_ rating: \_\_\_\_\_
- \_\_\_\_\_ rating: \_\_\_\_\_
- \_\_\_\_\_ rating: \_\_\_\_\_

TOTAL POSITIVE ATTRIBUTE POINTS: \_\_\_\_\_



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**NEGATIVE ATTRIBUTES**

- \_\_\_\_\_ rating: \_\_\_\_\_
- \_\_\_\_\_ rating: \_\_\_\_\_
- \_\_\_\_\_ rating: \_\_\_\_\_
- \_\_\_\_\_ rating: \_\_\_\_\_
- \_\_\_\_\_ rating: \_\_\_\_\_
- \_\_\_\_\_ rating: \_\_\_\_\_
- \_\_\_\_\_ rating: \_\_\_\_\_
- \_\_\_\_\_ rating: \_\_\_\_\_
- \_\_\_\_\_ rating: \_\_\_\_\_
- \_\_\_\_\_ rating: \_\_\_\_\_

**TOTAL NEGATIVE ATTRIBUTE POINTS:** \_\_\_\_\_

**POSITIVE POINTS** \_\_\_\_\_  
**minus NEGATIVE POINTS** \_\_\_\_\_  
**equals OUTCOME SCORE** \_\_\_\_\_

