

# **SAMPLE Paper & Pencil Vocational Assessments**

**Innovations in Employment Supports**

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# Work Ethic Employee Assessment

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

BEHAVIOUR	BELOW EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS
<b>Attitude</b>	<ul style="list-style-type: none"> <li>Brings negative outlook to work</li> <li>Allows events to control their emotions</li> <li>Complains about doing jobs they don't like</li> </ul>	<ul style="list-style-type: none"> <li>Rarely brings negative outlook to work</li> <li>Tries to prevent events from impacting their emotions</li> <li>Does all of their jobs - even if they don't like them</li> </ul>	<ul style="list-style-type: none"> <li>Consistently brings a positive attitude to work</li> <li>Doesn't allow negative events to impact their emotions</li> <li>Finds ways to make even tedious tasks enjoyable</li> </ul>
	SCORE 1 <input type="text"/>	SCORE 3 <input type="text"/>	SCORE 5 <input type="text"/>
<b>Attendance</b>	<ul style="list-style-type: none"> <li>Consistently tardy to work</li> <li>Arrives unprepared for the workday</li> <li>Frequently misses deadlines on tasks</li> </ul>	<ul style="list-style-type: none"> <li>Shows up on-time to work</li> <li>Comes ready and prepared for each workday</li> <li>Can be counted on to meet their deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Consistently arrives early to work</li> <li>Is 100 percent prepared to begin work each day</li> <li>Always meets deadlines</li> </ul>
	SCORE 1 <input type="text"/>	SCORE 3 <input type="text"/>	SCORE 5 <input type="text"/>
<b>Appearance</b>	<ul style="list-style-type: none"> <li>Often arrives at work in violation of dress code</li> <li>Work output is often sloppy and unprofessional</li> <li>Frequently uses negative tone and body language</li> </ul>	<ul style="list-style-type: none"> <li>Meets company dress code consistently</li> <li>Produces quality work consistently</li> <li>Refrains from using negative tone or body language</li> </ul>	<ul style="list-style-type: none"> <li>Goes above company dress code standards</li> <li>Always produces exceptional quality work</li> <li>Uses positive tone and body language with others</li> </ul>
	SCORE 1 <input type="text"/>	SCORE 3 <input type="text"/>	SCORE 5 <input type="text"/>
<b>Ambition</b>	<ul style="list-style-type: none"> <li>Only does the minimum required to complete tasks</li> <li>Lacks awareness of personal weaknesses</li> <li>Has no long-term goals</li> </ul>	<ul style="list-style-type: none"> <li>Takes initiative to do more than the minimum</li> <li>Understands they have personal weaknesses</li> <li>Has set at least one career goal</li> </ul>	<ul style="list-style-type: none"> <li>Consistently finds ways to add value to their tasks</li> <li>Has identified and is working on their personal weaknesses</li> <li>Established several career goals</li> </ul>
	SCORE 1 <input type="text"/>	SCORE 3 <input type="text"/>	SCORE 5 <input type="text"/>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>Frequently rationalizes decisions</li> <li>Follows policy they agree with</li> <li>Often shift blame when they make a mistake</li> </ul>	<ul style="list-style-type: none"> <li>Occasionally rationalizes decisions</li> <li>Follows all company policies</li> <li>Usually accepts blame if they make a mistake</li> </ul>	<ul style="list-style-type: none"> <li>Rarely rationalizes decisions</li> <li>Follows all company policies, even when no one is looking</li> <li>Fully accepts blame when they make a mistake</li> </ul>
	SCORE 1 <input type="text"/>	SCORE 3 <input type="text"/>	SCORE 5 <input type="text"/>
<b>Acceptance</b>	<ul style="list-style-type: none"> <li>Demonstrates respect only for co-workers they like</li> <li>Has difficulty dealing with diversity in the workplace</li> <li>Does not work well in teams</li> </ul>	<ul style="list-style-type: none"> <li>Shows respect to all co-workers</li> <li>Accepting of most workplace diversity</li> <li>Able to produce quality work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Respectful of all co-workers</li> <li>Accepting of all forms of diversity in the workplace</li> <li>Highly effective when working in teams</li> </ul>
	SCORE 1 <input type="text"/>	SCORE 3 <input type="text"/>	SCORE 5 <input type="text"/>
<b>Appreciation</b>	<ul style="list-style-type: none"> <li>Rarely gives good service to internal or external customers</li> <li>Does not thank co-workers for their help</li> </ul>	<ul style="list-style-type: none"> <li>Gives good service to internal and external customers</li> <li>Frequently thanks co-workers for their help</li> </ul>	<ul style="list-style-type: none"> <li>Frequently gives exceptional service to internal and external customers</li> <li>Always thanks co-workers</li> </ul>
	SCORE 1 <input type="text"/>	SCORE 3 <input type="text"/>	SCORE 5 <input type="text"/>

# Career Clusters Interest Survey

Name \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

**Directions:** Circle the items in each box that best describe you. You may make as many or as few circles in each box as you choose. Add up the number of circles in each box. Look to see which three boxes have the highest numbers. Find the corresponding Career Clusters on the pages immediately following this survey to see which Career Clusters you may want to explore.

<b>BOX 1</b>	<p><b>Activities that describe what I like to do:</b></p> <ol style="list-style-type: none"> <li>1. Learn how things grow and stay alive.</li> <li>2. Make the best use of the earth's natural resources.</li> <li>3. Hunt and/or fish.</li> <li>4. Protect the environment.</li> <li>5. Be outdoors in all kinds of weather.</li> <li>6. Plan, budget, and keep records.</li> <li>7. Operate machines and keep them in good repair.</li> </ol>	<p><b>Personal qualities that describe me:</b></p> <ol style="list-style-type: none"> <li>1. Self-reliant</li> <li>2. Nature lover</li> <li>3. Physically active</li> <li>4. Planner</li> <li>5. Creative problem solver</li> </ol>	<p><b>School subjects that I like:</b></p> <ol style="list-style-type: none"> <li>1. Math</li> <li>2. Life Sciences</li> <li>3. Earth Sciences</li> <li>4. Chemistry</li> <li>5. Agriculture</li> </ol>	<p><b>Total number circled in Box 1</b></p> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>
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<b>BOX 2</b>	<p><b>Activities that describe what I like to do:</b></p> <ol style="list-style-type: none"> <li>1. Read and follow blueprints and/or instructions.</li> <li>2. Picture in my mind what a finished product looks like.</li> <li>3. Work with my hands.</li> <li>4. Perform work that requires precise results.</li> <li>5. Solve technical problems.</li> <li>6. Visit and learn from beautiful, historic, or interesting buildings.</li> <li>7. Follow logical, step-by-step procedures.</li> </ol>	<p><b>Personal qualities that describe me:</b></p> <ol style="list-style-type: none"> <li>1. Curious</li> <li>2. Good at following directions</li> <li>3. Pay attention to detail</li> <li>4. Good at visualizing possibilities</li> <li>5. Patient and persistent</li> </ol>	<p><b>School subjects that I like:</b></p> <ol style="list-style-type: none"> <li>1. Math</li> <li>2. Drafting</li> <li>3. Physical Sciences</li> <li>4. Construction Trades</li> <li>5. Electrical Trades/Heat, Air Conditioning and Refrigeration/Technology Education</li> </ol>	<p><b>Total number circled in Box 2</b></p> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>
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<b>BOX 3</b>	<p><b>Activities that describe what I like to do:</b></p> <ol style="list-style-type: none"> <li>1. Use my imagination to communicate new information to others.</li> <li>2. Perform in front of others.</li> <li>3. Read and write.</li> <li>4. Play a musical instrument.</li> <li>5. Perform creative, artistic activities.</li> <li>6. Use video and recording technology.</li> <li>7. Design brochures and posters.</li> </ol>	<p><b>Personal qualities that describe me:</b></p> <ol style="list-style-type: none"> <li>1. Creative and imaginative</li> <li>2. Good communicator/good vocabulary</li> <li>3. Curious about new technology</li> <li>4. Relate well to feelings and thoughts of others</li> <li>5. Determined/tenacious</li> </ol>	<p><b>School subjects that I like:</b></p> <ol style="list-style-type: none"> <li>1. Art/Graphic design</li> <li>2. Music</li> <li>3. Speech and Drama</li> <li>4. Journalism/Literature</li> <li>5. Audiovisual Technologies</li> </ol>	<p><b>Total number circled in Box 3</b></p> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>
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Source: Adapted from the Guidance Division Survey, Oklahoma Department of Career and Technology Education (2005)

**Note:** This survey does not make any claims of statistical reliability and has not been normed. It is intended for use as a guidance tool to generate discussion regarding careers and is valid for that purpose.

<b>BOX 4</b>	<b>Activities that describe what I like to do:</b> <ol style="list-style-type: none"> <li>1. Perform routine, organized activities but can be flexible.</li> <li>2. Work with numbers and detailed information.</li> <li>3. Be the leader in a group.</li> <li>4. Make business contact with people.</li> <li>5. Work with computer programs.</li> <li>6. Create reports and communicate ideas.</li> <li>7. Plan my work and follow instructions without close supervision.</li> </ol>	<b>Personal qualities that describe me:</b> <ol style="list-style-type: none"> <li>1. Organized</li> <li>2. Practical and logical</li> <li>3. Patient</li> <li>4. Tactful</li> <li>5. Responsible</li> </ol>	<b>School subjects that I like:</b> <ol style="list-style-type: none"> <li>1. Computer Applications/Business and Information Technology</li> <li>2. Accounting</li> <li>3. Math</li> <li>4. English</li> <li>5. Economics</li> </ol>	<b>Total number circled in Box 4</b> <input style="width: 50px; height: 40px; margin-top: 10px;" type="text"/>
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<b>BOX 5</b>	<b>Activities that describe what I like to do:</b> <ol style="list-style-type: none"> <li>1. Communicate with different types of people.</li> <li>2. Help others with their homework or to learn new things.</li> <li>3. Go to school.</li> <li>4. Direct and plan activities for others.</li> <li>5. Handle several responsibilities at once.</li> <li>6. Acquire new information.</li> <li>7. Help people overcome their challenges.</li> </ol>	<b>Personal qualities that describe me:</b> <ol style="list-style-type: none"> <li>1. Friendly</li> <li>2. Decision maker</li> <li>3. Helpful</li> <li>4. Innovative/Inquisitive</li> <li>5. Good listener</li> </ol>	<b>School subjects that I like:</b> <ol style="list-style-type: none"> <li>1. Language Arts</li> <li>2. Social Studies</li> <li>3. Math</li> <li>4. Science</li> <li>5. Psychology</li> </ol>	<b>Total number circled in Box 5</b> <input style="width: 50px; height: 40px; margin-top: 10px;" type="text"/>
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<b>BOX 6</b>	<b>Activities that describe what I like to do:</b> <ol style="list-style-type: none"> <li>1. Work with numbers.</li> <li>2. Work to meet a deadline.</li> <li>3. Make predictions based on existing facts.</li> <li>4. Have a framework of rules by which to operate.</li> <li>5. Analyze financial information and interpret it to others.</li> <li>6. Handle money with accuracy and reliability.</li> <li>7. Take pride in the way I dress and look.</li> </ol>	<b>Personal qualities that describe me:</b> <ol style="list-style-type: none"> <li>1. Trustworthy</li> <li>2. Orderly</li> <li>3. Self-confident</li> <li>4. Logical</li> <li>5. Methodical or efficient</li> </ol>	<b>School subjects that I like:</b> <ol style="list-style-type: none"> <li>1. Accounting</li> <li>2. Math</li> <li>3. Economics</li> <li>4. Banking/Financial Services</li> <li>5. Business Law</li> </ol>	<b>Total number circled in Box 6</b> <input style="width: 50px; height: 40px; margin-top: 10px;" type="text"/>
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<b>BOX 7</b>	<b>Activities that describe what I like to do:</b> <ol style="list-style-type: none"> <li>1. Be involved in politics.</li> <li>2. Negotiate, defend, and debate ideas and topics.</li> <li>3. Plan activities and work cooperatively with others.</li> <li>4. Work with details.</li> <li>5. Perform a variety of duties that may change often.</li> <li>6. Analyze information and interpret it to others.</li> <li>7. Travel and see things that are new to me.</li> </ol>	<b>Personal qualities that describe me:</b> <ol style="list-style-type: none"> <li>1. Good communicator</li> <li>2. Competitive</li> <li>3. Service-minded</li> <li>4. Well-organized</li> <li>5. Problem solver</li> </ol>	<b>School subjects that I like:</b> <ol style="list-style-type: none"> <li>1. Government</li> <li>2. Language Arts</li> <li>3. History</li> <li>4. Math</li> <li>5. Foreign Language</li> </ol>	<b>Total number circled in Box 7</b> <input style="width: 50px; height: 40px; margin-top: 10px;" type="text"/>
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<b>BOX 8</b>	<p><b>Activities that describe what I like to do:</b></p> <ol style="list-style-type: none"> <li>1. Work under pressure.</li> <li>2. Help sick people and animals.</li> <li>3. Make decisions based on logic and information.</li> <li>4. Participate in health and science classes.</li> <li>5. Respond quickly and calmly in emergencies.</li> <li>6. Work as a member of a team.</li> <li>7. Follow guidelines precisely and meet strict standards of accuracy.</li> </ol>	<p><b>Personal qualities that describe me:</b></p> <ol style="list-style-type: none"> <li>1. Compassionate and caring</li> <li>2. Good at following directions</li> <li>3. Conscientious and careful</li> <li>4. Patient</li> <li>5. Good listener</li> </ol>	<p><b>School subjects that I like:</b></p> <ol style="list-style-type: none"> <li>1. Biological Sciences</li> <li>2. Chemistry</li> <li>3. Math</li> <li>4. Occupational Health classes</li> <li>5. Language Arts</li> </ol>	<p><b>Total number circled in Box 8</b></p> <div style="border: 1px solid black; width: 50px; height: 50px; margin: 0 auto;"></div>
<b>BOX 9</b>	<p><b>Activities that describe what I like to do:</b></p> <ol style="list-style-type: none"> <li>1. Investigate new places and activities.</li> <li>2. Work with all ages and types of people.</li> <li>3. Organize activities in which other people enjoy themselves.</li> <li>4. Have a flexible schedule.</li> <li>5. Help people make up their minds.</li> <li>6. Communicate easily, tactfully, and courteously.</li> <li>7. Learn about other cultures.</li> </ol>	<p><b>Personal qualities that describe me:</b></p> <ol style="list-style-type: none"> <li>1. Tactful</li> <li>2. Self-motivated</li> <li>3. Works well with others</li> <li>4. Outgoing</li> <li>5. Slow to anger</li> </ol>	<p><b>School subjects that I like:</b></p> <ol style="list-style-type: none"> <li>1. Language Arts/Speech</li> <li>2. Foreign Language</li> <li>3. Social Sciences</li> <li>4. Marketing</li> <li>5. Food Services</li> </ol>	<p><b>Total number circled in Box 9</b></p> <div style="border: 1px solid black; width: 50px; height: 50px; margin: 0 auto;"></div>
<b>BOX 10</b>	<p><b>Activities that describe what I like to do:</b></p> <ol style="list-style-type: none"> <li>1. Care about people, their needs, and their problems.</li> <li>2. Participate in community services and/or volunteering.</li> <li>3. Listen to other people's viewpoints.</li> <li>4. Help people be at their best.</li> <li>5. Work with people from preschool age to old age.</li> <li>6. Think of new ways to do things.</li> <li>7. Make friends with different kinds of people.</li> </ol>	<p><b>Personal qualities that describe me:</b></p> <ol style="list-style-type: none"> <li>1. Good communicator/good listener</li> <li>2. Caring</li> <li>3. Non-materialistic</li> <li>4. Intuitive and logical</li> <li>5. Non-judgmental</li> </ol>	<p><b>School subjects that I like:</b></p> <ol style="list-style-type: none"> <li>1. Language Arts</li> <li>2. Psychology/Sociology</li> <li>3. Family and Consumer Sciences</li> <li>4. Finance</li> <li>5. Foreign Language</li> </ol>	<p><b>Total number circled in Box 10</b></p> <div style="border: 1px solid black; width: 50px; height: 50px; margin: 0 auto;"></div>
<b>BOX 11</b>	<p><b>Activities that describe what I like to do:</b></p> <ol style="list-style-type: none"> <li>1. Work with computers.</li> <li>2. Reason clearly and logically to solve complex problems.</li> <li>3. Use machines, techniques, and processes.</li> <li>4. Read technical materials and diagrams and solve technical problems.</li> <li>5. Adapt to change.</li> <li>6. Play video games and figure out how they work.</li> <li>7. Concentrate for long periods without being distracted.</li> </ol>	<p><b>Personal qualities that describe me:</b></p> <ol style="list-style-type: none"> <li>1. Logical/analytical thinker</li> <li>2. See details in the big picture</li> <li>3. Persistent</li> <li>4. Good concentration skills</li> <li>5. Precise and accurate</li> </ol>	<p><b>School subjects that I like:</b></p> <ol style="list-style-type: none"> <li>1. Math</li> <li>2. Science</li> <li>3. Computer Tech/Applications</li> <li>4. Communications</li> <li>5. Graphic Design</li> </ol>	<p><b>Total number circled in Box 11</b></p> <div style="border: 1px solid black; width: 50px; height: 50px; margin: 0 auto;"></div>
<b>BOX 12</b>	<p><b>Activities that describe what I like to do:</b></p> <ol style="list-style-type: none"> <li>1. Work under pressure or in the face of danger.</li> <li>2. Make decisions based on my own observations.</li> <li>3. Interact with other people.</li> <li>4. Be in positions of authority.</li> <li>5. Respect rules and regulations.</li> <li>6. Debate and win arguments.</li> <li>7. Observe and analyze people's behavior.</li> </ol>	<p><b>Personal qualities that describe me:</b></p> <ol style="list-style-type: none"> <li>1. Adventurous</li> <li>2. Dependable</li> <li>3. Community-minded</li> <li>4. Decisive</li> <li>5. Optimistic</li> </ol>	<p><b>School subjects that I like:</b></p> <ol style="list-style-type: none"> <li>1. Language Arts</li> <li>2. Psychology/Sociology</li> <li>3. Government/History</li> <li>4. Law Enforcement</li> <li>5. First Aid/First Responder</li> </ol>	<p><b>Total number circled in Box 12</b></p> <div style="border: 1px solid black; width: 50px; height: 50px; margin: 0 auto;"></div>

<b>BOX 13</b>	<b>Activities that describe what I like to do:</b> <ol style="list-style-type: none"> <li>1. Work with my hands and learn that way.</li> <li>2. Put things together.</li> <li>3. Do routine, organized and accurate work.</li> <li>4. Perform activities that produce tangible results.</li> <li>5. Apply math to work out solutions.</li> <li>6. Use hand and power tools and operate equipment/machinery.</li> <li>7. Visualize objects in three dimensions from flat drawings.</li> </ol>	<b>Personal qualities that describe me:</b> <ol style="list-style-type: none"> <li>1. Practical</li> <li>2. Observant</li> <li>3. Physically active</li> <li>4. Step-by-step thinker</li> <li>5. Coordinated</li> </ol>	<b>School subjects that I like:</b> <ol style="list-style-type: none"> <li>1. Math-Geometry</li> <li>2. Chemistry</li> <li>3. Trade and Industry courses</li> <li>4. Physics</li> <li>5. Language Arts</li> </ol>	<b>Total number circled in Box 13</b> <input style="width: 50px; height: 40px; margin-top: 10px;" type="text"/>
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<b>BOX 14</b>	<b>Activities that describe what I like to do:</b> <ol style="list-style-type: none"> <li>1. Shop and go to the mall.</li> <li>2. Be in charge.</li> <li>3. Make displays and promote ideas.</li> <li>4. Give presentations and enjoy public speaking.</li> <li>5. Persuade people to buy products or to participate in activities.</li> <li>6. Communicate my ideas to other people.</li> <li>7. Take advantage of opportunities to make extra money.</li> </ol>	<b>Personal qualities that describe me:</b> <ol style="list-style-type: none"> <li>1. Enthusiastic</li> <li>2. Competitive</li> <li>3. Creative</li> <li>4. Self-motivated</li> <li>5. Persuasive</li> </ol>	<b>School subjects that I like:</b> <ol style="list-style-type: none"> <li>1. Language Arts</li> <li>2. Math</li> <li>3. Business Education/Marketing</li> <li>4. Economics</li> <li>5. Computer Applications</li> </ol>	<b>Total number circled in Box 14</b> <input style="width: 50px; height: 40px; margin-top: 10px;" type="text"/>
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<b>BOX 15</b>	<b>Activities that describe what I like to do:</b> <ol style="list-style-type: none"> <li>1. Interpret formulas.</li> <li>2. Find the answers to questions.</li> <li>3. Work in a laboratory.</li> <li>4. Figure out how things work and investigate new things.</li> <li>5. Explore new technology.</li> <li>6. Experiment to find the best way to do something.</li> <li>7. Pay attention to details and help things be precise.</li> </ol>	<b>Personal qualities that describe me:</b> <ol style="list-style-type: none"> <li>1. Detail-oriented</li> <li>2. Inquisitive</li> <li>3. Objective</li> <li>4. Methodical</li> <li>5. Mechanically inclined</li> </ol>	<b>School subjects that I like:</b> <ol style="list-style-type: none"> <li>1. Math</li> <li>2. Science</li> <li>3. Drafting/Computer-Aided Drafting</li> <li>4. Electronics/Computer Networking</li> <li>5. Technical Classes/Technology Education</li> </ol>	<b>Total number circled in Box 15</b> <input style="width: 50px; height: 40px; margin-top: 10px;" type="text"/>
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<b>BOX 16</b>	<b>Activities that describe what I like to do:</b> <ol style="list-style-type: none"> <li>1. Travel.</li> <li>2. See well and have quick reflexes.</li> <li>3. Solve mechanical problems.</li> <li>4. Design efficient processes.</li> <li>5. Anticipate needs and prepare to meet them.</li> <li>6. Drive or ride.</li> <li>7. Move things from one place to another.</li> </ol>	<b>Personal qualities that describe me:</b> <ol style="list-style-type: none"> <li>1. Realistic</li> <li>2. Mechanical</li> <li>3. Coordinated</li> <li>4. Observant</li> <li>5. Planner</li> </ol>	<b>School subjects that I like:</b> <ol style="list-style-type: none"> <li>1. Math</li> <li>2. Trade and Industry courses</li> <li>3. Physical Sciences</li> <li>4. Economics</li> <li>5. Foreign Language</li> </ol>	<b>Total number circled in Box 16</b> <input style="width: 50px; height: 40px; margin-top: 10px;" type="text"/>
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**Disclaimer:** Your interests may change over time. These survey results are intended to assist you with informal career exploration. Consider more formal assessments and other resources or services to help you plan your career. This survey does not make any claims of statistical reliability.












# The Sixteen Career Clusters

<p><b>1</b></p> <p><i>Agriculture, Food &amp; Natural Resources</i></p>	<p>The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.</p>
<p><b>2</b></p> <p><i>Architecture &amp; Construction</i></p>	<p>Careers in designing, planning, managing, building, and maintaining the built environment.</p>
<p><b>3</b></p> <p><i>Arts, A/V Technology &amp; Communications</i></p>	<p>Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.</p>
<p><b>4</b></p> <p><i>Business Management &amp; Administration</i></p>	<p>Business Management and Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.</p>
<p><b>5</b></p> <p><i>Education &amp; Training</i></p>	<p>Planning, managing, and providing education and training services, and related learning support services.</p>
<p><b>6</b></p> <p><i>Finance</i></p>	<p>Planning, services for financial and investment planning, banking, insurance, and business financial management.</p>
<p><b>7</b></p> <p><i>Government &amp; Public Administration</i></p>	<p>Executing governmental functions to include governance; national security; foreign service; planning; revenue and taxation; regulation; and management and administration at the local, state, and federal levels.</p>
<p><b>8</b></p> <p><i>Health Science</i></p>	<p>Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.</p>
<p><b>9</b></p> <p><i>Hospitality &amp; Tourism</i></p>	<p>Hospitality and Tourism encompasses the management, marketing and operations of restaurants and other food services, lodging, attractions and recreation events, and travel-related services.</p>

## Career Clusters cont.

<p><b>10</b></p>  <p><i>Human Services</i></p>	<p>Preparing individuals for employment in career pathways that relate to families and human needs.</p>
<p><b>11</b></p>  <p><i>Information Technology</i></p>	<p>Building linkages in IT occupations framework for entry-level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia, and systems integration services.</p>
<p><b>12</b></p>  <p><i>Law, Public Safety, Corrections &amp; Security</i></p>	<p>Planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services.</p>
<p><b>13</b></p>  <p><i>Manufacturing</i></p>	<p>Planning, managing and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance, and manufacturing/process engineering.</p>
<p><b>14</b></p>  <p><i>Marketing</i></p>	<p>Planning, managing, and performing marketing activities to reach organizational objectives.</p>
<p><b>15</b></p>  <p><i>Science, Technology, Engineering &amp; Mathematics</i></p>	<p>Planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering), including laboratory and testing services, and research and development services.</p>
<p><b>16</b></p>  <p><i>Transportation, Distribution &amp; Logistics</i></p>	<p>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.</p>

My top three Career Clusters of interest are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

For more information, check with a career counselor at your high school, career technical center, higher education institution, or one-stop career center.



# Career Interest Survey

In order to choose a career that will give you personal satisfaction, you must spend some time thinking about what really interests you. This activity helps you match your interests to different types of careers. For each item, circle the letter of the activity you would rather do. It doesn't matter if you like both of them a lot or dislike both of them a lot; just pick the one you would rather do, and circle that letter.

- |  |   |  |
|--|---|--|
| A – Operate a printing press             | E – Make three-dimensional items          | L – Build kitchen cabinets               |
| B – Study the causes of earthquakes      | D – Analyze handwriting                   | N – Refinance a mortgage                 |
| C – Plant and harvest crops              | B – Design indoor sprinkler systems       | A – Sing in a concert                    |
| R – Replace a car window and fender      | F – Run a factory sewing machine          | R – Direct the takeoff/landing of planes |
| E – Analyze reports and records          | G – Develop personnel policies            | G – Operate a cash register              |
| F – Operate a machine                    | Q – Train racehorses                      | B – Collect rocks                        |
| G – Work in an office                    | D – Guard an office building              | G – Start a business                     |
| H – Answer customer questions            | H – Run a department store                | L – Draft a blueprint                    |
| D – Write reports                        | A – Write for a newspaper                 | M – Assess student progress              |
| J – Help former prison inmates find work | G – Use a calculator                      | L – Design an airplane                   |
| L – Design a freeway                     | O – Help people at a mental health clinic | O – Wrap a sprained ankle                |
| M – Plan educational lessons             | L – Remodel old houses                    | I – Guide an international tour group    |
| N – Balance a checkbook                  | M – Care for young children               | P – Solve technical problems             |
| O – Take an X-ray                        | D – Locate a missing person               | J – Provide spiritual guidance to others |
| P – Write a computer program             | N – Plan estate disbursements/payments    | Q – Manage a veterinary clinic           |
| Q – Train animals                        | P – Enter data                            | K – Lead others                          |
| C – Be in charge of replanting forests   | A – Design a book cover                   | E – Operate heavy equipment              |
| A – Act in a TV show or movie            | E – Build toys with written instructions  | Q – Manage a fish hatchery               |
| D – Solve a burglary                     | B – Figure out why someone is sick        | F – Assemble cars                        |
| F – Check products for quality           | R – Fly an airplane                       | K – Protect our borders                  |
| E – Build an airport                     | C – Learn how things grow and stay alive  | A – Play an instrument                   |
| G – Keep company business records        | H – Sell cars                             | J – Plan activities for adult day care   |
| F – Put together small tools             | I – Work as a restaurant host or hostess  | C – Research soybean use in paint        |
| P – Design a website                     | D – Fight fires                           | J – Provide consumer information         |
| M – Tutor students                       | G – Keep payroll records for a company    | D – Guard money in an armored car        |
| Q – Work at a zoo                        | J – Work in a nursing home                | B – Study human behavior                 |
| J – Take care of children                | G – Hire new staff                        | E – Fix a television set                 |
| O – Plan special diets                   | O – Run ventilators/breathing machines    | M – Run a school                         |
| A – Choreograph a dance                  | R – Drive a taxi                          | F – Fix a control panel                  |
| K – Lobby or show support for a cause    | A – Broadcast the news                    | J – Help friends with personal problems  |
| H – Sell clothes                         | K – Audit taxes for the government        | C – Oversee a logging crew               |
| E – Work with your hands                 | B – Sort and date dinosaur bones          | B – Study weather conditions             |
| I – Work at an amusement park            | O – Give shots                            | R – Pack boxes at a warehouse            |
| N – Sell insurance                       | C – Design landscaping                    | A – Teach dancing                        |
| I – Learn about ethnic groups            | P – Give tech support to computer users   | O – Sterilize surgical instruments       |
| P – Manage an information system         | D – Work in a courtroom                   | B – Study soil conditions                |
| N – Appraise the value of a house        | Q – Care for injured animals              | N – Play the stock market                |
| M – File books at the library            | I – Serve meals to customers              | C – Protect the environment              |

- M – Grade papers
- R – Operate a train
- L – Order building supplies
- E – Paint motors
- P – Develop new computer games
- H – Buy merchandise for a store
- K – Work to get someone elected
- C – Identify plants in a forest
- D – Guard inmates in a prison
- L – Read blueprints
- H – Line up concerts for a band
- K – Ask people survey questions
- E – Manage a factory
- O – Work as a nurse in a hospital
- A – Paint a portrait
- K – Testify before Congress
- B – Work with a microscope
- I – Schedule tee times at a golf course
- C – Classify plants
- O – Transcribe medical records
- F – Install rivets
- Q – Raise worms
- N – Balance accounts
- M – Develop learning games
- J – Read to sick people
- P – Repair computers
- F – Compare sizes and shapes of objects
- Q – Fish
- R – Repair bicycles
- K – Deliver mail
- M – Teach Special Education
- P – Set up a tracking system
- G – Manage a store
- H – Advertise goods and services
- R – Distribute supplies to dentists
- I – Compete in a sports event
- I – Check guests into a hotel
- M – Teach adults to read
- L – Follow step-by-step instructions
- N – Collect past due bills
- R – Inspect cargo containers
- F – Work in a cannery
- I – Coach a school sports team
- P – Update a website
- Q – Hunt
- K – Enlist in a branch of the military
- H – Sell sporting goods
- J – Cut and style hair
- B – Experiment to find new metals
- N – Work in a bank
- G – Work with computer programs
- N – Loan money
- L – Hang wallpaper
- D – Make an arrest
- O – Deliver babies
- H – Persuade people to buy something
- H – Stock shelves
- I – Serve concession stand drinks

## Career Evaluation

**Count the number of times you circled each letter and record each number in the chart below.**

A:	D:	G:	J:	M:	P:
B:	E:	H:	K:	N:	Q:
C:	F:	I:	L:	O:	R:

**Now that you have the results from your career interest assessment, it's time to learn about specific career fields that match your interests.**

**Write down the two letters with the most responses. These are your top two areas of career interest. If you have a tie, list three:**

\_\_\_\_\_

**Find and read the description of your top area of career interest on the next page. Then, record your interest area(s) here:**

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# Career Interest Areas

- A. Arts, A/V Technology and Communications:** Interest in creative or performing arts, communication or A/V technology.
- B. Science, Technology, Engineering and Mathematics:** Interest in problem-solving, discovering, collecting and analyzing information and applying findings to problems in science, math and engineering.
- C. Plants, Agriculture and Natural Resources:** Interest in activities involving plants, usually in an outdoor setting.
- D. Law, Public Safety, Corrections and Security:** Interest in judicial, legal and protective services for people and property.
- E. Mechanical Manufacturing:** Interest in applying mechanical principles to practical situations using machines, hand tools or techniques.
- F. Industrial Manufacturing:** Interest in repetitive, organized activities in a factory or industrial setting.
- G. Business, Management and Administration:** Interest in organizing, directing and evaluating business functions.
- H. Marketing, Sales and Service:** Interest in bringing others to a point of view through personal persuasion, using sales or promotional techniques.
- I. Hospitality and Tourism:** Interest in providing services to others in travel planning and hospitality services in hotels, restaurants and recreation.
- J. Human Services:** Interest in helping others with their mental, spiritual, social, physical or career needs.
- K. Government and Public Administration:** Interest in performing government functions at the local, state or federal level.
- L. Architecture, Design and Construction:** Interest in designing, planning, managing, building and maintaining physical structures.
- M. Education and Training:** Interest in planning, managing and providing educational services, including support services, library and information services.
- N. Finance, Banking, Investments and Insurance:** Interest in financial and investment planning and management, and providing banking and insurance services.
- O. Health Sciences, Care and Prevention:** Interest in helping others by providing diagnostic, therapeutic, informational and environmental services, including researching and developing new health care services.
- P. Information Technology (IT):** Interest in the design, development, support and management of hardware, software, multimedia, systems integration services and technical support.
- Q. Animals, Agriculture and Natural Resources:** Interest in activities involving the training, raising, feeding and caring for animals.
- R. Transportation, Distribution and Logistics:** Interest in the movement of people, materials and goods by road, pipeline, air, railroad or water.

# Career Evaluation

Now that you know what career areas may interest you, explore some of the careers that fall in those categories below. Do you see any occupations you want to know more about? If so, those are the careers you might want to research as future occupations.

## Agriculture, Animals and Natural Resources

Agricultural Engineer  
Agricultural Scientist  
Animal Trainer  
Chef  
Conservation Scientist  
Farm Equipment Mechanic  
Fish and Game Warden  
Forester  
Veterinarian  
Zoologist

## Architecture and Construction

Architect  
Cabinetmaker  
Carpenter  
Construction Manager  
Electrician  
Civil Engineer  
General Construction Worker  
Highway Maintenance Worker  
Interior Designer  
Sheet Metal Worker  
Surveying and Mapping Technician

## Arts, A/V Technology and Communications

Actor  
Art Director  
Broadcast Technician  
Camera Operator  
Composer and Music Arranger  
Film and Video Editor  
Cartographer  
News Reporter  
Photographer  
Producer and Director  
Set and Exhibit Designer  
Technical Writer  
Graphic Designer

## Business, Management and Administration

Accountant  
Advertising Manager  
Computer Operator  
Court Reporter  
Management Analyst  
Meeting and Convention Planner  
Payroll Clerk  
Property and Real Estate Manager  
Shipping and Receiving Clerk  
Statistician

## Education and Training

Audio/Visual Specialist  
Coach and Sports Instructor  
College/University Administrator  
Teacher/Professor  
Librarian  
Public Health Educator  
Special Education Teacher  
Speech Pathologist

## Finance

Accounting Clerk  
Appraiser  
Credit Analyst  
Credit Checker  
Economist  
Financial Counselor  
Insurance Adjuster and Examiner  
Insurance Agent  
Loan Officer  
Tax Preparer

## Government and Public Administration

City Planning Aide  
Construction/Building Inspector  
Interpreter and Translator  
License Clerk  
Occupational Health Specialist  
Tax Examiner

## Health Sciences

Anesthesiologist  
Athletic Trainer  
Chiropractor  
Dentist  
Emergency Medical Technician  
Physical Therapist  
Occupational Therapist  
Pharmacist  
Physician  
Registered Nurse

## Hospitality and Tourism

Baggage Porter and Bellhop  
Chef and Dinner Cook  
Food Service Worker  
Hotel Manager  
Janitor/Housekeeper Supervisor  
Reservation and Ticket Agent  
Restaurant Manager  
Tour Guide  
Travel Agent

## Human Services

Child Care Worker  
Clergy  
Cosmetologist  
Counselor  
Funeral Director  
Manicurist  
Professional Makeup Artist  
Financial Adviser  
Psychologist  
Residential Counselor  
Social Worker

## Information Technology (IT)

Computer/Information Systems Manager  
Computer Engineer  
Computer Programmer  
Computer Security Specialist  
Computer Support Specialist

Computer Systems Analyst  
Data Communications Analyst  
IT Mechanic

## Law, Public Safety, Corrections and Security

Coroner  
Corrections Officer  
Court Clerk  
Detective and Investigator  
Firefighter  
Judge  
Lawyer  
Life Guard and Ski Patrolman  
Police Patrol Officer

## Manufacturing (Mechanical/Industrial)

Chemical Engineer  
Forklift Operator  
Gas and Oil Plant Operator  
Jeweler  
Locksmith  
Metal/Plastic Processing Worker  
Office Machine Repairer  
Power Plant Operator  
Shoe and Leather Worker  
Welder

## Marketing, Sales and Services

Advertising Salesperson  
Buyer and Purchasing Agent  
Customer Service Representative  
Floral Designer  
Market Research Analyst  
Public Relations Specialist  
Real Estate Agent  
Sales Manager  
Telemarketer

## Science, Technology, Engineering and Mathematics

Aerospace Engineer  
Biologist  
Chemist  
Electrical and Electronics Engineer  
Geographer  
Petroleum Engineer  
Mechanical Engineer  
Meteorologist  
Physicist  
Safety Engineer

## Transportation, Distribution and Logistics

Air Traffic Controller  
Airplane Pilot  
Automobile Mechanic  
Flight Attendant  
Motorboat Mechanic  
School Bus Driver  
Subway and Streetcar Operator  
Traffic Technician  
Transportation Agent

# Examine Your Interests Questionnaire

## Completion Instructions

Your interests reflect your preference for doing some activities instead of others and can help you choose an appropriate career. Simply score the following statements from 1 to 5 in the clear box alongside each one. If you strongly disagree with a statement – score 1, and if you strongly agree score 5. Add up your scores for each column and put the overall score boxes overleaf. If you rank your scores in order the top 3 represent your major interest areas.

I like ...	P	E	S	C	I	O
working out how to get things done efficiently						
repairing and fixing machines						
producing designs from my own ideas						
being physically active						
managing a team of people						
working our problems						
working with people						
getting the details right						
to be different						
exploring new ideas for research and purposes						
helping people learn new skills						
making or building things with my hands						
gathering information						
learning new things						
using my imagination in my work						
persuading people to do or to buy something						
organising things, people and events						
providing care for people in some way						
making decisions						
carrying out research projects						
briefing a sales team about a new product						
making lists						
expressing myself in music, painting or writing						
working with community groups						
questioning established theories						
taking calculated risks						
designing or servicing equipment						
analysing statistical data						
working outside in the fresh air						

I like ...	P	E	S	C	I	O
listening to people's problems						
analysing a company's annual accounts						
selling something I have created						
writing letters, reports and articles						
using hand/machine tools to make things						
being involved in a community arts project						
giving advice on grants or benefits						
<b>Totals for each column</b>	<b>P</b>	<b>E</b>	<b>S</b>	<b>C</b>	<b>I</b>	<b>O</b>

## Overall scores

### P Score Practical

You may enjoy working with tools, machines or animals, rather than people. You tend to prefer solving manual, mechanical, or electronic problems in a logical way. You may be good at using your hands to design, make or mend things. You prefer to use your physical skills, possibly out of doors and may be well co-ordinated or agile.

### E Score Enterprising

You enjoy working on projects, taking risks, organising or influencing other people. You may be ambitious, outgoing, independent, energetic, self confident, enthusiastic. You may want to develop your skills to lead, manage, motivate or persuade others. Careers with status, power, money or variety may attract you.

### S Score Social

You enjoy working with people. You tend to be friendly, sympathetic, helpful and sensitive to others. You may enjoy being close to other people, sharing problems, or managing a team. You may be interested in careers involving training, informing, understanding or helping people, such as teaching, nursing or counseling.

### C Score Creative

You enjoy developing your skills in art, music, drama or writing. You may prefer to work with your mind, body or feelings, enjoying beauty, variety, unstructured activity, unusual sights, sounds, textures or people. You tend to be talented, non conformist, sensitive and expressive and want to use your creative abilities in some way.



**I Score**  **Investigative**

You enjoy intellectual challenges, focusing on ideas and using your thinking skills. You tend to be curious, independent, logical, and sometimes, introspective or unconventional. You may be more interested in solving problems than working with people or machines. You may have related interests in maths, science or medicine.

**O Score**  **Organisational**

You enjoy working with people, data and things where you can establish clear systems for your own and others' work. You may be particularly good with details and can be relied upon to work accurately and to get things done. You may be interested in a work environment that is fairly structured such as administration.

# MULTIPLE INTELLIGENCES CHECKLIST

This exercise helps you discover ways in which you are intelligent. Check the ones that apply to you and total each section. For every sentence you have checked, underline or circle strengths, skills and talents that can help you plan your future. Include your findings on your Summary Worksheet.

## Linguistic Intelligence:

- I write well and enjoy putting thoughts on paper (or in the computer)
- I enjoy telling stories or jokes
- I can remember names, places, dates or trivia
- I enjoy word games
- I enjoy reading books and magazines
- I am a good speller
- I enjoy nonsense rhymes, limericks, puns, etc.
- I enjoy listening to the spoken word
- I have a good vocabulary
- I enjoy communicating by talking or writing

\_\_\_\_\_ Total

## Logical-Mathematical Intelligence:

- I ask questions about how things work
- I can do arithmetic problems in my head
- I enjoy math classes
- I enjoy math games, such as, computer math games
- I enjoy chess, checkers, or other strategy games
- I enjoy logic puzzles or brainteasers
- I like to put things in categories or hierarchies
- I like to use a variety of thinking skills to figure things out
- I am good at thinking on an abstract or conceptual level
- I clearly see cause and effect relationships

\_\_\_\_\_ Total

## Spatial Intelligence:

- I can visualize things clearly in my mind
- I like maps, charts and diagrams better than words
- I often daydream
- I enjoy artistic activities
- I am good at drawing things
- I like movies, pictures and other visual presentations
- I enjoy mazes, jigsaw puzzles, and Rubik's Cubes
- I can manipulate three dimensional drawings in my head
- I frequently doodle or sketch
- I enjoy creating designs on paper or by computer

\_\_\_\_\_ Total

## Bodily-Kinesthetic Intelligence:

- I am good at sports
- I fidget when asked to sit for very long
- I am good at mimicking others' gestures
- I like taking things apart and putting them back together
- I like touching/holding objects and moving them around
- I enjoy being on the go; running, jumping, moving, wrestling
- I like working with my hands, such as, sewing, repairing, making things
- I use many gestures when expressing myself
- I experience different physical sensations when thinking or working
- I enjoy expressing myself through movement, such as dance

\_\_\_\_\_ Total

## Musical Intelligence:

- I can distinguish among different sounds/tones
- I remember melodies easily
- I can carry a tune
- I can play a musical instrument
- I often hum or sing to myself
- I am sensitive to noises, for example, rain traffic
- I like doing things in a rhythmic way
- I can hear music in my head
- I enjoy reading music
- I can keep a beat to a variety of music

\_\_\_\_\_ Total

## Interpersonal Intelligence:

- I enjoy socializing
- I am a natural leader
- I am a good listener when friends have problems
- I make friends easily
- I enjoy clubs, committees and organizations
- I like teaching things to others
- I have many good friends and close acquaintances
- I am good at seeing another person's point of view
- I enjoy talking to groups

\_\_\_\_\_ Total

**Intrapersonal Intelligence:**

- I know how to set goals and reach them.
- I clearly know my strengths and weaknesses.
- I am comfortable with myself and enjoy my own company.
- I feel good about who I am and what I stand for
- I would be described as someone who “has their act together”
- I stand up for what I believe, regardless of what others think
- I am continually learning from my successes and failures
- I am not much concerned about fads, fashion
- I am always honest and up front about how I am feeling
- I almost never feel bored or “down”

\_\_\_\_\_ Total

**Naturalist Intelligence:**

- I am good at noticing and classifying plants, animals, rock formations, and other natural phenomena
- I would describe myself as having a “green thumb”
- I enjoy collecting and studying items from nature
- I “have a way” with animals
- I learn more from “the great outdoors” than I do in a classroom
- I can name many different types of plants and animals
- I have always been interested in and fascinated by nature
- I watch many nature programs on TV
- I can detect subtleties in appearance and texture
- I view a walk in the woods or through the neighborhood as a great learning experience

\_\_\_\_\_ Total

Write your total for each Multiple Intelligences:

<u>INTELLIGENCE</u>	<u>TOTAL</u>
Linguistic	
Logical—Mathematical	
Spatial	
Musical	
Bodily—Kinesthetic	
Interpersonal	
Intrapersonal	
Naturalist	

**Multiple Intelligences Checklist Wrap-up/Interpretation**

Knowing the ways in which you are intelligent can help you play to your strengths when faced with new situations. For example, if you encounter a career planning issue, you can use elements from your highest intelligences to make sure you are operating at your intellectual best. You could: read or write about it, state it as a problem to be solved, create a visual representation, write a song, act it out, talk it over with others, call on your own knowledge experience, or “get in touch with nature” to help you think it through. (Most people would use some combination of these activities.)

# Learning Styles

<p><b>INTERPERSONAL</b></p> <p>Learns by using communication and interaction with others; attends to others needs</p>	<p><b>VISUAL/SPATIAL</b></p> <p>Learns through use of pictures, video, or the creation of images</p>
<p><b>INTRAPERSONAL</b></p> <p>Learns through observing and taking time to reflect; may learn best in one-on-one situations</p>	<p><b>MUSICAL</b></p> <p>Learns best when information is in rhyme, rhythm, tune or pattern</p>
<p><b>LINGUISTIC</b></p> <p>Learns by using language through hearing, reading, writing</p>	<p><b>BODILY – KINESTHETIC</b></p> <p>Learns by doing; uses physical movement and motion when thinking</p>
<p><b>LOGICAL/MATHEMATICAL</b></p> <p>Learns best with simple, precise, and logical steps; use of math may also be a strength</p>	<p><b>NATURALISTIC</b></p> <p>Ability to recognize and categorize plants, animals and other objects in nature</p>

## Interpersonal

THIS PERSON MAY LIKE TO:	STRATEGIES FOR LEARNING:
<ul style="list-style-type: none"> <li>⇒ Be talkative and listen</li> <li>⇒ Think out loud</li> <li>⇒ Be social and communicate well with others</li> <li>⇒ Teach</li> <li>⇒ Remember through stories or associations with others</li> <li>⇒ Get feedback</li> <li>⇒ Be a leader</li> <li>⇒ Value relationships</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Consider role-plays</li> <li>⇒ Have someone check and give feedback on their work</li> <li>⇒ Encourage asking for help</li> <li>⇒ May respond well to a mentor or learning partner</li> <li>⇒ Have them teach you what they learned</li> <li>⇒ Acting out what they are learning</li> <li>⇒ Brainstorming with others</li> <li>⇒ Repetition</li> <li>⇒ Working in groups</li> <li>⇒ Encourage associations with people</li> <li>⇒ Talk through ideas or problems with others</li> <li>⇒ May read or write best with assistance</li> </ul>

# Learning Styles

## Intrapersonal

THIS PERSON MAY LIKE TO:	STRATEGIES FOR LEARNING:
<ul style="list-style-type: none"><li>⇒ Observe and reflect</li><li>⇒ Think or be alone</li><li>⇒ Have time to think things through</li><li>⇒ Have fewer but closer friends</li><li>⇒ Be independent</li><li>⇒ Be in quieter environments</li><li>⇒ Be a follower</li><li>⇒ Value relationship</li></ul>	<ul style="list-style-type: none"><li>⇒ Taping directions or letting them tape own instructions</li><li>⇒ Give them to think about what they are learning</li><li>⇒ Encourage positive self-talk</li><li>⇒ Consider training in a quiet place with few distractions</li><li>⇒ In louder environments, offer the use of ear plugs</li><li>⇒ Brainstorming</li><li>⇒ Allow time for discovery</li><li>⇒ Diaries to write what they are learning or thinking about</li><li>⇒ May want to read to self instead of aloud</li><li>⇒ Allow ample time for questions</li></ul>

## Linguistic

THIS PERSON MAY LIKE TO:	STRATEGIES FOR LEARNING:
<ul style="list-style-type: none"><li>⇒ Use talking and language when learning</li><li>⇒ Read, write and listen</li><li>⇒ Learn new words or verbal tasks</li><li>⇒ Present orally or in written word</li><li>⇒ Take formal training</li><li>⇒ Write or talk with creativity</li></ul>	<ul style="list-style-type: none"><li>⇒ Verbal instruction</li><li>⇒ Reading aloud</li><li>⇒ Taking notes while learning or training</li><li>⇒ Written or tape recorded messages</li><li>⇒ Use various written materials</li><li>⇒ Make up stories that apply to the task</li><li>⇒ “Sticky” notes available and encouraged</li><li>⇒ Keep a personal spelling log for written tasks</li></ul>

# Learning Styles

## Visual Spatial

THIS PERSON MAY LIKE TO:	STRATEGIES FOR LEARNING:
<ul style="list-style-type: none"><li>⇒ Draw or visualize</li><li>⇒ Imagine</li><li>⇒ Use colors</li><li>⇒ Remember information in pictures</li><li>⇒ See information or how to do something</li><li>⇒ Create images in their mind</li><li>⇒ Can think through the design or process with the assistance of visuals, notes, or pictures</li></ul>	<ul style="list-style-type: none"><li>⇒ Use color codes</li><li>⇒ Consider large print for written tasks</li><li>⇒ Draw pictures on index cards instead of taking notes</li><li>⇒ Use a piece of paper to move down the page during reading</li><li>⇒ Highlight</li><li>⇒ Creative visualization</li><li>⇒ Use video or pictures of task sequences</li><li>⇒ Draw maps and graphs</li><li>⇒ Allow them to watch a role-play or someone performing task first</li><li>⇒ Associate pictures with words</li><li>⇒ Visualize in their mind someone saying words</li><li>⇒ Prepare visual models as samples or guides</li></ul>

## Musical

THIS PERSON MAY LIKE TO:	STRATEGIES FOR LEARNING:
<ul style="list-style-type: none"><li>⇒ Sing to themselves</li><li>⇒ Have music in the background</li><li>⇒ Tap or move to rhythms</li><li>⇒ Connect music to emotions</li><li>⇒ Be soothed by music</li><li>⇒ Use rhymes or rhythms with memorization</li><li>⇒ Listen to others</li><li>⇒ Avoid auditory distractions or other sounds when focusing</li></ul>	<ul style="list-style-type: none"><li>⇒ Learning by word or music association</li><li>⇒ Use rhyming or poetic patterns with instructions</li><li>⇒ Allow them to tap or keep a beat</li><li>⇒ Use headphones with music</li><li>⇒ Reading or repeating instructions aloud</li><li>⇒ Taping themselves and playing it back</li><li>⇒ Make silly songs</li></ul>



# Learning Styles

## Bodily—Kinesthetic

THIS PERSON MAY LIKE TO:	STRATEGIES FOR LEARNING:
<ul style="list-style-type: none"><li>⇒ Be physically active</li><li>⇒ Have a variety of tasks</li><li>⇒ Make or create things</li><li>⇒ Think when body is moving</li><li>⇒ Express competency through movement</li><li>⇒ Do a task as they are being taught</li></ul>	<ul style="list-style-type: none"><li>⇒ Keep training experiential</li><li>⇒ Allow them time to experiment and play with new tasks</li><li>⇒ Have step-by-step instruction</li><li>⇒ Give them something in hand to squeeze or fiddle with</li><li>⇒ Walk and talk to them as they are walking</li><li>⇒ Take notes on flash cards</li><li>⇒ Practice, practice, practice</li><li>⇒ Do a little at a time and take activity breaks</li><li>⇒ Talking into a tape recorder</li><li>⇒ Cutting and pasting sequencing of notes</li><li>⇒ Repetitive note taking</li><li>⇒ Let them act out what they want to say</li></ul>

## Logical / Mathematical

THIS PERSON MAY LIKE TO:	STRATEGIES FOR LEARNING:
<ul style="list-style-type: none"> <li>⇒ Have a specific goal</li> <li>⇒ Figure out relationships</li> <li>⇒ Know how to solve problems</li> <li>⇒ Be precise</li> <li>⇒ Work with numbers / facts</li> <li>⇒ Measure progress with a graph or chart</li> <li>⇒ Be organized and efficient</li> <li>⇒ Manage money</li> <li>⇒ Work on computers</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Use checklists, to-do lists, and schedules</li> <li>⇒ Record as much information as possible</li> <li>⇒ Break tasks up into segments and sequences</li> <li>⇒ Use an outline</li> <li>⇒ Brainstorm and categorize ideas</li> <li>⇒ Develop a system of organization</li> <li>⇒ Use numbers as memory triggers</li> <li>⇒ Maintain clear goals</li> <li>⇒ Create a visual layout</li> <li>⇒ Simplify tasks</li> <li>⇒ Teach by using rules</li> </ul>

## Naturalistic

THIS PERSON MAY LIKE TO:	STRATEGIES FOR LEARNING:
<ul style="list-style-type: none"> <li>⇒ Work with and be involved with nature</li> <li>⇒ Be outside</li> <li>⇒ Classify item/information</li> <li>⇒ Explore living things</li> <li>⇒ Learn about plants, animals, natural events</li> <li>⇒ Understand something through a world lens</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Connect learning to how task fits into the global view</li> <li>⇒ Teach in natural surrounding</li> <li>⇒ Purposeful activities to better the earth, community</li> <li>⇒ Help learner feel a definite sense of connection to the rest of nature</li> </ul>
<p style="text-align: right;"><i>Adapted from the work of Ellen Arnold, Ed D</i></p> <p style="text-align: right;">And, <a href="https://www.greenhearted.org/naturalist-intelligence.html">https://www.greenhearted.org/naturalist-intelligence.html</a></p>	

## WORK VALUES INVENTORY

Values are an important part in the career decision-making process. It is important to select career options, which best fit your values. The list below will help you to identify those values that you think will be important to you in your work. Your work values may change as work situations change. It is important to evaluate your work values often.

Read each value and decide if it is always important to you, sort of important or not important to you. Place an "X" in the appropriate box. The definition is there to help you think about the value. If your definition is different, use your own definition when rating the value.

1. My <u>core values</u> that are important to me in my life are:	Always Important	Sort Of Important	Not Important
▪ <b>Achievement:</b> Being able to meet your goals.			
▪ <b>Balance:</b> Time for family, work and play.			
▪ <b>Independence:</b> Control of your own destiny.			
▪ <b>Influence:</b> Able to have an impact on others.			
▪ <b>Integrity:</b> Stand up for your beliefs.			
▪ <b>Honesty:</b> Telling the truth and knowing that others are telling the truth.			
▪ <b>Power:</b> Control over others.			
▪ <b>Respect:</b> Care and trust of self and others.			
▪ <b>Spirituality:</b> Believing in your core beliefs.			
▪ <b>Status:</b> Having influence and power over others			

2. I value <u>work environments</u> that are:	Always Important	Sort Of Important	Not Important
▪ <b>Fast Paced:</b> Work that has many things happening at one time.			
▪ <b>Flexible:</b> Work that is not set to a specific time schedule.			
▪ <b>High Earnings:</b> Work that has the potential to make a lot of money.			
▪ <b>Learning:</b> Work that is intellectually challenging to you.			
▪ <b>Location:</b> Work that is in a convenient place and an easy commute.			
▪ <b>Predictable:</b> Work where you know what is going to happen day after day.			
▪ <b>Quiet:</b> Work where there are few disruptions throughout the day.			
▪ <b>Relaxed:</b> Work where there are few pressures to get things done.			
▪ <b>Structured:</b> Work where it is organized and has a specific set time.			
▪ <b>Time Freedom:</b> Work where you set your own schedule and plan how and when you do your work.			

3. I value <u>work interactions</u> with co-workers who support:	Always Important	Sort Of Important	Not Important
▪ <b>Competition:</b> Work where you compete with others.			
▪ <b>Diversity:</b> Work where there are people with different ethnic backgrounds.			
▪ <b>Friendships:</b> Work where you socialize with your co-workers.			
▪ <b>Leadership:</b> Work where there are good leaders managing the organization.			
▪ <b>Management:</b> Work where there is strong management.			
▪ <b>Open Communication:</b> Work where information is not held back from employees.			
▪ <b>Recognition:</b> Work where you are acknowledged for your work and contribution.			
▪ <b>Support:</b> Work where you help and support each other.			
▪ <b>Teamwork:</b> Work where working together is important.			
▪ <b>Trust:</b> Work where you can count on each other.			

4. I value <u>work activities</u> that are:	Always Important	Sort Of Important	Not Important
▪ <b>Analytical:</b> Work that requires interpretation of data and information.			
▪ <b>Challenging:</b> Work that is mentally or physically challenging.			
▪ <b>Creative:</b> Work that uses imagination and creative talents to produce results.			
▪ <b>Helping:</b> Work that is helping people.			
▪ <b>Leading Edge:</b> Work on new and innovative products or projects.			
▪ <b>Physical:</b> Work that has a lot of physical activity.			
▪ <b>Public Contact:</b> Work that has daily interaction with the public.			
▪ <b>Research:</b> Work that searches for new information.			
▪ <b>Risk Taking:</b> Work that may be dangerous or risky.			
▪ <b>Variety:</b> Work where many different tasks are done during the day.			



## YOUR WORK VALUES PROFILE

Review the "Always Important" values and choose your top five values. Write the values on the lines below with the most important value first. Check the line which indicates the section the value is from.

**My Top 5 Always Important Values:**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____

## MY VALUES WORK STORY

- Write a paragraph describing how you see your top 5 values in your work.

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# WORK PREFERENCES YOUR CAREER DISCOVERY GUIDE





# WORK STYLES

In working environments, we tend to gravitate towards people who are like us. For example, in a counselling office, you will find the majority of staff will be 'social' personalities. In a medical laboratory, you will find mostly 'investigative' preferences.

Finding out what your work preferences are is an important step of the career development process. By finding out what work environments you prefer, you will know if a work place is the right one for you and you will be more comfortable and satisfied with your job.

Consider the statements below, tick those that appeal to you

## Do you prefer work in which you..?

- Do work as fast or as slowly as you like
- Work with pleasant people
- Improve skills you have
- Design new things
- Are paid a high salary
- Are free to live where you like
- Know that other people think your work is important
- Help build a better society
- Are certain of keeping your job
- Plan and arrange the work of others
- Are not required to do work in your spare time
- Work hard physically
- Can do your own work in your own way
- Get to know your fellow workers quite well
- Add to the abilities you already have
- Originate new ideas and or products
- Receive more than your normal pay for good work
- Do not have to change the way you live
- Can obtain high status in the eyes of others
- Give aid to those in need
- Can be sure you will always have a job
- Set goals for workers to achieve



CONTINUED



- Can forget work when you are not there
- Do not spend all of your time behind a desk
- Can start and finish your work whenever you like
- Are really liked by your fellow workers
- Are always increasing your knowledge
- Experiment with different ways of doing things
- Become quite wealthy
- Do not have to change any aspects of the way you live to suit the organisation
- Are looked up to by other people in the community
- Help others to live a fuller life
- Can be confident this type of work will always be available
- Have authority over others
- Do not have to think about work once you leave the workplace
- Are not sitting down all day
- Can determine the way that work is done
- Enjoy the company of the people you work with
- Can acquire specialised skills
- Use and develop new ideas and materials
- Receive enough pay to live well
- Avoid moving your home because of your job
- Have a reputation for your excellent work
- Make a contribution to the community
- Have a secure future
- Set out the way for others to do their job
- Avoid doing extra work at home
- Are physically active
- Do your job in a workplace free of any danger
- Can work in a pleasant area of the town or countryside
- Have a workplace that is always clean and tidy
- Do your job in a physically attractive environment



# YOUR WORK PREFERENCES SCORE



## IND - Independence

Eg. You want to be free from being told what to do at work



## CoW - Co-Workers

Eg. You want to work with people who are friendly and understanding



## SD - Self Development

Eg. You want to develop and use your skills and abilities at work



## CR - Creativity

Eg. You want to make or do something original through your work



## M - Money

Eg. You want large amounts of money as the reward for your work



## LS - Lifestyle

Eg. You want to live your life in your own way and not have it determined for you



## D - Detachment

Eg. You are free from having to work in your spare time



## P - Prestige

Eg. You want people to think that your work is important



## Alt - Altruism

Eg. You want to help others through your work



## Sec - Security

Eg. You want to make sure you will not lose your job



## Man - Management

Eg. You want to be in charge of others at work



## PA - Physical Activity

Eg. You want to be physically active in your work



## Surr - Surroundings

Eg. You want to work in pleasant surroundings

What is your **top** preference? .....

# Pictorial Interest Inventory

*Structured around eight different career fields*

Student name:

Today's Date:

Birth Date:

Age:

## How to Use This Inventory



### Directions:

- Each page contains three pictures.
- Choose the picture from each group that shows the task you like most.
- Place an “X” under the picture of the task you choose.
- Choose only one from each page.

A



B



C



D



E



F



G



H



A



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B



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C



D



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E



F



G



H



A



B



C



D



H



F



G



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E



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A



B



C



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D



E



F



G



H



A



B



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D





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F



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A



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D



E



F



G



H



# Score Sheet

Key letter	number of X's	Interest Area
A		Automotive
B		Clerical
C		Food Services
D		Custodial/Housekeeping
E		Landscape/Building trades
F		Materials and Handling
G		Caring for Others
H		Retail

<p><b>Automotive:</b>  Auto Mechanic  Tires/brakes inspector  Gas Station Attendant  Auto Body Repair  Truck Driver  Auto Body Painter</p>	<p><b>Clerical:</b>  Mailroom Assistant  File Clerk  Data Entry  Shredding  Mailings  Library Page</p>	<p><b>Food Services:</b>  Line Cook  Server  Dishwasher  Busboy  Cafeteria Worker  Prep Chef</p>	<p><b>Custodial/ Housekeeping:</b>  Janitor/Custodian  Towel Folder  Laundry Sorter  Stripping/Making Beds  Vacuuming  Window Washing</p>
<p><b>Landscape/ Building Trades:</b>  Construction Carpenter  Weeding  Trimming  Leaf Blowing  Lawn Mowing  Snow Shoveling</p>	<p><b>Materials and Handling:</b>  Grocery Stocker  Grocery Bagger  Pallet Mover  Unloading Trucks  Packing/Unpacking  Boxes  Scanning Inventory</p>	<p><b>Caring for Others:</b>  Nurses Assistant  Hospice Worker  Daycare Assistant  Pet DayCare Worker  Animal Shelter Worker  Hospital Escort</p>	<p><b>Retail:</b>  Cashier  Store Greeter  Retail Clothing  Cart Retrieval  Stocking Shelves  Customer Service</p>