



## CAREER SELF ASSESSMENT EXERCISE: IDENTIFYING JOB ROLE OPTIONS

**Determining Work Focus** – There are 4 primary areas of work focus:

- People:** Working primarily with people through leading, caring, supporting, serving, selling  
**Ideas:** Working primarily with knowledge, theories, creativity, insights  
**Things:** Working primarily with things such as machines, tools, animals, natural resources, and fabricated items  
**Data:** Working primarily with numbers, facts, filing, procedures, inspecting, etc.

Place a **checkmark** next to each action that appeals to you. **Count** the number of **checks** to create a total for each.

PEOPLE FOCUS	YES	DATA FOCUS	YES	THINGS FOCUS	YES	IDEAS FOCUS	YES
Coaching		Documenting		Repairing		Writing	
Networking		Summarizing		Inventorying		Strategizing	
Collaborating		Categorizing		Testing		Inventing	
Teaching		Tracking		Transporting		Presenting	
Serving		Correlating		Maintaining		Developing	
Leading		Researching		Purchasing		Questioning	
Resolving Conflict		Reviewing		Packaging		Organizing	
Selling		Investigating		Operating		Explaining	
Coordinating		Editing		Troubleshooting		Problem Solving	
Interviewing		Auditing		Inspecting		Innovating	
Team Building		Calculating		Assembling		Marketing	
Negotiating		Analyzing		Collecting		Communicating	
Advising				Building		Forecasting	
<b>TOTAL</b>		<b>TOTAL</b>		<b>TOTAL</b>		<b>TOTAL</b>	

My highest Work Focus:

My second highest Work Focus:

**Work Attributes\*** – Place an “x” at left of work environment attributes that appeal to you.

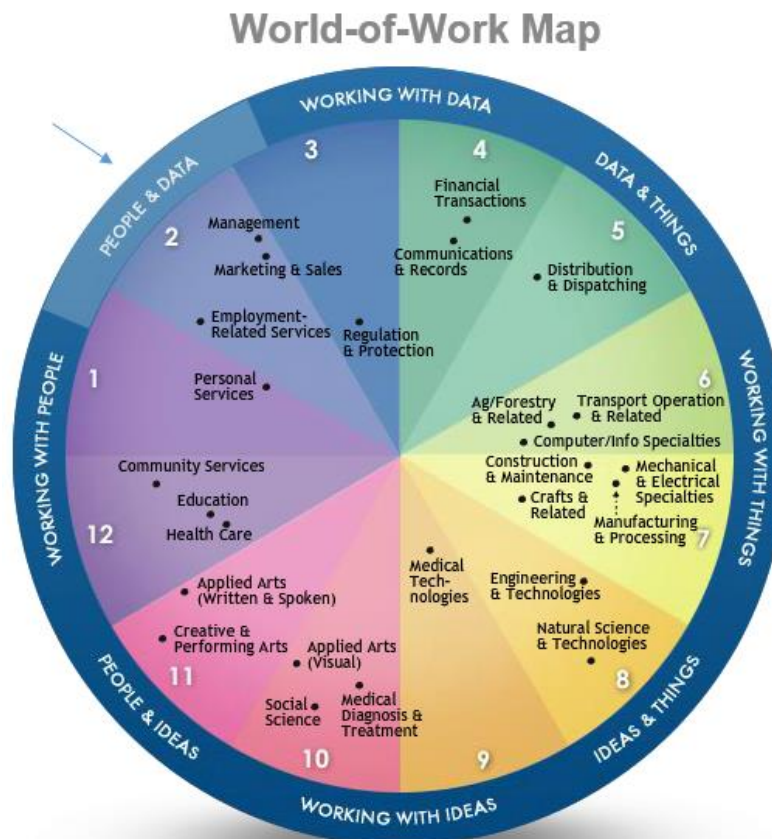
*\*See Appendix A for Work Attribute definitions*

Autonomy (self-governing)	Non-Standard Hours (part-time/evenings/shifts)
Short Training Time (e.g. < 6 months)	Contact with the Public
Problem Solving	Making/Fixing Things
Managing People	Having Authority
40 Hour Work Week (Traditional 9 to 5)	Working Outside
Routine Travel	Working Inside
Occasional Travel	Working Partially Inside and Outside
Influencing Others	Generating Ideas
Working Independently from Others	Project Work (tasks that last a week or longer)
Precision/Exact Standards	Creating Order
High Income	Financial Challenge (advising others on finances)

### Activity #1

**Locate** your **top 1 or 2** preferred **work focus areas** on the **World of Work** map below (e.g. People and Data).

**List** the **Job Families** under your preferred work focus in the space provided (e.g. Marketing & Sales, Management, and Employment-Related Services).



**Top Job Family Matches:**

- 1.
- 2.
- 3.

**Activity #2**

**Locate your Job Families in Appendix B.** Review sample jobs listed under your Job Family matches and compare to your most and least desirable **Work Attribute** preferences listed. *In other words, which jobs appear to be **most closely matched** to your desired work attributes?*

**Determine Feasibility & Desirability**

List job roles that interest you most in the **Role** column in the table below. List skills or education you think would be required. As a take-away at home, research jobs using the search feature on [www.onetonline.org](http://www.onetonline.org).

Once you've research roles, rank the *desirability* for each job (Column 3), most to least (1 = highest desirability).

Next, rank the *feasibility* of pursuing the skills and education needed (Column 4), most to least (1 = highest).

Finally, identify the most feasible option with the highest desirability.

Role	Skills/Education Needed	Desirability	Feasibility

**Resources for Activities:**

1. O\*net Online – [www.onetonline.org](http://www.onetonline.org)
2. ACT World of Work Map – <https://www.act.org/content/dam/act/unsecured/multimedia/wwmap/world.html>

## APPENDIX A

### The 25 ACT Work Attribute Preferences

#### Introduction

The American College Testing (ACT) Program has identified 25 common attributes of work associated with personal job satisfaction. The assumption is that, if the attributes of a job match one's personal preferences, then one is more likely to be satisfied in that job, all other things being equal. Below you will find the 25 Work Attribute Preferences (WAPs) listed and defined.

#### ACT Work Attribute Preferences (Sample Jobs in Parentheses)

**Authority:** similar to management, but towards non-employees, as in a traffic cop job—telling people what to do or what not to do (lawyer, consultant)

**Certification:** careers certifying competence by a degree, license, etc. (doctor, actuary, realtor)

**Creating Order:** using rules to arrange things (quality inspector, administrator)

**Easy Re-entry:** easy to move, or quit and come back, as after maternity leave (sales, mechanic)

**Financial Challenge:** advising others so that much could be gained or lost (investment/financial planner)

**40-Hour Week:** work that entails no overtime, taking work home, on-call status, etc. (postal clerk)

**High Income:** to be in the top 25% of money earners (NFL quarterback, executive)

**Immediate Response:** working/performing around others where immediate feedback is the norm--applause, laughs, boos, cheers, attaboys, attagirls, handshakes, etc. (comedian, flight attendant)

**Influencing Others:** convincing without authority (sales, counseling, health care, social work)

**Making or Fixing Things:** working with your hands or tools on electro-mechanical objects (mechanic)

**Management:** planning, directing, and evaluating the work of others (manager, supervisor, etc.)

**New Ideas:** creating new ways to do things--trying new combinations of ideas (advertising, consultant)

**Non-Standard Hours:** preferring work that is seasonal, temporary, part-time, shifts, etc. (consultant)

**Occasional Travel:** out of town travel about once a quarter (small business owner)

**Physical Activity:** work that results in a significant amount of exercise--walking, lifting, sporting (construction, firefighter, baggage handler)

**Precision:** work that is done according to exact standards or procedures (assembler, fabricator)

**Problem Solving:** spending time figuring out how to do things, to get things done, to fix things (consultant)

**Project Work:** tasks lasting one week or longer (project manager, engineer, architect)

**Public Contact:** work in which you can talk and be seen by non-co-workers (customer service, sales)

**Routine Travel:** getting out of the office/town once a week or more (many sales positions, consultant)

**Short Training Time:** less than 6 months required training after high school (construction work, receptionist, delivery driver)

**Working in an Office:** work most of the time inside, in an office (accountant, writer, banker)

**Working In/Out:** partially inside and partially outside (material handler, elementary school teacher, coach)

**Working Outside:** working outdoors in the weather, good or bad (cowpoke, mail delivery, door-to-door sales)

**Working Separately:** solitary work that requires little talking or other contact with co-workers (bookkeeper)

**APPENDIX B****THE ACT 26 JOB FAMILIES**

**Employment-Related Services:** human resources jobs, including both management positions and specialty jobs as trainer, employee benefits specialist, salary administration, recruiter, interviewer, job analyst, coach, and consultant

**Marketing and Sales:** insurance agent, real estate agent, travel agent, buyer, sales representative, manufacturer's representative, retail sales worker, telemarketer, route driver, stock broker, counter sales (e.g., auto/medical/etc. supplies.)

**Management:** executive, executive secretary, purchaser, general manager, property manager, financial manager, office (medical/legal/etc.) manager, retail store manager, hotel/motel manager, food service manager. Other management positions may be listed under other clusters

**Regulation & Protection:** customs inspector, food/drug inspector, police officer, detective, park ranger, security manager, guard

**Communications & Records:** receptionist, secretary, legal assistant, medical assistant, court reporter, billing clerk, hotel clerk, order clerk, librarian

**Financial Transactions:** accountant, auditor, cashier, bank teller, budget analyst, credit analyst, tax preparer, ticket agent, check-out clerk, insurance underwriter

**Distribution & Dispatching:** shipping/receiving clerk, warehouse supervisor, mail carrier, flight/cab/etc. dispatcher, air traffic controller, operations specialist, cargo agents

**Transport Operation & Related:** driver (truck, bus, cab, limo, courier), locomotive engineer, ship captain, sailor, aircraft pilot, chauffeur, forklift operator, merchant marine officer

**Agriculture, Forestry, & Related:** farmer, nursery manager, pest controller, forester, logger, athlete, groundskeeper, land developer, animal caretaker, zoo/museum staffer, rancher, gardener, pet shop attendant, tree surgeon/arborist

**Computer & Information Specialties:** programmer, systems analyst, information systems manager, computer repairer, desktop publisher, actuary, web designer, typist/keyboardist, network administrator

**Construction & Maintenance:** carpenter, electrician, bricklayer, tile setter, painter, plumber, roofer, custodian, firefighter, sheet metal worker, bulldozer/crane operator, building inspector

**Crafts & Related:** cabinetmaker, tailor, chef, baker, butcher, jeweler, silversmith, hand crafter, shoemaker, musical instrument repair and tuning

**Manufacturing & Processing:** tool & die maker, machinist, welder, bookbinder, printing press operator, photo process operator, dry cleaner, sewing machine operator

**Mechanical & Electrical Specialties:** auto/aircraft/train/etc. mechanic, heating and air conditioning mechanic, electrician, office machine/appliance/tv-video/audio repair, dental lab

**Engineering & Technologies:** aerospace/agricultural/civil, nuclear, computer/etc engineers, electronic/mechanical/laser/etc technicians, surveyor, drafter, architect, technical illustrator, quality control

**Natural Science & Technologies:** physicist, astronomer, biologist, statistician, soil conservationist, food technologist, crime lab analyst, ecologist, agronomist, geologist, mathematician

**Medical Technologies:** pharmacist, optician, prosthetist, surgical/medical lab/EEG/etc. technologist, dietician

**Medical Diagnosis & Treatment:** physician, psychiatrist, pathologist, dentist, optometrist, veterinarian, physical therapist, audiologist, physician's assistant, athletic trainer

**Social Science:** sociologist, psychologist (clinical, experimental, industrial/organizational, sports, etc.), political scientist, economist, urban planner, criminologist

**Applied Arts (Visual):** artist, graphic artist, photographer, illustrator, floral/fashion/interior designer, merchandise displayer, commercial artist, landscape architect, computer graphics specialist

**Creative & Performing Arts:** writer/author, musician, singer, dancer/choreographer, music composer, movie/television director/actor, fashion model, entertainer/comedian, musician

**Applied Arts (Written & Spoken):** reporter, columnist, editor, advertising copywriter, public relations specialist, radio/television announcer, librarian, interpreter, disk jockey, translator, lawyer, technical writer

**Health Care:** administrator, nurse, occupational therapist, psychiatric technician, dental hygienist/assistant, geriatric aide, physical therapist, orderly, speech pathologist, nutritionist, sports physiologist

**Education:** administrator, preschool/elementary/secondary/university/special education/physical education/etc. teacher/aide (see other job families for teaching content), coaching, counseling, media specialist

**Community Services:** social services director, social worker, lawyer, paralegal, home economist, career counselor, clergy, rehabilitation counselor, police officer, recreation leader, health/safety/etc. inspector

**Personal Services:** waiter/waitress, barber, cosmetologist, flight attendant, household worker, home health aide, travel guide, butler, maid, day care worker