

Report Prepared for John Smith.

Interests/Skills Checklist

We have summarized your interests and skills ratings into the four-box matrix below. Each box of the matrix highlights a different pattern of interests and skills revealing your unique profile and lets you compare your interests with your skills. The Career Types within each category reflect your patterns of interests and skills. The six types that show up here are based on psychologist John Holland's theory of career choice (1992), one of the most widely researched and recognized theories of career behavior.

The information that follows your summary will help you interpret your results and get some tips for directing your Career Change. You may want to print a copy of your summary and the more detailed results or take notes for future reference.

We recommend you investigate your results in the following order:

- Category 1: Highest Priority**, Both interested and skilled
- Category 2: Worth Developing**, Interested but little skill
- Category 3: Worth Reconsidering**, Skilled but little interest
- Category 4: Lowest Priority**, Little interest and little skill

Click on each Career Type within the boxes to read about your interests and skills. We recommend that you read these before checking out the tips in each category.

	Moderate to Strong Skill	Little Skill
Moderate to Strong Interest	<p>#1 Highest Priority</p> <p>You report having interest and skill in: Investigative Enterprising</p> <p>These Career Types are the ones for which you scored moderate-to-strong in both your interests and your reported skills. Since these are the areas in which your interests match your skills, these types of work activities are important ones to target first for further investigation. You are more likely to find satisfaction and success in these areas than in other areas at this time.</p> <p>Note: Not everyone has both interests and skills in particular Career Types. If you have no types listed here, go on to Category 2.</p> <p>Tips for Using Highest Priority Career Types</p>	<p>#2 Worth Developing</p> <p>You report having interest but little skill in: No Career Types</p> <p>These are the Career Types for which you scored moderate-to-strong interest but in which you reported having little or no skill. These areas include options worth pursuing if you are able to develop the related skills.</p> <p>Note: If you have no Career Types in this Category, move on to Category 3.</p> <p>Tips for Using Career Types Worth Developing</p>

Little Interest	#3 Worth Reconsidering You report having skill but little interest in: Social Conventional These are the Career Types for which you scored moderate-to-strong skill but for which you reported having little or no interest. These areas include options worth pursuing if you are able to develop or heighten your interest in these areas. Note: If you have no types in this Category, go on to Category 4. Tips for Using Career Types Worth Reconsidering	#4 Lowest Priority You report having little interest and little skill in: Realistic Artistic These are the Career Types for which you scored both little interest and little skill. Consider holding off pursuing these areas at this time since you appear to have little attraction to these, and little confidence in your skill at succeeding at them. Nevertheless, take a few minutes to learn about your Lowest Priority Types. They can help you narrow your range of options by identifying career fields you may want to rule out at this time. Also, check out the tips. Tips for Using Lowest Priority Career Types If you have no types in this category and have gone over the other categories, go back to the Career Change Package Menu to select another inventory, or go to the Home Page to take some other steps toward your career goals.
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Realistic

Note: The following description is meant to provide a list of typical examples of this Career Type. The list is by no means inclusive of all possibilities.

People who have high interests and skills in the Realistic Career Type like activities, jobs, and co-workers that involve tools, machines, and equipment. They typically enjoy the following:

- Mechanical, construction, and repair activities
- Nature and the outdoors
- Adventurous, physical activities

They are interested in action rather than thought and prefer concrete problems to ambiguous, abstract problems.

Click on any of the following to learn more about:

Realistic:

- Job Activities**
- Work Environments**
- Values and Self-concept**
- Hobbies**
- Competencies**
- Programs for Training and Academic Study**

Occupations

Realistic Job Activities:

- Doing jobs that produce tangible results
- Operating or designing heavy equipment or huge machines
- Using tools that require fine motor coordination and manual dexterity (e.g., dentist`s drill, surgeon`s scalpel, jeweler`s tweezers)
- Operating precision machinery (e.g., drill press, x-ray machine)
- Fixing, building, and repairing

Realistic Work Environments

- Manufacturing or industrial firms with tangible products
- Construction industry
- Mining and energy industries
- Transportation fields (e.g., air, trucking, local transit)
- Engineering and technical firms
- The outdoors; small, rural communities
- Situations calling for minimal interaction with others
- Situations permitting casual dress
- Organizations structured with clearly drawn lines of authority (e.g. armed forces, enforcement agencies, protection occupations)

Realistic Values and Self-concept

- Emotionally stable and reliable
- Practical, thrifty, and persistent
- Shy, modest
- Likely to avoid being the center of attention
- Uncomfortable talking about themselves
- Inclined to take physical risks
- Likely to maintain traditional values
- Slow to accept radical new ideas

Realistic Hobbies

- Repairing old things (e.g., cars, machines, appliances)
- Building and rebuilding
- Reading magazines and books about outdoor sports, cars, airplanes, boats
- Hunting, fishing, camping, rock climbing
- Operating powerful recreational vehicles (e.g., speedboats, motorcycles, snowmobiles)
- Physically dangerous activities (e.g., skydiving, mountain climbing, auto racing)

Realistic Competencies

- Mechanical abilities and ingenuity
- Problem solving with tools and machines
- Psychomotor skills (e.g., using small tools or operating machinery)
- Poise with outdoor and adventurous activities
- Physical strength

Realistic Programs for Training or Academic Study

- Agriculture/Agronomy
- Animal Science
- Architectural Drafting
- Automotive Services
- Aviation
- Ecology
- Electronics
- Engineering
- Facilities Management
- Fire Science
- Fish and Wildlife Management
- Forestry
- Heating, Air Conditioning, and Refrigeration
- Horticulture
- Industrial Arts Education
- Landscape Architecture
- Law Enforcement
- Medical Technology
- Military Science
- Natural Resources
- Physical Fitness and Training
- Physiology
- Welding

Realistic Occupations

- Agriculture Teacher
- Auto Mechanic
- Building Contractor
- Cabinetmaker
- Electrician
- Engineer
- Forester
- Gardener/Groundskeeper
- Industrial Arts Teacher
- Military Officer
- Plumber
- Police Officer
- Radiology Technologist
- Rancher

Investigative

Note: The following description is meant to provide a list of typical examples of this Career Type. The list is by no means inclusive of all possibilities.

People who have high interests and skills in the Investigative Career Type like activities, jobs, and co-workers that involve a strong scientific, or inquiring orientation. They typically enjoy the following:

- Uncovering new facts or theories
- Analyzing and interpreting data
- Academic or research environments

They typically prefer to rely on themselves in their work rather than others in a group project. Also, they typically dislike selling or repetitive activities.

Click on any of the following to learn more about:

Investigative:

Job Activities

Work Environments

Values and Self-concept

Hobbies

Competencies

Occupations

Investigative Job Activities

- Performing ambiguous or abstract tasks
- Solving problems through thinking
- Working independently
- Doing scientific or laboratory work
- Conducting research and analyses
- Collecting and organizing data

Investigative Work Environments

- Unstructured organizations that allow freedom in work styles
- Research and design laboratories and firms
- Universities and colleges
- Medical facilities
- Computer-related industries
- Scientific foundations and think tanks

Investigative Values and Self-concept

- Independent, self-motivated
- Reserved, introspective
- Analytical, curious
- Task oriented (becoming absorbed in the job)
- Confident of scholarly and intellectual abilities
- Original, creative
- Nonconformist values and attitudes

Investigative Hobbies

- Work (may be consumed by a job, with little time for leisure, family, or social activities)
- Complex activities that require learning many facts, details, and principles (e.g., skiing, sailing, scuba diving)
- Computers
- Reading
- Astronomy
- Chess
- Bird watching

Investigative Competencies

- Scientific ability
- Analytical skills
- Mathematical skills
- Writing skills
- Perseverance in solving difficult, abstract problems
- Investigative Programs for Training and Academic Study
- Anthropology/Archeology
- Astronomy
- Biological Sciences
- Botany
- Chemistry
- Computer Science
- Criminal Justice
- Economics
- Food Science
- Genetics
- Geography/Geology
- Health Sciences
- Mathematics
- Medical Technician
- Meteorology
- Paramedics
- Physical Sciences
- Psychology
- Science Education
- Social Sciences
- Zoology

Investigative Occupations

- Chemist
- Chiropractor
- College Professor
- Dentist
- Geologist
- Medical Technician
- Optometrist
- Pharmacist
- Physician
- Physicist
- Psychologist
- Research and Development Manager
- Science Teacher

Artistic

Note: The following description is meant to provide a list of typical examples of this Career Type. The list is by no means inclusive of all possibilities.

People who have high interests and skills in the Artistic Career Type like activities, jobs, and co-workers that involve aesthetic qualities and self-expression. They typically enjoy, either as a spectator or as a participant, the following:

- Verbal-linguistic activities
- Academic or intellectual environments
- Visual arts, music, or drama
- Writing

They typically express their artistic interests in leisure or recreational activities as well as in their career activities.

Click on any of the following to learn more about:

Artistic:

Job Activities

Work Environments

Values and Self-concept

Hobbies

Competencies

Programs for Training and Academic Study

Occupations

Artistic Job Activities

- Composing, writing

- Creating artwork (e.g., painting, sculpting, photography)
- Working independently
- Acting, performing
- Playing musical instruments, decorating, designing

Artistic Work Environments

- Unstructured, flexible organizations that allow self-expression
- Artistic studios (preferably their own)
- Theaters and concert halls
- Institutions that teach artistic skills (e.g., universities, music and dance schools, art institutes)
- Museums, libraries, and galleries
- Advertising, public relations, and interior design firms

Artistic Values and Self-concept

- Independent, nonconforming
- Impulsive, expressive
- Romantic, free-spirited
- Intuitive, complicated
- Sensitive, emotional
- Drawn to beauty and aesthetic qualities

Artistic Hobbies

- Drawing, sketching, painting
- Photography
- Attending dance and musical concerts
- Going to theaters, museums, and galleries
- Reading
- Writing poetry or stories
- Collecting artwork
- Playing a musical instrument
- Dancing

Artistic Competencies

- Creativity, imagination
- Verbal-linguistic skills
- Musical ability
- Artistic ability
- Dramatics

Artistic Programs for Training and Academic Study

- Advertising
- Architecture
- Art Education
- Art History
- Broadcasting
- Cinematography
- Classics
- Comparative Literature
- Creative Writing
- Dance
- Design (interior, fashion, graphic or industrial)
- English
- Foreign Languages
- Fashion Merchandising
- Fine Arts (Drama, Music, Studio Arts)
- Humanities
- Journalism
- Mass Communications
- Medical Illustration
- Music Education
- Philosophy
- Photography
- Theater Arts

Artistic Occupations

- Architect
- Advertising Executive
- Art Teacher
- Artist, Fine or Commercial
- Broadcaster
- Corporate Trainer
- English Teacher
- Lawyer
- Librarian
- Medical Illustrator
- Musician
- Photographer
- Reporter
- Technical Writer

Social

Note: The following description is meant to provide a list of typical examples of this Career Type. The list is by no means inclusive of all possibilities.

People who have high interests and skills in the Social Career Type like activities, jobs, and co-workers that involve working with people. They typically enjoy the following:

- Working in groups
- Sharing responsibilities
- Helping, nurturing, and caring for others
- Teaching and instructing others

They typically like to solve problems through discussions of feelings and interactions with others. They may also enjoy working with people through leading, directing, and persuading.

Click on any of the following to learn more about:

Social:

Job Activities

Work Environments

Values and Self-concept

Hobbies

Competencies

Programs for Training and Academic Study

Occupations

Social Job Activities

- Teaching, explaining
- Enlightening, guiding
- Helping, facilitating
- Selecting and training
- Informing, organizing
- Solving problems, leading discussions

Social Work Environments

- Social service agencies
- Schools
- Religious organizations
- Human resources departments
- Medical service and health care facilities
- Mental health clinics

Social Values and Self-concept

- Humanistic, idealistic
- Ethical, responsible
- Tactful, cooperative
- Kind, generous
- Understanding, insightful
- Friendly, cheerful
- Concerned for the welfare of others

Social Hobbies

- Entertaining others
- Attending conventions
- Doing volunteer and community service work
- Organizing social events (e.g., picnics, excursions, neighborhood parties)

Social Competencies

- Social and interpersonal skills
- Verbal ability
- Teaching skills
- Listening skills
- Ability to empathize with and understand others

Social Programs for Training and Academic Study

- Child Development/Child Care
- Counseling
- Criminology
- Dietetics and Nutrition
- Education
- Ethnic Studies
- Family Studies
- Hearing and Speech Sciences
- Home Economics
- Human Services
- Occupational Therapy
- Nursing
- Park Administration
- Public Health
- Recreation
- Religious Studies
- Respiratory Care
- Social Welfare
- Sports Administration
- Substance Abuse Counseling
- Urban Studies

- Women`s Studies

Social Occupations

- Child Care Provider
- Community Service Organization Director
- Elementary School Teacher
- High School Counselor
- Home Economics Teacher
- Nurse
- Occupational Therapist
- Parks and Recreation Coordinator
- Physical Therapist
- Social Science Teacher
- Social Worker
- Speech Pathologist

Enterprising

Note: The following description is meant to provide a list of typical examples of this Career Type. The list is by no means inclusive of all possibilities.

People who have high interests and skills in the Enterprising Career Type like activities, jobs, and co-workers that involve selling, managing, and persuading. They typically enjoy the following:

- Positions of leadership, power, and status
- Working actively with other people
- Working toward organizational goals
- Economic success

They typically like to take financial and interpersonal risks and to participate in competitive activities.

Click on any of the following to learn more about:

Enterprising:

Job Activities

Work Environments

Values and Self-concept

Hobbies

Competencies

Programs for Training and Academic Study

Occupations

Enterprising Job Activities

- Selling, purchasing
- Political maneuvering
- Entertaining clients
- Leading committees, groups, organizations, companies
- Giving speeches, talks, presentations
- Managing people and projects

Enterprising Work Environments

- Industrial and manufacturing firms
- Government and political organizations
- Seats of power and finance (e.g., auto dealerships, department stores, real estate firms)
- Fund-raising organizations
- Independently owned businesses

Enterprising Values and Self-concept

- Status conscious
- Ambitious, competitive
- Sociable, talkative
- Witty, argumentative
- Aggressive
- Adventurousome, risk taking
- Optimistic, energetic, popular
- Attracted to money, power, and material possessions

Enterprising Hobbies

- Belonging to clubs and organizations
- Sporting events, as participant or spectator
- Entertaining and socializing
- Political activities
- Attending conventions

Enterprising Competencies

- Verbal skills suited to public speaking, persuading, and selling
- Social and interpersonal skills
- Leadership skills
- Personal resiliency, high energy, optimism
- Ability to focus on organizational goals, including profit

Enterprising Programs for Training and Academic Study

- Business Administration
- Business Education
- Consumer Economics
- Cosmetology
- Culinary Training
- Finance
- Government
- History
- Hotel Management
- Hospitality
- Housing
- Human resources
- Information Systems management
- Insurance
- International Relations
- Law
- Management
- Marketing
- Personnel and Labor Relations
- Political Science
- Production Management
- Public Administration
- Public Relations
- Real Estate
- Restaurant Management
- Retail merchandising
- Transportation Distribution and Management
- Travel and Tourism

Enterprising Occupations

- Auctioneer
- Buyer
- Flight Attendant
- Florist
- Housekeeping and Maintenance Supervisor
- Life Insurance Agent
- Marketing Executive
- Purchasing Agent
- Realtor
- Restaurant manager
- Sales Manager
- Store Manager
- Traveling Salesperson
- Travel Agent

Conventional

Note: The following description is meant to provide a list of typical examples of this Career Type. The list is by no means inclusive of all possibilities.

People who have high interests and skills in the Conventional Career Type like activities, jobs, and co-workers that involve organizing, accounting, and processing data. They typically like the following:

- Activities that require attention to organization and systems
- Detail and accuracy
- Mathematics and calculations
- Activities involving data management and investment management

They typically enjoy and work well in large organizations.

Click on any of the following buttons to learn more about:

Conventional:

Job Activities

Work Environments

Values and Self-concept

Hobbies

Competencies

Programs for Training and Academic Study

Occupations

Conventional Job Activities

- Conducting a financial analysis
- Operating office machines
- Organizing office procedures
- Keeping records and financial books
- Writing business reports
- Making charts and graphs

Conventional Work Environments

- Large corporations
- Business offices
- Financial institutions (e.g., banks, credit companies)
- Accounting firms
- Quality control and inspection departments
- Structured organizations with well-ordered chains of command

Conventional Values and Self-concept

- Conscientious, persevering
- Practical
- Self-contained, conservative
- Orderly, systematic
- Precise, accurate
- Careful, controlled
- Careful about money and material possessions

Conventional Hobbies

- Collecting (e.g., stamps, coins)
- Home-improvement projects
- Building models (e.g., airplanes, doll houses, electric trains)
- Civic and fraternal organizations
- Games with clear-cut rules

Conventional Competencies

- Efficiency, organization
- Management of systems and data
- Mathematical skills
- Persistence and patience with detailed paperwork
- Operation of office machines
- Perfectionism

Conventional Programs for Training and Academic Study

- Accounting
- Banking and Financial Services
- Business Education
- Bookkeeping
- Computer Operations
- Computer Programming
- Court Reporting
- Data Management
- Dental Hygiene
- Financial Planning
- Food Services Management
- Industrial Education
- Mathematics Education
- Medical Administration
- Medical Transcription
- Office Systems
- Paralegal Studies
- Purchasing/Materials Management
- Secretarial Procedures
- Small Business Operations
- Statistics

Conventional Occupations

- Actuary
- Accountant
- Administrative Assistant
- Banker
- Bookkeeper
- Business Education Teacher
- Certified Public Accountant
- Clerical Worker
- Credit Manager
- Dental Assistant
- Food Service Manager
- Medical Records Technician
- Nursing Home Administrator
- Proofreader
- Secretary
- Store Salesperson

Category 4: Tips for using LOWEST PRIORITY Career Types

The tips will make more sense if you've read about the Career Types first. If you haven't read the descriptions yet, please return to your Summary of Results to access the types.

- **Confirm Your Results**
- **Consider More Thorough Interests and Skills Assessment**
- **Identify Factors to Avoid**
- **Explore the Unknown**

or

Go back to the Career Change Package Menu to select another tool or visit Career Planning Steps to see where to go next.

■ **Confirm Your Results**

Are you truly uninterested and unskilled in the Career Types listed here? If you have three or more Career Types in this category, you may want to carefully consider whether these results are accurate for you. It is important not to rule out career options on the basis of this checklist alone.

Remember that the results of your Interests/Skills Checklist are a summary of your own estimates. If you have not accurately assessed your interests and skills, then your results will not reflect your true levels. Some people have difficulty assessing their own levels of interests and skills. They may underestimate themselves on some dimensions due to a number of factors, such as modesty or cultural expectations. Others may complete this checklist during a time when their self estimates may be distorted, such as during a personal crisis. In these instances, it may be a good idea to seek additional assessment tools, and to work with a counselor who can help you sort out your true interests and skills. Visit the Finding a Career Counselor and Additional Tools sections of CareerHub.

■ **Consider More Thorough Assessment**

You may actually have some important interests and skills within Career Types that your results do not reflect. The Interests/Skills Checklist may not be sensitive enough to measure them. For example, if you have a narrow interest and skill in painting, but little interest or skill in all other Artistic areas, then your Matrix results would not reflect your painting interest.

The *Strong Interest Inventory* and the *Skills Confidence Inventory* are excellent assessment tools to consider for further information. They are administered by trained counselors and provide more detailed measures of your strengths. In addition, these tools allow you to compare your self estimates to those of other men and women in a wide range of specific occupations. Visit the Additional Tools section to learn more about them.

■ Identify Factors to Avoid

If the Career Types in this category ring true for you (you are neither interested nor skilled in them), then use them to identify the sorts of work activities that you want to avoid in your work. For example, if the Conventional type appears in this category, then you may want to avoid jobs that would require you to spend a large part of your work day engaged in organizing office procedures or checking the accuracy of financial forms. You can do a better job of reducing your work stress and increasing your satisfaction once you have identified those factors you want to avoid in work settings.

■ Explore the Unknown

Have you ever investigated these Career Types through reading or interviewing people, to see if they hold any interest for you? Have you actually tried out these types of activities to test the limits of your skills? Many times we automatically say that we dislike things and are unskilled in them simply because they are unfamiliar to us. Consider whether any of the types listed in this category include fields that you really have never taken the time to explore. You may find a number of undiscovered interests and skills.

Follow some of the tips listed in [Category 2: Career Types WORTH EXPLORING](#) and [Category 3: Career Types WORTH RECONSIDERING](#) to identify your interests and expand your skills before ruling out these options altogether.

Go back to the [Career Change Package Menu](#) to select another tool or visit the [Career Planning Steps](#) to see what to do next.

Category 1: Tips for using HIGHEST PRIORITY Career Types

The tips will make more sense if you've read about the Career Types first. If you haven't read the descriptions yet, please return to your Summary of Results to access the types.

- Evaluate Your Current Situation: How well does your job fit your preferred Career Types?
- Research New Career Options
- Evaluate Your Overall Lifestyle Activities
- Select Among Four or More High Priorities

or

Move on to [Category 2: Career Types WORTH DEVELOPING](#)

■ Evaluate Your Current Situation: How well does your job fit your preferred Career Types?

Consider your current work activities and roles. What proportion of your daily activities are described by your Highest Priority Career Types? Alternatively, how much time and energy do you spend each day doing things that do not relate to these Career Types?

Work dissatisfaction frequently occurs when the type of work we do does not match our preferred Career Types. Look for ways to maximize the time you spend doing Highest Priority types of activities. In what ways can you begin to reshape your job duties to create a better and more satisfying match with your strengths? Take some time out to consider this question, or to discuss it with a supervisor, colleague or friend.

■ Research New Career Options

As you plan your next job or career change, consider moving in a direction that matches your Highest Priority Career Types. Gather information about jobs or educational opportunities that are described by your preferred types. Learn more about the wide range of options that fit these types. For example, in Action Planning, you will be given tips for gathering job, career, and educational information. As you collect this information, look for job descriptions that focus on activities that particularly fit these preferred interests and skills.

■ Evaluate Your Overall Lifestyle Activities for Sources of Satisfaction or Discontent

Sometimes we are unhappy in our work lives because we are not allowing ourselves to pursue activities that are important to us outside of work. Look outside your job for activities that fit your Highest Priority Career Types. We gain satisfaction from using our skills and interests in all our life roles, such as in hobbies, part-time work, or community activities. Engaging in Highest Priority activities in these ways may be especially important if you are unable or unwilling to change jobs or careers at this time due to family, financial, or other obligations.

■ Select Among Four or More Highest Priority Career Types

If you have four or more Highest Priority Career Types, this section is for you. You are probably the type of person whom career counselors refer to as "multipotential." Nevertheless, when making career decisions, having too many options can be as confusing and frustrating as having too few. Here are some tips to consider:

- **Seek variety:** Look for jobs and careers that allow you to engage in a wide variety of tasks, roles, or projects. This way you can satisfy a little of each preferred Career Type throughout your daily or weekly job activities.
- **Make changes over time:** Remember most people change jobs and careers a number of times over the course of their lives. There is no one perfect choice. Consider engaging in different types of jobs, or even careers, over time. This way you can satisfy different Career Types at different times in your life.
- **Add variety to your lifestyle:** Consider satisfying different Career Types in different areas of your life. For example, you could satisfy one type primarily through your work activities, another through where you live, and yet another through the types of friends you choose to interact with. The Work/Life Values Checklist, included in this Career Change Package, can also assist you in sorting through these options. This checklist highlights particular factors that are important for your work life and others that are important for your general lifestyle.

Category 2: Tips for using Career Types WORTH DEVELOPING

The tips will make more sense if you've read about the Career Types first. If you haven't read the descriptions yet, please return to your Summary of Results to access the types.

- Evaluate Your Undeveloped Potential
- Seek Ways to Increase Your Skills
- Increase Your Confidence to Increase Your Options
- Consider More Detailed Assessment

or

Move on to [Category 3: Career Types WORTH RECONSIDERING](#)

■ Evaluate Your Undeveloped Potential

Some people rate certain skills low simply because they have not yet had the opportunity to test them out or to develop them. Perhaps your low ratings simply reflect your lack of knowledge in areas that you have not yet adequately explored.

In addition, skills develop with practice. Consider expanding your skill set, and as a result, increasing your career options. Use the Career Types listed in this category to identify particular skills that you could begin to develop further.

Remember that these are the areas for which you scored moderate to strong interest. Even if you decide not to pursue them as career fields, you might gain much satisfaction from incorporating them into your leisure and avocational pursuits. Rather than participating in activities and building your skill, you might enjoy just being an observer or spectator in these areas.

■ **Seek Ways to Increase Your Skills**

There are a number of ways to test out and develop skills related to your areas of interest:

- Take on a new hobby
- Enroll in a course or continuing education workshop
- Attend a professional organization meeting
- Volunteer a few hours in an organization
- Work part time or take on a part-time project

Additional Advice:

- Start with small steps when trying out new skills.
- Don't take on too much at once, setting yourself up to fail.

It can be an eye opener to spend time in an actual work environment, so you can see firsthand how these skills are applied in day-to-day work tasks. Shadow someone on a job for part of a work day to get a clear view of the skills involved.

■ **Increase Your Confidence to Increase Your Options**

Some people have limited their career options due to their lack of confidence in particular skill areas. Low confidence can be due to a number of factors. One common reason, for example, is lack of opportunity or encouragement to test out various activities.

Individuals are often discouraged from pursuing activities and developing skills that conflict with gender roles or cultural values.

Low confidence can also result from negative past experiences. For example, you may have failed at early attempts in these activities, and never tried again. These sorts of experiences can lead to avoidance of activities that could prove to be quite rewarding.

If low confidence is holding you back from testing out and developing skills in these Career Type areas, then try one of the following suggestions:

- **Connect with role models:** Interview someone who could be a role model to you in this field. Ask for direction in getting started, and for advice on handling any roadblocks. Ask this person to recommend a mentor who could provide you with support and encouragement.
- **Manage your fears:** Anticipate that anxiety or fears will arise when you first approach unfamiliar activities. Don't give in to them by procrastinating or avoiding. Manage your fears by starting with small, manageable steps and build on small successes. For example, give yourself a deadline and begin investigating one new skill, first by reading about it, then by talking with someone about how to develop it, and next by trying out a course or beginning level activity.
- **Consider working with a counselor:** Sometimes it is difficult to build your confidence without ongoing support and direction. If you are limiting your options due to low confidence or fear, and are having difficulty motivating yourself to change, then you might benefit from working with a professional career counselor. If you are interested in learning more about career counselors, visit Finding a Career Counselor.

■ Consider More Detailed Assessment

Remember that the results of your Interests/Skills Checklist are a summary of your own estimates. If you have not accurately assessed your interests and skills, then your results will not reflect your true levels. Some people have difficulty assessing their own levels of interests and skills. They may underestimate themselves on some dimensions due to a number of factors, such as modesty or cultural expectations. Others may complete this checklist during a time when their self estimates may be distorted, such as during a personal crisis. In these instances, it may be a good idea to seek additional assessment tools, and to work with a counselor who can help you sort out your true interests and skills.

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Category 3: Tips for using Career Types WORTH RECONSIDERING

The tips will make more sense if you've read about the Career Types first. If you haven't read the descriptions yet, please return to your Summary of Results to access the types.

- **"Been There, Done That", or Have You?**
- **Investigate Your Hidden Interests**
- **Is "Burnout" the Reason?**
- **Consider Factors Other Than Your Interests**

or

Move on to Category 4: LOWEST PRIORITY Career Types

■ "Been There, Done That," or Have You?

The Career Types listed in this category may reflect activities that you already have tried through your current or prior jobs. In other words, you may already have "been there, and done that," and know that you are no longer interested in continuing to pursue these activities. Nevertheless, you have stated that generally, you do not find these types of activities interesting.

You may be ready now to pursue new options that are more likely to bring personal satisfaction, particularly those listed in Category 1, Highest Priority. However, you may also find it helpful to reevaluate the reasons for your disinterest.

■ Investigate Your Hidden Interests

Sometimes individuals have hidden interests that have not yet been uncovered, due to lack of experience or information. For example, they may have ruled out too hastily their interest in certain types of activities on the basis of stereotypes, or inaccurate information. They may never have investigated the specific job activities involved in these areas.

Is it possible that these particular Career Types represent fields that you have not yet investigated enough? If so, learn whether or not they might hold interest for you by reading about the day-to-day activities of some jobs included in these Career Types. You may discover that your impressions are inaccurate, and that you would actually enjoy using your skills in some of these jobs. [Action Planning](#) offers a number of links to occupational information to help you get started.

■ Is "Burnout" the Reason?

Individuals who have been in emotionally demanding or stressful jobs for a length of time, sometimes find themselves the victims of "burnout." They lose their energy and enthusiasm for work they originally found highly stimulating and satisfying. Is it possible that your low interest scores for these Career Types reflect your feelings of exhaustion with a particularly demanding job that you once found interesting?

If so, try not to discount options reflecting these Career Types altogether, since you may be able to rekindle interest in these areas, given adequate support. The Coping Resources Inventory, included in this Career Change Package, can give you ideas on how to cope with highly demanding careers. Also, consider discussing this issue with a career counselor who can help you evaluate your situation in detail. For referrals to career counselors in your geographic area go to [Finding a Career Counselor](#).

■ Consider Factors Other Than Your Interests

Interests are certainly not the only determinants of career satisfaction or success. You may not find these Career Types particularly interesting, but, nevertheless, decide to pursue them. Other factors may be more important to consider such as obtaining financial stability, contributing to the welfare of your community, or fulfilling family responsibilities.

The Work/Life Values Checklist, included in this Career Change Package, can help you identify factors other than interests, which you would prefer to satisfy particularly through your work. If interest in your job activities is not a high priority, then investigate how well these Career Types, along with any that may be listed in Category 1, Highest Priority, would fit your other values, since these two categories would include career fields that match your skills.

If you decide to pursue careers that generally do not fit your interests, look for unique opportunities within your job to apply your skills in ways that will fit your interests. Usually you can shape your job description or career specialization to some degree. For example, if you have little interest in scientific research, but decide to pursue a career in science, look for science related jobs in organizations that allow you to apply your science skills with the types of people or within the environments you do enjoy.

From the *Strong Interest Inventory Applications and Technical Guide* by Lenore W. Harmon, Jo-Ida C. Hansen, Fred H. Borgen, and Allen L. Hammer, 1994 by Stanford University Press and the *Strong Resource Guide, Strategies for Group and Individual Interpretations in College Settings*, by Jeffrey P. Prince, 1995 by Consulting Psychologists Press. Adapted by permission.

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