

validity
group.



Career Management **POP™**

Your Action Planning Guide

Introduction

This guide will take you through a step-by-step process on understanding your results and how to develop a plan for your successful career management journey. Depending on the stage of your career process planning, possible benefits include:

- Choosing the ideal career path
- Choosing the best educational program and post-secondary institution
- Determining your career goals
- Confirming your strengths as an individual
- Identifying opportunities for growth and development
- Expanding your career options
- Ensuring your career success

The **Career Management POP™** is a unique tool that will help you focus on “**what you can do**” rather than on “**what you can’t do**”. It will help leverage your strengths into a productive and satisfying lifestyle. This guide will help you determine what actions to take in order to achieve success, not only with your education and career but in all aspects of your life.

Your Personal Report

The **Career Management POP™** report contains 7 sections:

1. General Recommendations

Suggestions regarding the type of career you would naturally be suited for based on your inherent personality traits:

- Self Management Style
- Social Interaction Style
- Technical/Practical Orientation
- Motivational Structure
- Team Member vs. Team Leader
- Self Determination
- Stress Management Style

2. What to Seek & Avoid in Your Career Path

The **Career Management POP™** provides several insights to consider when determining a career path. Each section provides a description of your key strengths and developmental suggestions.

3. Summary or Strengths/Developmental Suggestions

Your strength and developmental suggestions are based off the four key character traits, Self Management, Motivation Profile, Environmental Fit and Comfort with Conflict. Once again these highlight your key strengths and developmental suggestions.

4. Communication Style

Communication style scales of Social Orientation and Analytical Orientation provides a description which highlights your key strengths and developmental suggestions.

5. Self Confidence & Lifestyle Management

A description of your score on the Self Confidence and Lifestyle Management scales. Each scale is described to highlight your key strengths and developmental suggestions.

6. Summary of Scores

A visual representation of all the scales and your score on each of the scales. Your score is represented by a black marker and the value is shown next to each scale.

7. Career Management

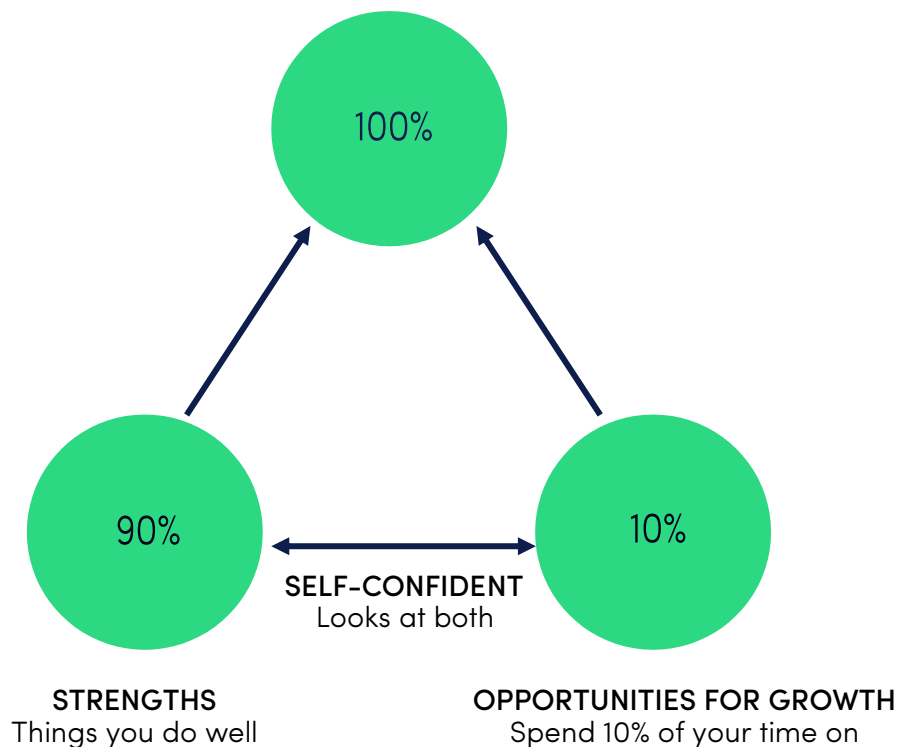
An interactive career management guide based on your natural abilities to succeed in various career paths.

General Recommendations

Page 2 of your **Career Management POP™** provides you with the essentials to identify your strengths and opportunities for growth.

Building on Your Strengths

Focus on your strengths. The best foundation for educational and career development is recognising and learning from both what you do well and the opportunities for growth. Successful people focus 90% of their developmental efforts on leveraging their strengths and 10% of their developmental efforts where they are not yet fully competent.



As you proceed through your report, focus primarily on your career strengths and record your list of strengths on the next page.

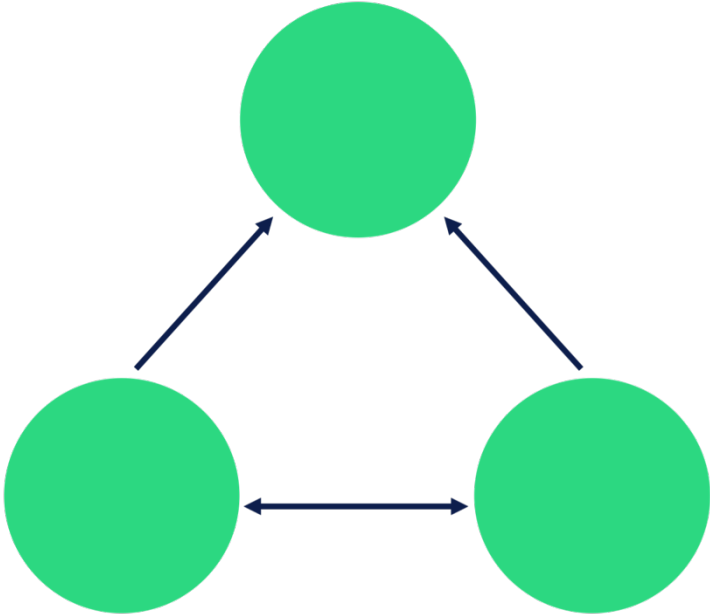
Building Your Strengths

Exercise #1:

For this exercise, read the following sections of your **Career Management POP™** report:

- Overall Recommendation (pg. 2)
- Summary of Strengths/Developmental Suggestions (pg. 4-5)
- Communication Style (pg. 6) and,
- Self Confidence & Lifestyle Management (pg. 7).

Reviewing pg. 8 of the report (Summary of Scores) will familiarise yourself where you score on the continuum of each scale. After reading the above sections, list your top 5 strengths, and 2 opportunities for growth.



Your Top 5 Strengths

Growth Opportunities

What to Seek & What to Avoid

The Career Pathing Model (CPM) highlighted on the next page of the guide is designed to help with your career management process. It is best described as a multi-lane highway with each lane representing a job within a certain career path. The highway leads to your professional desires (wants) and away from the things you do not want (avoids). Knowing your inherent character traits, communication style, attitudes and career goals will help you to understand the career path best for you.

Career Path Characteristics to Seek (Wants)

Based on your traits and attributes, this provides insight into the characteristics you should look for in any career path you might pursue. This self-knowledge allows you to seek management styles, processes, structures and social situations that are well suited to you and that you will feel comfortable with.

Career Path Characteristics to Avoid

This provides some insight into the characteristics you should avoid when evaluating your career choices. Based on your traits and attributes, careers that do not provide the right type of management, opportunity, processes etc. will force you to become frustrated, uncomfortable or even unproductive. It is wise to know and understand these things so you can pursue a career that leads away from those avoids.

EFFECTIVE CAREER MANAGEMENT INVOLVES 4 ESSENTIAL STEPS:

Step 1: Define what you want.

Identify your employment desires, both quantitatively and qualitatively. Quantitative components include salary levels, working hours, and vacation allowances. Qualitative desires include working conditions, career prospects and where you are situated in the chain of command.

Step 2: Define what you don't want.

These are independent issues, and not always the opposite of what you do want. It may be important that you have your own office, but this may not exclude a desire to work with others.

Step 3: Define your career path (highway)

A career path is a group of jobs all heading in the same direction.

Example: The education/training field is a career path. The jobs (lanes) along this highway include teacher, principal, trainer, professor, seminar leader, lecturer, etc.

Step 4: Define the job on the career highway that appeals to you.

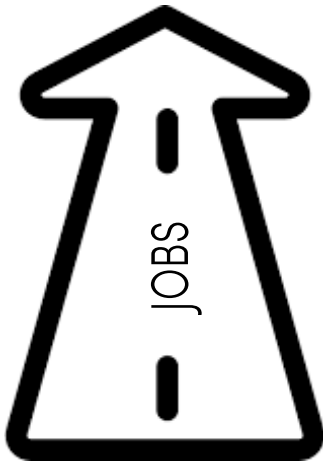
If you are new to the workforce, choose a career path and then find a job that lets you enter the highway.

Career Pathing Model

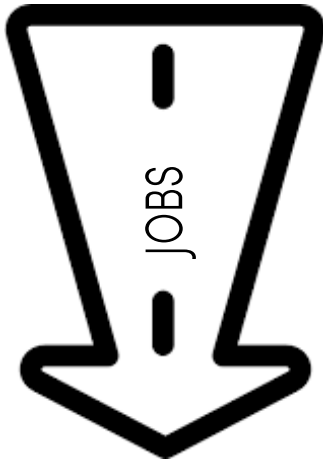
Exercise #2:

Read page 3 (What to Seek & Avoid in Your Career Path) of your **Career Management POP™** and complete your career highway by listing “what to seek” and “what to avoid” in your career path.

WANTS



What to seek in a career path



DON'T WANT (AVOIDS)

What to avoid in a career path

Career Management

Page 9 of your **Career Management POP™** provides a detailed description of your fit to selected career paths. Your best “fit” is described by a number from 1 to 5.

Career Management Profile (CMP# F3RMO436Q1IX for SAMPLE SAMPLE on August 27, 2019) Page 9

Career Management

The goal for this interactive career management page is to open up the comprehensive world of careers and career planning. Career management is a lifetime journey that involves a number of smaller trips or jobs along the way. You will notice some overlaps in the career paths and jobs as many organizations require integrated solutions and operating processes across several departments and disciplines.

Many career paths are based on a specific set of skills (such as writing skills) or an extensive base of knowledge (such as engineering) that can be utilized or beneficial in many sectors or career paths. For example, writing skills are a fundamental skill for journalists, novelists, screenplay writers, technical journal writers or for writing training materials. Engineers can be sales managers, project managers, trainers or small business owners. The key is education. Education is your admission ticket to enter an exciting career path that will allow you to continually grow and achieve success within your selected path.

We have all heard the story of the president of a company that started in the mailroom or the plumber who started as an apprentice and is now a large plumbing supply franchisor with hundreds of locations.

The jobs listed in each of the career paths are a limited sample of the many jobs currently available in the marketplace. The lists will continue to evolve and grow all the time. The key is to select your career path and find an entry point (job) to enter the career path.

"Once you find a career you enjoy, you will never work another day in your life".

Follow your interests and passions to explore the many career paths and jobs highlighted below.

<p>Administration</p> <ul style="list-style-type: none">▶ Business and Office (Fit = 4.0)▶ Corporate Logistics (Fit = 4.5)▶ Customer Service (Fit = 5.0)▶ Human Resources (Fit = 5.0)▶ Internal Communications/Public Relations (Fit = 4.5) <p>Applied Technology</p> <ul style="list-style-type: none">▶ Distribution/Logistics (Fit = 2.5)▶ Engineering and Technicians (Fit = 4.5)▶ Fulfillment/Production (Fit = 3.0)▶ Procurement (Fit = 4.0)▶ Research and Development (Fit = 2.0) <p>Arts and Entertainment</p> <ul style="list-style-type: none">▶ Art and Design (Fit = 3.0)▶ Media (Fit = 4.0)▶ Performing Arts and Entertainment (Fit = 3.5)▶ Production (Fit = 3.5)▶ Professions/Professional Support (Fit = 5.0)▶ Writing and Communications (Fit = 3.5) <p>Community and Government Services</p> <ul style="list-style-type: none">▶ Civil Service (Fit = 4.0)▶ Education and Instruction (Fit = 4.0)▶ Fitness and Recreation (Fit = 5.0)▶ General Services (Fit = 4.0)▶ Health Services (Fit = 4.0)▶ Law and Order (Fit = 4.0)▶ National Security (Fit = 4.0)▶ Social and Family Services (Fit = 4.0) <p>Entrepreneurial/Self Employment</p> <ul style="list-style-type: none">▶ Agent/Distributor (Fit = 4.0)▶ Franchise (Fit = 5.0)▶ Independent Contractor/Consultant (Fit = 3.0)▶ Small Business (Fit = 4.0) <p>Hospitality and Tourism</p> <ul style="list-style-type: none">▶ Culinary/Food Services (Fit = 5.0)▶ Hotel (Fit = 3.5)▶ Relocation Services (Fit = 5.0)▶ Resort/Leisure and Recreation (Fit = 5.0)▶ Travel (Fit = 5.0)	<p>Information Technology</p> <ul style="list-style-type: none">▶ Database Management (Fit = 2.0)▶ Hardware (Fit = 5.0)▶ IT Architecture and Design (Fit = 3.5)▶ IT Services/Support (Fit = 5.0)▶ Internet and Web (Fit = 3.0)▶ Project Management (Fit = 3.5)▶ Software (Fit = 4.0) <p>Marketing and Sales</p> <ul style="list-style-type: none">▶ Advertising/Marketing/Promotions (Fit = 5.0)▶ Competitive Sales (Fit = 3.5)▶ Marketing/Merchandising (Fit = 3.0)▶ Point of Purchase Sales (Fit = 4.0)▶ Relationship Sales (Fit = 4.5)▶ Sales/Marketing Assistant (Fit = 3.5) <p>Professions and Professional Services</p> <ul style="list-style-type: none">▶ Agricultural and Environmental (Fit = 3.0)▶ Architecture and Fine Arts (Fit = 2.0)▶ Business (Fit = 3.0)▶ Engineer (Fit = 3.0)▶ Finance (Fit = 3.5)▶ Legal (Fit = 4.0)▶ Medical and Health Care (Fit = 3.0)▶ Social Services (Fit = 5.0) <p>Skilled Trades</p> <ul style="list-style-type: none">▶ Air Conditioning, Heating and Plumbing (Fit = 3.5)▶ Automotive/Transportation (Fit = 4.5)▶ Aviation (Fit = 4.5)▶ Building and Construction (Fit = 3.5)▶ Carpentry and Woodworking (Fit = 3.5)▶ Cosmetology and Therapy (Fit = 5.0)▶ General Industrial (Fit = 3.0)▶ Marine (Fit = 4.5)▶ Mining and Energy (Fit = 5.0)▶ Miscellaneous Professions (Fit = 5.0)▶ Telecommunications (Fit = 4.0)
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

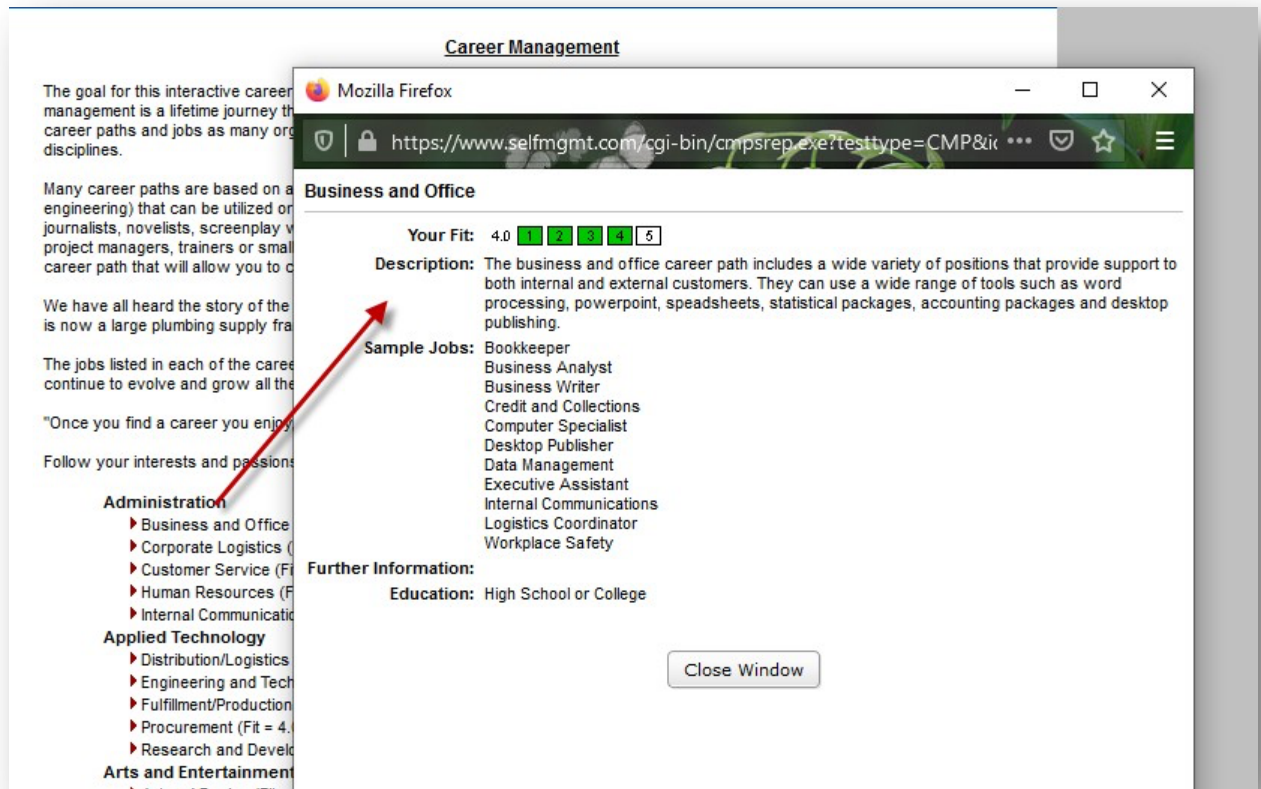
©2018-2019 Selection Testing Consultants Intl Ltd

**View Your Fit in
Each Career Group
& Path**

Read through all the career path options and click those careers of interest where there is a fit score of 3 or higher.

Using Links

Click a Career Path link within each Career Group to review detailed information describing the career path, jobs in the career path, as well as the educational requirements. The **Career Management POP™** uses your customised profile to match your strengths across a wide variety of career groups using a scale of 1 to 5.



View Your Fit, Description, Sample Jobs & Educational Requirements.

