



# Career Development Report

SAMPLE

**Ian Engineer**

19 December 2008

**CONFIDENTIAL**

## Introduction

This report describes Mr Engineer's typical personal lifestyle patterns. The narrative in his report is based on his scores from the 16PF Fifth Edition Questionnaire and additional predictive research.

The Career Development Report (CDR; formerly known as Personal Career Development Profile, PCDP) is founded on 35 years of research and consulting experience of organisational and management professionals. This experience revealed that people who are effectively directing the course and growth of their careers reflect personal strengths anchored to five important areas of behaviour covered in this report:

- Problem-Solving Resources
- Patterns for Coping with Stressful Conditions
- Interpersonal Interaction Styles
- Organisational Role and Work-Setting Preferences
- Career Activity Interests

The purpose of this report is to help Mr Engineer broaden his understanding of himself and to plan well for his future. Although successful people possess personal strengths inherent to these behavioural patterns, no lifestyle can be classified as 'the best way of doing things'. Various styles may aid in one's efforts to be successful, happy, and productive.

A helpful understanding of Mr Engineer's reported personal strengths should also take into account other significant information about him, such as his work and leisure experiences, education and skills. So, if Mr Engineer wants to benefit fully from this report, he should discuss his profile with a skilled counsellor or trained professional. **Of utmost importance, though, this report should be treated confidentially and responsibly.**

## Problem-Solving Resources

**This section describes Mr Engineer's unique problem-solving resources: What are his overall strengths for solving most problems? How does he usually approach resolving problems which confront him?**

Mr Engineer functions quite comfortably with problems and situations that involve abstract reasoning and conceptual thinking. Mr Engineer is quite able to integrate detail and specifics into meaningful, logical wholes. He is very alert mentally. He can see quickly how ideas fit together and is likely to be a fast learner. He seems to be quite curious about the events of the world around him. Being probing intellectually, and having interest in learning from lectures and books, he usually likes to learn about many things. He also strives to seek knowledge for its own sake. Mr Engineer appears to be quite able to learn well from his experiences. He can usually be counted on to use his experience to advantage in solving most problems. Within the areas of Mr Engineer's interests, and if he feels like doing it, he should be quite able to learn much from formal academic training.

Mr Engineer's approach to tasks is usually balanced between getting things done fairly efficiently and having an awareness of the impact of what's done on others involved with him. Usually when Mr Engineer is given or takes sufficient time to resolve problem situations, he tries to be careful and to look ahead in what he does to keep himself from making mistakes that come from acting before he thinks. He normally believes he has control over most of the decisions he makes. Mr Engineer's decisions, in a good number of instances, are likely to be based upon thoughtful considerations in order to get the results he believes to be most important to him. He likes to experiment with and test new ideas and approaches to problem situations. He is usually open to new ways of doing things and tends to welcome changes. He generally likes to put his own ideas into action. However, he may at times be cautious about accepting changes suggested by others.

## Patterns for Coping with Stressful Conditions

**The personal patterns Mr Engineer presently reflects in efforts to cope with stress and pressure in life are described in this section: Depending on the situation, how does he tend to react to emotionally charged events? What is he likely to do when faced with conflict or opposition on the part of others?**

The kind of tension that Mr Engineer seems to be going through at this time is normal for the most part. He is likely to react to worry or pressure much the same as other people. He usually strives to take most situations in his stride and to manage them in a balanced and adaptive way. He rarely allows his emotional reactions to get in the way of what he does or tries to do in situations and relationships. He feels strongly about his reputation and his concerns about how things should be done. He tends, therefore, to act in ways that fit his beliefs about the need for orderliness and having things 'just so'. Mr Engineer tends to be quite controlled emotionally. As a result, he may find it hard to flexibly and comfortably bend with the events happening at the time.

## Interpersonal Interaction Styles

**This section covers Mr Engineer's styles for relating and communicating with others: How does Mr Engineer usually react in dealing with others? What are his major sources of gratification and satisfaction when building relationships with others?**

For the most part, Mr Engineer tends to focus attention first of all to himself and his own well-being. He seems to prefer to have more time for himself than contact with or interactions with others. Mr Engineer appears to prefer to do things alone rather than with other people. He seems to be much more inwardly self-focused than he is outgoing and participative. As a result, others could view him as being rather cool, distant, and possibly even impersonal emotionally. Mr Engineer seems to be staying away from any extensive personal contact with others at this time. He appears to have cut back on his efforts to build warm-hearted relationships with others. Mr Engineer is likely to keep his thoughts and feelings about himself so quiet and private that others may find it hard to get to know him. Mr Engineer feels closest to people who respect the rights of others to make their own decisions and to decide which actions they think are best for themselves. Mr Engineer's desire to act alone and his sense of self-dependence may be so strong that he may unnecessarily turn away from interaction with others without really intending to do so.

Mr Engineer tends to make quite a bit of room for the wishes of others, and he may give into the demands of others even when it may not be necessary to do so. Although Mr Engineer may want to fill most of the demands made on him, he can become uncooperative, disagreeable and possibly somewhat oppositional when others push him too far. Mr Engineer is a rather serious person who appears to prefer relationships with others who also value taking life and events quite seriously. Mr Engineer may be quite personally guarded when relating to some people. At certain times, he may be apt to play his cards too 'close to his chest'. As a result, he could be seen by others as a person who is really hard to get to know. Even so, Mr Engineer is likely to be very careful when relating with some people. He tends to doubt, at times, what some people say and do. He, therefore, is apt to show greater interest in what he thinks is important than in what others think. As a result, he may be somewhat vigilant about what he sees as interference by others in his plans.

## Organisational Role and Work-Setting Preferences

**This section describes Mr Engineer's unique style for fulfilling leadership/subordinate roles in organisational settings and his work-setting preferences: What leadership style does he call upon when working with others? How do others react to him? In what type of organisational setting and environment does he feel most comfortable and productive?**

Mr Engineer may prefer to take on a leadership role and he may assume such a role with a group of friends or co-workers. However, some members of his group may not see him as a leader and may have some difficulty fully accepting his ways for exercising control and direction over them. Mr Engineer usually does his best to promote harmony among others so as to reduce the possibility of conflicts between people. He also strives to do a job well regardless of the prevailing conditions in most situations. Mr Engineer tends to go along with the ideas of associates, sometimes without giving enough thought to his own stand on things. Mr Engineer usually prefers to work alone rather than on committees. He is quite resourceful when he is able to do his planning alone without interruptions from others. He is seldom influenced greatly by the concerns or opinions of others. He may, however, tend to neglect the interpersonal aspects of the decisions he makes or the actions he takes.

Mr Engineer seems quite able to do well in both structured work settings and those that are relaxed and flexible. However, he does prefer some fixed guidelines for what he does. But, at the same time, he likes work that allows him to have a voice in setting goals and making plans about how things should be done. He has a strong sense of responsibility and self-restraint. He also may have fairly strong beliefs as to what is right or wrong in most situations. He generally, therefore, holds to rather strict standards in the hope that others will think well of him. Mr Engineer seems to be quite able to handle assignments in which he must think clearly about important matters before he acts. He places value on keeping things orderly and organised. Mr Engineer tends to be rather unbending about what he will or will not do. He is possibly overly concerned, at times, about fitting himself to what he believes others expect of him.

## Career Activity Interests

**Career activity interests are an important part of Mr Engineer's personal strengths and his general personality orientation. The purpose of this section is to provide information which may either support his present career choices or assist him to explore, consider, and plan for another career/avocational direction.**

**The career activity interests presented in this section, however, should not be treated as recommended career/avocational choices. Some may not appeal to him. Others may not relate well to his training, experience or expressed interests. Since these interest patterns are derived from one set of test scores and specific predictive research, a careful analysis by him and a trained professional may bring to mind other alternatives that may lead to even more appealing and meaningful life planning.**

### Career/Avocational Activity Interests

Mr Engineer's personal lifestyle patterns suggest he is similar to people who are likely to enjoy activity interests that entail:

- **Analysing:** Investigating, observing and solving problems of a business, cultural, scientific or social nature that requires the use of ideas, words and symbols to uncover new facts or theories – activity characteristic of that performed by people who enjoy working in laboratory and research settings, the mathematics field, and the life science, medical science, physical science, and social science professions. They usually find greater satisfaction being involved with the challenge of work that requires conceptual thinking and analysis of quantitative problems than work requiring extensive interaction with people in group projects.
- **Producing:** Accomplishing tasks of an orderly and systematic nature through the use of machines, materials, objects or tools – activity characteristic of that performed by people working in the construction, farming, and the manual/skilled trades. They usually prefer situations where they can work with their hands, be outdoors, and see the visible results of their efforts.
- **Venturing:** Being involved in situations and tasks that require physical endurance, competing with others, and some degree of risk-taking – activity characteristic of people who enjoy involvement in athletics, working in the military/law enforcement professions and participating in risky and adventurous events. They usually get satisfaction from competing with others whereby they have opportunities to win and/or win by working with others on a team. They often seek out excitement and are generally quite confident of their physical abilities and skills.

### Career Field and Occupational Interests

**The career fields and occupations presented in this section are those found to be related to Mr Engineer's broad activity interests. Again, these interest patterns are derived from test scores and predictive research. Consequently, they should not be treated as recommended career choices. Some may not appeal to him. Others may not relate well to his training, experience or expressed interests. Counselling with a trained professional, therefore, may bring to light even more choices for consideration and meaningful life planning.**

Career fields directly related to Mr Engineer's unique activity interests are:

- Mathematics
- Science
- Data Management
- Agriculture

- Woodworking
- Mechanical Activities
- Mechanical Crafts
- Military/Law Enforcement
- Athletics

In addition, Mr Engineer's personal lifestyle patterns suggest he is also similar to people who express interest in the following career field(s):

- Religious Activities
- Writing
- Law/Politics
- Teaching

Occupations directly related to Mr Engineer's unique activity interests are:

- Statistician
- Physicist
- Systems Analyst
- Forestry Worker
- Biologist
- Chemist
- Test Pilot
- Doctor
- Carpenter
- Electrician
- Veterinary Surgeon
- Engineer
- Aeroplane Mechanic
- Agricultural Manager
- Mathematician
- Geographer
- Armed Forces Officer
- Geologist
- Computer Programmer
- Police Officer
- Medical Researcher
- Maths/Science Teacher
- Dentist
- Athletic Trainer
- Landscape Architect
- Car Mechanic
- Armed Forces Personnel
- Paramedic

In addition, Mr Engineer's personal lifestyle patterns suggest he is also similar to people who express interest in the following occupation(s):

- Psychologist
- Sociologist
- Actuary
- Investment Manager
- Architect

- Social Sciences Teacher
- Accountant
- Librarian
- Bookkeeper
- Medical Illustrator
- Politician
- Clergyman/woman
- Photographer
- School Administrator
- Lawyer

In summary, the career field and occupational information presented above is based on an analysis of Mr Engineer's general personality patterns. **So, the career information provided is not meant to be exhaustive, nor is it meant to suggest career choices for which he may or may not have proven abilities, skills, expressed interests, or experience and training.** Within the broad world of work, there are many, many more career fields and occupations which could be identified and considered by him. Rather, the career information provided herein is limited by the research basic to this report.

## Personal career lifestyle effectiveness considerations

**The final section of Mr Engineer's report covers a summary of his broad personal patterns: What are the characteristics of Mr Engineer's basic lifestyle patterns? To which of his behavioural patterns could he give most attention in an effort to achieve greater interpersonal and work-related performance effectiveness?**

Mr Engineer's lifestyle tends to show a balance between a desire to have control over many personal and work-related situations and his willingness to adapt to the particular circumstances in which he finds himself. Nonetheless, he also generally prefers to have some freedom of choice regarding what things to do and how to proceed. He shows the potential to profit from personal and work-related experiences. In his efforts to learn new ways of approaching problems and situations, he should benefit from on-the-job and other experiences in life. He generally feels most satisfaction in life when he can follow his own interests without having to accept direction or help from others.

Mr Engineer would most likely function with greater personal effectiveness, both on-the-job and in other personal-career situations, if he would try to be aware of and work consciously to guard against the impact of:

- his tendency to be so caught up with himself at times that his relationships with others may not be as rewarding as they could be;
- being so personally guarded about sharing his ideas and feelings with others when what he feels and thinks could be helpful in developing close relationships with others;
- his tendency to get wrapped up in his own thoughts and feelings when it may be more advantageous to just be a sharing member of the group;
- being overly sensitive to what he may see as a threat in some situations;
- the possibility that others may take advantage of him because of a tendency to be too accommodating in his relationships with others;
- holding his concerns and feelings within himself rather than exploring ways to let others know how he really feels;
- playing his cards 'close-to-the-chest', when a more forthright way of relating to others may be called for;
- being so cautious and properly serious that he finds it hard to trust others;
- keeping his thoughts and feelings about himself so private that others find it hard to get to know him;

and in addition,

- taking on activities or assignments that involve ordinary, routine tasks without much creative thought or tasks that may not fully challenge Mr Engineer's intelligence or curiosity.

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## Your Career Development Report self-review and planning exercises

### How to use what you've read in your Career Development Report

The **Career Development Report (CDR)** which you've just read is designed to help you to understand how your unique personal strengths and predicted career interests relate to your present career or assignment – or to those on which you are about to embark. Your CDR should help you identify areas for further career exploration and improved personal effectiveness in whatever you are currently doing or choose to do in the future.

Most people seek information about themselves to check out what they already know about themselves and their performance and career goals in life. However, some want specific directions about how to plan their future. Still others want assurances that they're making the right decisions. But no test or report can realistically provide definitive advice or guaranteed answers about what to do with your life.

What the CDR can provide you with are insights about your unique personal strengths and predicted career interests patterns. It can give you a practical reality check about what you believe and the chance to integrate this information with what you value most about your lifestyle.

Your goal in using your report should be to learn as much as you can about yourself. If you need help, feel free to have your counsellor or consultant help you clarify what your report says about you. The review and planning steps below should help you to increase your self-knowledge and make plans for reaching your potential.

- **First**, read over your report several times. Review what it says about you and **underline the statements you believe describe you best**.
- **Next, circle the statements that surprise or concern you or that indicate areas where you could improve your effectiveness**. Think about these qualities and check them out with people who know you well to see if these statements may be true of you. Plan what you can do to avoid or guard against the behaviours that may lower your sense of personal worth or performance effectiveness.
- **Last, complete the exercises that follow**. They are designed to help you focus on your own picture of your personal strengths and career interests. This picture should help you, Mr Engineer, to make plans for accomplishing what is most important to you.

### Your self-review and planning exercises

By using your CDR to complete your Self-Review and Planning exercises, you can get a better sense of the person you are. The questions in each exercise should help you to build your understanding of:

- What you do well in your work or in your personal life
- What you need to do to increase your personal effectiveness
- Which career, work, and personal life goals are most important to you
- What you can do to accomplish your goals in life

Your CDR covers your personal strengths and predicted career interests, and your Self-Review exercises will help you to select the most meaningful patterns covered in these sections of your report:

- Problem-Solving Resources
- Patterns for Coping with Stressful Conditions
- Interpersonal Interaction Styles

- Organisational Role and Work-Setting Preferences
- Career Activity Interests

However, Mr Engineer, the success and the satisfaction you achieve in your life depend on many variables. Although your CDR covers your personal patterns and predicted career/avocational interests, it does not cover assets related to your education, training, work experience, and skills. You will need to review these assets yourself, and learn what education, training and skills you need to acquire to achieve what you desire most in life. The Self-Review and Planning exercises which follow will also help you to assess your assets not covered in your CDR.

After you've completed these exercises, you'll also need to learn about the current job market and what opportunities may be available to you now and in the future.

Reaching your goals for a fulfilling life will require time and effort. But you will find that the rewards generally far exceed your investment.

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## My personal strengths

Look over the statements you underlined in your report. Then, in your own words, Mr Engineer, briefly answer the questions that follow. (Use extra paper as needed.)

### A. My Problem-Solving Resources:

According to the **Problem-Solving Resources** section of your report, what are your most meaningful patterns for solving problems?

### B. My Patterns for Coping with Stressful Conditions:

According to the **Patterns for Coping with Stressful Conditions** section of your report, what are your most meaningful patterns for coping with the pressures and stresses of life and work?

## My personal strengths (continued)

### C. My Interpersonal Interaction Styles:

According to the **Interpersonal Interaction Styles** section of your report, what are your most meaningful patterns for getting along and communicating with others?

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### D. My Organisational Role and Work-Setting Preferences:

According to the **Organisational Role and Work-Setting Preferences** and **Effectiveness Considerations** sections of your report, what are your most meaningful patterns as either a leader or as a person who may not prefer to be a leader? What kind of setting would you like to be a part of or work in?

## My work-related and career/avocational activity interests:

Mr Engineer, you may already know the kind of work and career you most enjoy or the kind of work you wish to aim for. But to check how well these choices fit you, it may be helpful to answer the following questions after reading your CDR. (Use as many pages as you need.)

### A. My Personal Career Activity Interests

What career fields or occupations mentioned in the **Career Field and Occupational Interests** section of your report have you already thought about, explored, or worked at? Which of these career fields and occupations are most similar to your present work or to the leisure-time activities that you most enjoy?

What are the new career fields or occupations, suggested in your CDR, that you would like to explore?

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### B. Work-Related Experience, Education, or Training

In looking back over your life, what work-related and leisure-time activities or achievements have given you your greatest sense of personal accomplishment or satisfaction?

In what respects does your work experience, education, or training relate to or support the career activity interests, career field and occupational interests mentioned in the **Career Activity Interests** section of your report?

In what respects does your present work experience, education, or training relate to or support the activities, experience, and skills required of people who do well in the kind of work you'd like to do?

## My conclusions and action plans for personal career progress

Now that you've reviewed your strengths and interests, and assessed your work experience, education or training, let's take the next step. Write down your conclusions about yourself, and then make practical plans for reaching all of your personal, work-related and career goals. (You will need additional paper for this exercise.)

### A. Work-Related, Educational and Career Goals:

What work experience, education, or training do you need to get in order to prepare well for your next job or the next stage of your personal career life?

What do you need to do to perform with greatest effectiveness on your current assignment or job?

What specific job or career do you want to aim for in the future or learn more about? What are your career path goals?

### B. Needs for Improved Personal Effectiveness:

According to the **Effectiveness Considerations** section of your report, what are the most meaningful things you need to do to improve your overall effectiveness in life? Why are these important to you?

### C. Action Plans for Goal Attainment:

What specific actions do you need to take to assist yourself in reaching your educational, training or career progress goals? What do you need to **start doing** to ensure that you attain the success you desire? (List specific steps and activities.)

Also, what can you **stop doing** that currently may work against achieving the success you want?

What time schedule or deadlines do you need to set to make sure you reach your goals?

## Review your plans and your progress

At this point in your efforts to plan for accomplishing your personal development, work-related and career goals in life, you are probably ready to breathe a big sigh of relief. But before you do, sit back, review and reflect about what you've done. Ask yourself the following questions:

- What do my plans say about myself?
- What leads me to feel pleased about my plans?
- What may I need to work more on to improve my plans?
- What would I like to discuss about my plans with a person I respect – a parent, spouse, close friend, career counsellor or teacher? Now is the time to do so.

If you have followed through on these review and planning steps, thoroughly read over your report, and discussed your plans with someone whose opinion you value – you have taken a giant step toward reaching your potential.

Remember, a realistic and practical sense of direction is essential for achieving personal effectiveness and the progress desired in your personal career life. Your goals at work and in life must be tied in with your unique strengths and work-related interests. Goals in life that are either too high or too low can limit your sense of worth.

### Final thoughts

You have begun your journey. Remember who you are – where you're headed – what you desire and hope most of all to accomplish – and what will help you to make all of your plans become a reality.

When you know what you want in life with inner conviction and a true sense of purpose, you generally are unshaken when you encounter disappointments or setbacks. Your strength is anchored to your knowledge about yourself and what you want to do to achieve what's important to you. But, remember, what you have done so far is only a beginning and possibly represents only the start of a journey toward success. So, frequent self-assessments and review conferences in the future with a helpful person will further assist you in maintaining and achieving the personal effectiveness and career progress you desire.



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