



WORK PERSONALITY INDEX

Career Transition Report



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About this Report

This report provides a summary of your responses to the Work Personality Index (WPI). The WPI describes key features of your personal style that influence your approach to tasks, ways of interacting with people, and the types of activities that you will find enjoyable. The WPI Career Transition Report is designed to provide information and advice that is useful for people involved in a career change.

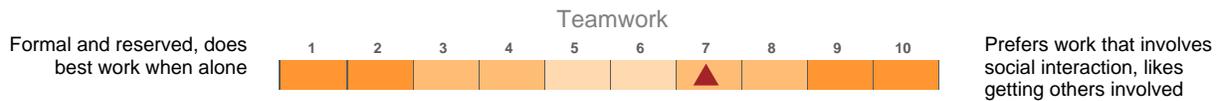
When facing a career transition, it is important for people to take time to reflect upon what they are good at, and what they like to do, and then develop clear goals of what they want to achieve. Taking time to plan one's career transition often makes the process more satisfying and helps people reach their goals sooner. It only makes sense to identify where you want to go before starting out on your journey.

Inside this report are descriptions of your personal characteristics, strengths, and interests in the following areas: Working with Others, Dynamism, Work Style, Problem Solving, Dealing with Pressure and Stress, and Identifying and Managing Change. Your report also contains suggestions for managing career transitions and exercises that will guide you through the process of gathering career information and developing a career action plan. Planning your career and future should take into account information about you that this report does not provide, such as your abilities, education, skills, previous work and leisure experiences, and your family situation. While this report does provide you with in-depth information, it is important to recognize that no one test can tell you which career path to follow. To benefit fully from the information in this report, consider discussing these results with people who know you well, and trained career professionals.

Working with Others

Every career and career transition involves some interaction with people. Your personal characteristics strongly impact the way you work with others, as well as how you manage career changes. Some individuals are outgoing and warm, while others adopt a more formal and independent style. Your preferences for working with people will influence the types of careers and hobbies you find satisfying, and how you go about your daily activities. This section of the report examines your indicated patterns for communicating and getting along with others. It will provide insights into how you tend to interact with people in social and work related situations.

Teamwork



You would rather work with a team of people than work alone. Most people see you as a good team player, which is shown by your desire to work collaboratively with others. You are quite cooperative and value encouraging and helping others. Work environments that rely heavily on teamwork will allow you to do your best work. You try to be encouraging and helpful, and often willingly put the group's success ahead of your own. Occupations that you should find satisfying will allow you to interact closely with co-workers. Highly independent work will probably be less satisfying. Since you have a strong preference for working with others, you need to make an effort at spending time focusing on your personal needs and goals. To best manage your career transition, take advantage of your ability to collaborate with others.

Concern for Others



The level of concern you show toward others is similar to most people. You can be caring, sensitive, and well aware of how people feel. However, you may also be selective with your sympathy, withholding it from those you do not feel are in serious trouble. You will probably like occupations that involve taking other people's thoughts and feelings into consideration. Yet when required to constantly deal with personal issues you may become tired and dissatisfied. You will probably enjoy work that allows you to balance your preferences for working with others in a supportive manner, and working on tasks with little interpersonal requirements. Throughout your career take the time to consider your personal needs and feelings as well as those of people who are close to you.

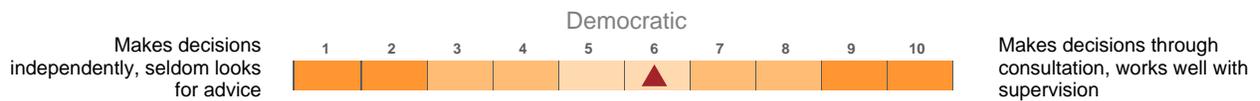
Working with Others

Outgoing



When interacting with people, you are warm and friendly. You feel at ease in most social situations and enjoy meeting new people. However, you also value having some time where you can be alone and collect your thoughts. As a result, you will probably enjoy work that allows you to meet others and socialize, and to have time to yourself. While meeting too many people may leave you feeling exhausted, too much time without personal interaction may also drain you. When considering career options take time to examine if your balanced preference will be met. Use your ability to connect with others to network and gather career information. Then take time to reflect upon what you have gathered to make better decisions.

Democratic



When you make decisions, you choose to consult others or go it alone depending on the issue. You are receptive to the advice and suggestions of others, and you see the benefit of having people participate in the decision making process. However, in areas that you have mastery, you are willing to go on your own and ignore the advice of others if it strongly clashes with your thinking. In positions with a lot of supervision, or where many people are involved in minor decisions, you might feel restricted. Yet when facing complicated and complex issues you enjoy having opportunities to consult with co-workers.

Working with Others - Career Transition Summary

Your responses suggest that you may enjoy careers which:

- involve frequent teamwork
- let you work closely with colleagues
- rarely deal with interpersonal issues
- let you take an impartial approach to problems
- allow you to meet others and socialize, and have time to yourself
- do not require extensive contact with strangers
- you can consult with others when difficult decisions need to be made
- give you freedom to complete tasks in areas that you have mastery

To effectively manage career transitions consider the following:

- Use your preference for teamwork to develop a support network that can help you with your career transition. Work independently on tasks that can be completed effectively on your own. Involving others in these activities is often inefficient.
- Pay attention to how people influence the decisions you make. Do not overlook the need to take time for yourself and focus on your own goals and desires.
- Meet with people to gather information and establish contacts that can help with your career transition.
- Consult people when you need to make important decisions but go on your own for less critical issues.

Energy and Drive

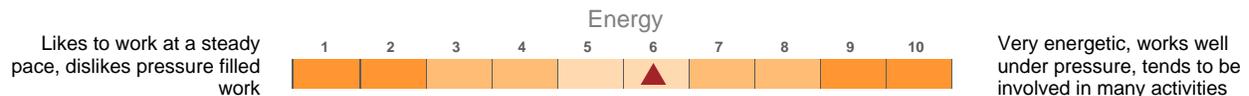
This section looks at the things that motivate you and the approach you adopt when setting and pursuing your goals. It examines your ambition, energy level, persistence, and leadership preferences. Each of these areas relates to the type of work you will find enjoyable, and how you like to invest your time and resources. For example, highly ambitious individuals are motivated primarily by success and getting ahead. People with lower levels of ambition tend to value other things outside of work success and personal advancement. Recognizing what motivates you and how you would like your career to progress is an important step in identifying ideal occupations and making career transitions easier.

Ambition



Like most people you recognize that setting goals and putting forth a committed effort are required to get ahead. Yet you also appreciate a balance between your work and personal lives. This is illustrated in your tendency to set achievable targets. You do not see yourself as extremely competitive. Others probably see you as a motivated individual, but certainly not a workaholic. The types of work you will find most enjoyable will involve challenges and offer opportunities for advancement and personal achievement. Yet if tasks are constantly challenging you may begin to feel overwhelmed and run off your feet. Taking time to enjoy your surroundings and your current standing may be as important to you as is getting ahead.

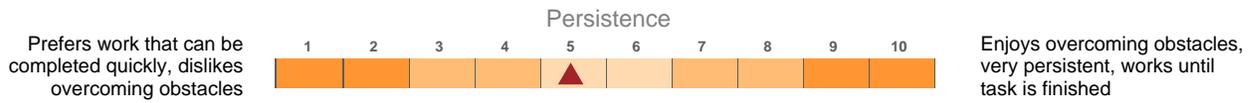
Energy



You are an active individual and enjoy work that involves some mental or physical challenges. Work that requires you to meet multiple demands or juggle a variety of tasks can be exhilarating for you. However, you may become worn down if the position does not give you any opportunities to relax. Overall, your style is marked by a balanced preference for working on demanding projects and those that can be completed without a great deal of energy. Therefore, the type of work you will find most enjoyable will meet this balance. In order to manage career transitions effectively, you need to recognize when you are getting run down.

Energy and Drive

Persistence



In general, you have a level of persistence and determination that is similar to most people. At work, you tend to be motivated to finish your tasks, but may be tempted to put off uninteresting or difficult projects. When work involves overcoming some obstacles and meeting demanding targets, you tend to be satisfied when the work is successfully completed. However, if the projects are very time-consuming and problematic, you may become frustrated and discouraged. Therefore, the type of positions you would enjoy the most provide a combination of difficult tasks that require persistence and some that can be completed with little effort. This will allow you to focus on easier tasks when you have a hard time motivating yourself for those that require lots of persistence.

Leadership



You appear to be more comfortable when other people are in leadership positions. This allows you to contribute your expertise and skills while letting others worry about the responsibility of bringing things together. You are unlikely to automatically take charge of people or tasks. However, you are willing to assume a leadership position if your skills are relevant to the project and you are called upon. In these situations you prefer to adopt a consultative style rather than directly telling others what to do. You would rather lead by example. In general, you should be most satisfied in jobs that do not require you to take on leadership roles very often. Instead, you are quite willing to let other people lead, and you are open to following the wishes of others.

Energy and Drive - Career Transition Summary

Your responses suggest that you may enjoy careers which:

- have some opportunities for advancement but the environment is not extremely competitive
- are demanding but allow you to balance work and personal commitments
- have a mixture of demanding tasks and tasks that can be completed with relative ease
- let you work at a steady pace
- provide a combination of difficult tasks that require persistence and some that can be completed quickly
- involve work that is not time consuming or problematic
- let you work on tasks without taking a leadership role
- allow you to contribute your expertise and skills while others worry about the leadership responsibilities

To effectively manage career transitions consider the following:

- In some situations you can be more effective by adopting a collaborative rather than competitive approach.
- Rather than expending your energy on many different activities, focusing on fewer tasks may help you be more successful.
- Watch that you do not give up on difficult tasks prematurely. Find ways to motivate yourself to stick with tasks that are tough and time consuming.
- Take control of the tasks when your skills allow you to make a significant contribution. The best person to be in charge of managing your career is you.

Work Style

Each individual approaches work in a unique way. Differences in work style can be attributed to differences in a person's attention to detail, dependability, and desire for structure and guidance. Some individuals naturally pay close attention to details. They prefer working in a structured environment and are conscientious. Other people naturally focus on global issues and adopt a flexible approach. Your preferences in these areas will influence both the types of tasks and work environments that you will find enjoyable.

Attention to Detail



You have a relatively strong eye for detail, but also enjoy focusing on broader issues. When a job requires you to pay close attention to details, few things slip past you. You also enjoy work that is not concerned with detail, and will probably enjoy tasks that allow you to do both. You tend to take a methodical and organized approach to your work, and like having things done to the best of your ability. Yet when things need to be done quickly, you are willing to cut corners to meet deadlines. You work hard at striking an appropriate balance between the efficiency and exactness of your work. For simple tasks you will enjoy a work environment that allows you to act without the need to plan ahead or pay close attention to details. Yet on complicated tasks, you will enjoy being able to spend the time and energy carefully reviewing your work to ensure it is up to standard.

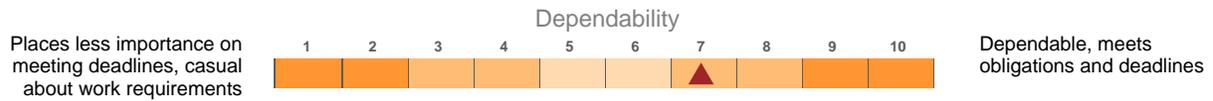
Rule Following



In your career you enjoy work that has some structure. You do not mind following rules and regulations. However, you prefer general guidelines to precise regulations. You are willing to ignore rules if they hinder your work or are personally inconvenient. This somewhat casual approach to procedures is also manifested in a slight dislike for bureaucracy. You will enjoy the types of work that are structured, but it is important to you that structures and procedures can be ignored when necessary. Your strengths in this area revolve around your willingness to evaluate work regulations and procedures and adjust or ignore them when they are no longer effective.

Work Style

Dependability



Meeting deadlines and completing your work on schedule is important to you. You are responsible, dependable and conscientious. At work you strive to meet all of your commitments and stress the importance of completing work on time. You are willing to shift priorities and move deadlines only when something extremely important comes up. However, you are much more comfortable when you can finish tasks as they were originally set out. You should enjoy activities that allow you to work with other conscientious people, and where a high level of dependability is required.

Work Style - Career Transition Summary

Your responses suggest that you may enjoy careers which:

- are somewhat structured, where the work occurs in a organized setting
- do not require you to spend a lot of time carefully checking details
- take place in an environment where the work follows general guidelines rather than precise regulations
- give you freedom to adjust your work procedures and are not highly bureaucratic
- allow you to work with people who value getting things done
- require a high level of dependability

To effectively manage career transitions consider the following:

- Develop overall goals that describe what you would like to achieve during your career transition. Then focus on the specific details and tasks that need to be accomplished in order to reach those goals.
- Review how you are managing your career transition and adopt a questioning attitude that examines how you could do things better. Accept some supervision on how you manage your career.
- Be willing to adjust your priorities. Since you are in a period of change, you will need to adapt what you are doing to meet pressing needs or opportunities. You should also guard against promising more than you can deliver.

Problem Solving

Solving problems is an important task at work and during career transitions. While the types of problems that need to be resolved vary, people usually take the same approach to solve them. Resolving problems typically involves two key activities, analyzing information and developing solutions. Your personality traits influence how you conduct each of these tasks. Some people take a highly analytical approach when looking at information, and focus on developing well-grounded solutions. Other people rely on their intuition when interpreting information, and develop solutions that are creative and original.

Innovation



You are somewhat creative and like innovative approaches to tasks. You enjoy solving problems and like finding solutions that are both original and practical. You tend to be fairly open-minded but can become frustrated with ideas that are too unconventional. Instead you would rather examine proposals and solutions that are practical and well grounded. While you can develop creative solutions, you would not describe yourself as inventive. You are as likely to build upon others' ideas as come up with your own. You prefer to focus on practical, straightforward solutions. You work effectively in stable occupations where creativity is not a strong requirement.

Analytical Thinking



When solving problems you are analytical and logical, and use a deliberate and careful method of evaluation. You function comfortably in settings that require you to solve complex problems that require abstract thinking. In most situations you tend to understand intricate relationships correctly. You like to gather as much information as possible in order to make the most informed decision, and you carefully analyze problems from all possible angles. This intensive approach is often time consuming but ensures that you rarely make mistakes in judgment. At work, you will probably enjoy jobs that involve both the analysis of data and the discussion of the conclusions you have reached. You should also enjoy tasks that involve solving complex problems. In rare instances you may make a quick decision based on your intuition. Yet occupations that require quick decision making before careful analysis will likely be stressful for you.

Problem Solving - Career Transition Summary

Your responses suggest that you may enjoy careers which:

- allow you to build upon other peoples' ideas
- require some innovation, but have a strong practical focus
- involve developing straightforward solutions to problems
- require you to solve complex problems that require abstract thinking
- involve analyzing and discussing data

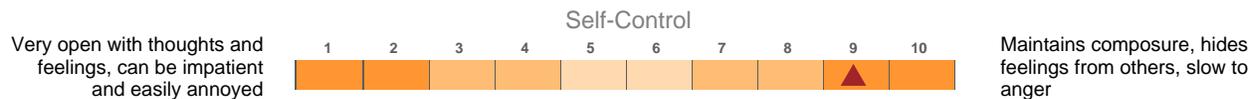
To effectively manage career transitions consider the following:

- You enjoy solving problems and like finding solutions that are both original and practical. Use your innovation and creativity to identify how your skills and knowledge may be useful in a variety of different careers. Focus on practical tasks such as writing resumes, calling potential employers, and networking.
- Take time to work on both the creative and straightforward tasks required to reach your career goals. Each of these areas is important to successfully managing a career transition, even though you may prefer one more than another.
- When solving problems you are analytical and logical, and use a deliberate and careful method of evaluation. This intensive approach is often time consuming but ensures that you rarely make mistakes in judgment. Do not spend so much time analyzing information that it prevents you from making decisions.
- Dealing with a career change involves many minor decisions that do not require a lot of analysis and discussion. When faced with smaller issues trust your intuition and act decisively. This will help you reach your goals faster, and give you momentum to work on other career tasks.

Dealing with Pressure and Stress

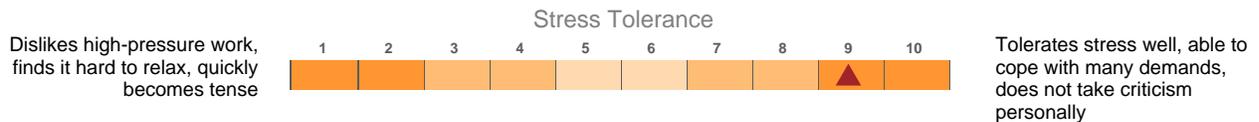
How manage pressure and stress influences your approach to work and how you deal with the difficulties everyone encounters when changing their career. Your approach depends upon how emotionally controlled and resilient you are. People who tolerate stress well and are able to cope with many demands tend to be successful in high pressure jobs and do not mind career transitions. Those who dislike stress tend to find success and satisfaction in less demanding occupations and may struggle during career transitions.

Self-Control



You are calm, easy-going, and free from anxiety. You tend to keep your emotions in check, often so well that people who know you well are not aware of how you are feeling. It is very rare that your sentiments and reactions get in the way of what you want to do. You find it easy to keep hold over your expression of emotions and are unlikely to display them. Even in difficult situations you are able to maintain your composure and deal with problems in a calm and easy manner. You rarely experience anger and are unlikely to take offence. In tense situations you rarely say things you later regret, and you are comfortable working in settings where emotions run high. When you do get upset, you are able to quickly regain your composure and begin managing your feelings in a well-balanced manner.

Stress Tolerance



You tolerate stress very well and find it easy to remain relaxed. When you are under lots of pressure you tend to stay calm and steady and can effectively cope with many demands. You are seldom overwhelmed by concerns, and maintain effective work behavior in the face of setbacks. It is only in rare instances that you will feel worried or frustrated. In most situations your ability to relax also acts as a calming influence on others. On the whole, you find it easy to manage stressful situations in a balanced, adaptive way. You are also able to accept criticism positively because you do not take it personally or spend time thinking about what you should have said but didn't. As a result you will be very effective in occupations that have many demanding tasks and where the level of stress is high.

Dealing with Pressure and Stress - Career Transition Summary

Your responses suggest that you may enjoy careers which:

- utilize your high level of self-control
- involve problems that need to be dealt with in a calm and easy way
- have many demanding tasks and take place in a stressful environment
- need you to deal with pressure without feeling stress

To effectively manage career transitions consider the following:

- You are calm, easy-going, and free from anxiety. You tend to keep your emotions in check, often so well that people who know you well are not aware of how you are feeling. Sharing your thoughts and feelings with those who are close to you can help you clarify your work preferences and develop career goals.
- Your high level of self-control and ability to conceal your feelings from others may result in people not recognizing when you need support. Keeping people aware of your struggles will enable them to provide encouragement and assistance.
- You tolerate stress very well and maintain effective work behavior in the face of setbacks. Watch that your ability to tolerate stress does not negatively impact your motivation. Even though you may find the stress of career transition activities easy to manage, put time into preparation.
- Since you rarely feel worried or experience stress, you may often act as a calming influence to others. Take care that you do not get put upon by others, or over-load yourself with tasks.

Identifying and Managing Change

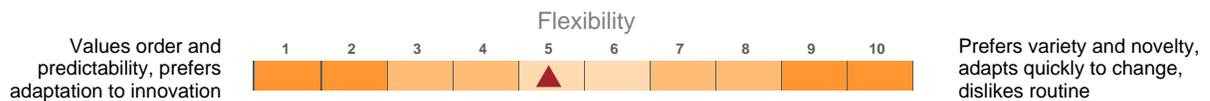
How you approach and manage change has tremendous influence on the tasks you will enjoy. For the types of work that involve lots of change, people who describe themselves as flexible and future oriented seem better suited and report more satisfaction. In work environments with greater stability, people who describe themselves as reliable and focused on the present are generally more content. Your preferences also have a strong influence on how you manage career transitions. People who dislike change often find career transitions difficult. People who enjoy change may find career transitions exciting.

Initiative



When presented with opportunities you are able to evaluate and capitalize upon them. However, you are not constantly on the lookout for new challenges and do not take advantage of all the opportunities that present themselves. You are willing to accept new responsibilities, but also enjoy having some stability and consistency in your work and personal life. In this way, your style is similar to most people. During a career transition it is necessary to take on new responsibilities and spend time identifying new opportunities. It is also important to stick with the structured, but less exciting activities, that are involved in making transitions. Your preferences in this area should therefore be a good fit in helping you further your career. Occupations that you should find enjoyable will provide you with a balanced mix of structured responsibilities and new challenges.

Flexibility



You enjoy having some variety in your life, and you are somewhat flexible. You enjoy new and interesting activities and can become bored if your work or life activities become routine. If things become too structured or static, you may begin to seek out new activities to give some excitement to your life. While you do not mind change, you also value having some stability and predictability in your life. When required to adapt too much, you may begin to feel overwhelmed. In times of change, you prefer that it occurs at a slower pace which allows you more time to adjust. In a career transition you will need to take a little time to get your head around the adaptation that is required. However, your ability to enjoy variety and novelty should help you adjust effectively.

Identifying and Managing Change - Career Transition Summary

Your responses suggest that you may enjoy careers which:

- give you new responsibilities, but also have some stability and consistency
- provide a balanced mix of structured tasks and new challenges
- allow you to focus more on completing your current tasks than identifying new business opportunities
- have some variety, but the work is largely stable and changes slowly
- require flexibility to adapt to moderate amounts of change
- involve some routine tasks

To effectively manage career transitions consider the following:

- You are willing to accept new responsibilities, but also enjoy some stability and consistency in both your work and personal life. During a career transition it is necessary to take on new responsibilities and spend time identifying new opportunities. It is also important to stick with the structured, but less exciting activities.
- Discuss possible career options with people you know well. Make sure that your desire for stability does not negatively influence your evaluation of new career opportunities.
- While you do not mind change, you also value having some stability and predictability in your life. When identifying potential careers you need to recognize that it requires some flexibility and you will need to adjust many aspects of your life. Therefore, take some time to think about all that is involved in your career transition and come to terms with the types of changes that are required.
- Make changes to your career plan only when warranted, not because you would like some variety. Approach your career transition with a positive outlook that focuses on how the change can improve your life.

Career Review and Planning Exercises

This WPI Career Transition Report describes how your personality preferences relate to how you approach tasks, and the types of activities that you find satisfying and fulfilling. Reviewing your current situation is the first step in planning your career goals. Having read about your preferences, it is helpful to take time to review the information and begin to establish goals.

When faced with career decisions most people seek to gather information about themselves to help identify possible career options. People also want directions on how to plan for the future and make the right decisions. It is important to recognize that no test can provide you with guaranteed answers about the career path to follow.

The WPI Career Transition Report can help you identify your unique strengths and give you insight into the types of work and activities that you will enjoy and likely be successful at. The following pages contain a number of exercises that will guide you through the process of gathering information about your career interests and strengths, and help you develop a career action plan. By creating a career action plan and working hard to reach your goals, career transitions can be dealt with much more successfully.

Carefully read your report and highlight those areas that discuss your strengths. On the next page, write in your own words what you believe are your personal strengths for:

Working with Others

Energy and Drive

Work Style

Problem Solving

Dealing with Pressure and Stress

Identifying and Managing Change

My Career Strengths

Working with Others

Energy and Drive

Work Style

Problem Solving

Dealing with Pressure and Stress

Identifying and Managing Change

Work Related Interests

Looking back over your previous experiences, what work and leisure activities have given you the greatest sense of accomplishment or satisfaction?

How do your experiences and personal preferences relate to the activities and skills required of people who do the kind of work you would like to do?

Creating a Career Action Plan

Putting together a comprehensive and detailed career plan with specific goals and deadlines is one of the most important steps for managing career transitions successfully. Too often, people in career transition immediately begin writing resumes, applying for jobs, or jumping into retirement without planning their activities. As a result, people use poor job search techniques or make decisions that they later regret.

The best place for people in career transition to start is to identify what they are good at, what they like, and where they want to go. Taking some time to plan your career transition makes the entire process more satisfying and will help you reach your goals sooner. It only makes sense to identify where you want to go before you start your journey.

A realistic and practical sense of direction is essential for reaching your desired goals. Your goals should be tied to your strengths and work related interests. Goals that are too high can be discouraging, while goals that are too low can limit your self-worth. By working through the following questions, you can create career goals that will allow you to make the most of your potential. Write your answers on a separate piece of paper if necessary.

1. What specific job, career or leisure activities do you want to learn more about, or aim for in the future? What are your overall career goals? The clearer your goals, the easier it will be to motivate yourself to pursue them.
2. What experience, education or training do you need to get in order to prepare for the next stage of your career?
3. What are the most significant things you can do to improve your effectiveness and satisfaction in life?
4. Review the sections of your report that deal with managing career transitions effectively. What do you need to start doing to ensure you reach your goals? List specific steps and activities.
5. What can you stop doing that may be working against achieving the success you desire?
6. What deadlines do you need to set to make sure you reach your goals?

Charting Your Progress

Having answered the previous questions and put together the beginnings of your career action plan, take some time to review what you have written and consider the following.

What are you most pleased about with your plans?

What do you need to do to improve your plans?

What would you like to discuss about your plans with people you respect; parent, spouse, close friend, career counselor? Now is the best time to do so.

As you continue to move forward in your career, return to your career plan occasionally and review what you have written. As your circumstances change, aspects of your career plan may need to be updated or changed. By continually examining your preferences and strengths, and setting realistic goals, you can be better equipped to achieve the career progress you desire. Good luck!