



StudentKeys®

# CAREER

# CHOICE

# WORKBOOK

## FINDING LIFE'S DIRECTION

# WHAT ARE PERSONALITY STYLES?

Personality styles are the language of observable behavior. If you take a moment (or a few hours) to “people watch,” observing how people behave in a given situation, you will see personality styles in action.

## The workplace will expose you to a variety of personality styles...

Here is an example of how four people with different behavioral styles react during a meeting in their workplaces. What do you notice about the way people interact with one another?

You know all of these people. In fact, you exhibit some of these four behaviors to a certain degree. This exercise in observation describes the four main categories of personality styles:

# D



Can you picture the person who is assertive, to the point and who wants the bottom line? Some people are forceful, direct, strong-willed and impatient. **They are examples of the D Personality Style.**

Can you see the individual who is a great communicator, fun and friendly with everyone? Some people are optimistic, friendly, talkative and charismatic. **They are examples of the I Personality Style.**



# I

# S



Are you observing the person who is a good listener and a great team player? Some people are steady, patient, loyal and practical. **They are examples of the S Personality style.**

Do you see the individual who has the ability to gather facts and details and is thorough in all activities? Some people are precise, sensitive, analytical and idealistic. **They are examples of the C Personality Style.**



# C

# CAREER CLUSTERS

When you take a job that does not fulfill the needs of your personality, you may find that while you can meet objectives, you may be miserable. Dissatisfaction at work can lead to stress because you spend much of your time working. A career that meets the needs of your personality allows you to produce positive energy to not only be satisfied, but also to improve your creativity and increase your productivity.

Listed below are nearly 500 occupations in 16 different career clusters covering about 90 percent of all employment. Each occupation has personality styles that have a natural ability to perform, excel, and be happy with the requirements of that occupation. Remember, any style CAN DO any occupation, however some styles seem to NATURALLY ENJOY a particular job more. The following is a list of styles for many occupations. If you do not find your exact style, look for any combination of your style. (For example, if you are a combination of I/S/C or S/C/I, you might want to look at I/S, I/C, S/C, C/S, S/I or C/I style.

## 1) Agricultural

Skills and abilities needed for Agricultural Career:

- |                         |                         |
|-------------------------|-------------------------|
| 1. People skills        | 7. Follow instructions  |
| 2. Communication skills | 8. Flexibility          |
| 3. Apply procedures     | 9. Decision making      |
| 4. Accurate records     | 10. Long hours          |
| 5. Time management      | 11. Hands-on experience |
| 6. Routine work         | 12. Practical solutions |

Occupation	Suggested Style(s)
Agricultural Engineer	C, S/C
Agricultural Scientist	C, S/C
Biological Scientist	C, S/C
Cooperative Extension Worker	S, S/C, C/S
Farm Equipment Mechanic	C, S/C
Farmer/Farm Manager	D/I, I/D, I/C
Fish and Game Warden	I/S, I/D, D/C
Forestry Worker	S, S/C, I/S
Forester and Conservation Scientist	C, S/C
Landscape Architect	C, S/C, C/S
Lumber Production Worker	S, S/C, I/S
Nursery Worker	S, S/C, I/S, D/C
Range Manager	I/D, I/S, D/C

## 2) Business Office

Skills and abilities needed for Business Office:

- |                         |                          |
|-------------------------|--------------------------|
| 1. People skills        | 7. Follow set procedures |
| 2. Communication skills | 8. Ability to change     |
| 3. Accuracy             | 9. Conflict resolution   |
| 4. Math-compute costs   | 10. Teamwork skills      |
| 5. Detailed writing     | 11. Logical thinking     |
| 6. Work with speed      | 12. Take orders          |

Occupation	Suggested Style(s)
Auto Parts Service Clerk	I, S, C
Bank Teller	S, S/C, C/S, I/S
Billing, Cost and Rate Clerk	C, C/S, S/C
Bookkeeper/Accounting Clerk	C, C/S, S/C
Cashier	S, S/C, I/S
Clerical Supervisor	I, S, C, D/C
Collections Worker	I/C, I/D, D
Counter and Rental Clerk	I, I/S, S

Counter and Rental Clerk	I, I/S, S, D/C
Computer Operator	C, S, S/C
Court Clerk	C, I, S
Court Reporter	C, C/S, S/C, S
Data Entry Clerk	C, C/S, S/C, S
File Clerk	S, C, S/C
General Office Clerk	S, I, C
Legal Assistant/Paralegal	C, I, S
Office Machine Operator	S, S/C, C
Payroll Clerk	C, C/S, S/C
Postal Clerk/Mail Carrier	S, S/C, I/S
Receptionist	I, S, I/S
Shipping/Receiving Clerk	C, C/S, S/C, D/I
Stock Clerk	C, C/S, S/C

## 3) Business & Professional

Skills and abilities needed for Business & Professional:

- |                         |                        |
|-------------------------|------------------------|
| 1. People skills        | 7. Personal judgments  |
| 2. Communication skills | 8. Ability to change   |
| 3. Leadership skills    | 9. Conflict resolution |
| 4. Negotiation skills   | 10. Creative ability   |
| 5. Time management      | 11. Teamwork skills    |
| 6. Decision making      | 12. Detail oriented    |

Occupation	Suggested Style(s)
Accountants	C, C/S, S/C
Auditors	C, C/S, S/C
Administrative Service Managers	C, S, I, D
Advertising	I, I/C, I/D
Budget Analyst	S, C, S/C, C/S
Building Inspectors	C, S, C/S, S/C
Buyer	D, D/C, D/I
City Manager	D, D/C, D/I
Computer Programmer	C, C/S, S/C
Construction Inspectors	C, C/D, D/C
Construction Managers	D, D/I, D/C
Cost Estimators	C, C/S, S/C
Data Processing Managers	C, C/S, I/C, D/C
Education Administrators	I/C, I/D, D/C, D
Employment Interviewers	I, D, I/D, I/S
Engineering and Science Managers	S, S/C, C, C/S
Financial Managers	C, D/C, I/S, C
Funeral Directors	S, S/C, C, S/I
General Managers/Top Executives	D, I/D, D/I
Government Executives/Legislators	I, I/D, D/I
Health Service Managers	D/C, C/D, D/I

## 16) Other Opportunities Requiring Vocational School or Other Training

Recent statistics reveal that over 65% of all jobs in the 21st century will be skilled jobs demanding at least a two-year degree. Only 10% of all jobs in the 21st century will be unskilled. The following careers may require an Associate's Degree or you may be able to receive on-the-job training.

Occupation	Suggested Style(s)	Occupation	Suggested Style(s)
Aerobics Instructors/Trainers	I, I/D, D/I, I/S, S/I	Sales Representatives	I, I/D, D, I/S
Agricultural Equipment Technicians	C, S, S/C, C/S	Farmers	D, D/C, C/S
Air-Conditioning/Refrigeration Technicians	C, S, C/S, S/C	Fashion Designers	I/D, I/C, I/S, I
Aircraft Mechanics	C, S, C/S, S/C	Financial Institution Tellers	C, C/S, S/C, S
Airplane/Helicopter Pilots	D/C, C/D, I/S/C	Fish Production Technicians	C, C/S, S/C, S
Animal Breeders/Technicians	S, S/C, I/S, I/C	Flight Attendants	I, S, I/S, I/D
Animal Caretakers	S, S/C, C, C/S, I/C	Forestry Technicians	C, S/C, C/S, C
Animal Trainers	I/D, D/C, I, S	Forge Shop Occupations	C, C/S, S/C, S
Appliance Service Technicians	C, S, C/S, S/C	Glaziers	C, C/S, S/C, S
Assessors/Appraisers	C, C/S, S/C	Grain Merchants/Managers	I, I/D, D/I, D
Auto Collision Repairers	C, C/S, S/C	Graphic Designers	C, C/D, C/S, D/C
Auto Sales Workers	I/D, D/I, I/S, I	Hazardous Waste Management	C, C/S, S/C, D/C
Auto Service Technicians	C, C/S, S/C	Home Health Aides	S, I/S, I/S/C, I/C
Barbers, Cosmetologists	I, I/S, S/I, S	Horticulture Technicians	C, C/S, S/C, S
Bicycle Mechanics	C, C/S, S/C	Industrial Engineering Technicians	C, C/S, S/C, S
Billing Clerks	C, C/S, S/C	Industrial Machinery Mechanics	C, C/S, S/C, S
Biomedical Equipment Technicians	C, C/S, S/C	Instrument Technicians	C, C/S, S/C, S
Bodyguards	D/I, I/D, I/S	Insurance Claims Reps	S, I/S, S/I, I/C
Boilermaker/Mechanics	C, C/S, S/C, D/C	Interior Designers/Decorators	I, S, I/S, S/I, I/C
Bookkeeping/Accounting Clerks	C, C/S, S/C, C/D	Ironworkers	S, S/C, C/S, D
Cable TV Technicians	C, S, C/S, S/C	Jewelers/Jewelry Repairers	C, C/S, S/C, S
Cardiovascular Technologists	C, C/S, S/C, I/C	Laboratory Testing Technicians	C, C/S, S/C, S
Carpenters	C, C/S, S/C, S	Laser Technicians	C, C/S, S/C, S
Caterers	C/S, S/C, I/S, I/C	Life Insurance Agents/Brokers	I, S, I/S, S/I, I/D
Cement Masons	C, S, C/S, S/C	Locksmiths	S, C, S/C, I
Collection Workers	D/I, I/D, D, I	Machine Tool Operators	C, C/S, S/C, S
Computer/Office Service Technicians	C, C/S, S/C	Machinists	S, S/C, C/S, C
Construction Inspectors	D/C, C/D, C/I	Marine Service Technicians	C/D, C, C/S, S/C
Correction Officers	I/D, D/I, I/S, I/S/C	Massage Therapists	I, I/S, S/I, S/C
Court Reporters	C, C/D, C/S	Mathematicians	C, C/S, S/C
Credit Analysts	C, C/S, S/C, S	Meatcutters	S, S/C, S/I
Custom Officials/TSA agents	C/I, I/C, I, C	Mechanical Engineering Technicians	C, C/S, S/C, S
Data Entry Clerks	C, C/S, S/C	Media Planners/Buyers	I, D, I/D, I/S
Dental Assistants	I, C, S, I/S	Medical Assistants	C, D/C, C/S, S/C
Dental Hygienists	I, C, S, I/S	Medical Records Technicians	C, C/S, S/C
Dental Laboratory Technicians	C, S, S/C, C/S	Medical Technologists	C, C/S, S/C
Detectives	I/D, D/I, I/S/C	Merchandising Displayers	I, S, I/S, I/D
Diagnostic Medical Sonographers	C, C/S, S/C	Millwrights	C, C/S, S/C, S
Dialysis Technicians	C, C/S, S/C	Nannies	I, I/S, S/I, I/C
Disc Jockeys	I/S, S/I, I, S	Nuclear Medical Technologists	C, S/C, C/S, C
Drafters	C, C/D, D/C, D	Numerical Control Tool Programmers	S, S/C, C/S, C
Drywall Installers/Finishers	C, C/S, S/C, S	Operating Engineers	C, C/S, S/C, D/C
Electricians	C, S, C/S, S/C	Painters/Sculptors	S/C, C/I, C/D, I/S
Electronic Engineering Technicians	C, C/S, S/C, S	Paralegal	C, C/S, S/C, S
Electronic Sales/Service Technicians	C, C/S, S/C, S	Park Rangers	I/S, S/I, S
Electroplating Workers	C, C/S, S/C, S	Patternmakers	S/C, C/S, S, C
Emergency Medical Technicians	C, C/D, C/S, D	Pet Groomers	I/S, S/I, S, I
Farm Equipment Mechanics	C, C/S, S/C, S	Pharmacy Technicians	C, C/S, S/C
Plumbers	S, C, S/C, C/S	Photographers	I/S, I/C, I
Police Officers	I/D, D/I, I/S, D	Photographic Equipment Technicians	C, S/C, C/S, C
Preschool Teachers/Child Care Workers	S, I, I/S, S/I	Photographic Lab Occupations	S, S/C, C/S, C
Printing Press Operators	S, C, S/C, C/S	Sheet Metal Workers	S, S/C, C/S, C
Property/Casualty Insurance Agents	I, D, I/D, I/C	Surveyors	C/S, C, S/C, S
Property/Real Estate Managers	I, I/D, I/C	Teacher Aides (para)	I/S, I/C, S/C
Purchasing Agents	I, I/D, I/S, D	Telemarketers	I, D, I/D, I/S
Radio/TV Newscasters, Reporters	I, I/D, I/S, S	Title Searchers/Examiners	S/C, C/S, C, S
Radiologist	C, C/S, S/C, S	Travel Agents	I, I/D, I/S, I/C
Receptionists	I, I/S, I/D, I/C	Truck Drivers	S, S/I, I/S, I/C
Recreation Workers	I/S, S, I, I/D	Veterinary Technicians	S/C, S, C, S/I
Reporters/Correspondents	I, D, I/D, I/S	Wastewater Treatment Plant Operators	S, S/C, C/S, I/C
Restaurant/Food Service Managers	I, I/D, D, I/S	Welders	S, S/C, C/S, S/I
Retail Managers	I, I/D, D, I/S	Wood Science/Technology Workers	S, C, S/C, C/S
Robotics Technicians	C, S/C, C/S, S	Zookeepers	S, S/C, I/S, I/C
Roofers	S, S/C, C/S, C		

# MAKING CHOICES

**Follow the steps below to narrow your career opportunities...**

**Step One:** Identify three career clusters that interest you (pages 27-32). Then write them in the spaces below.

**Step Two:** Identify three jobs within those career clusters that both interest you and match your occupational style. Then list each job below under the appropriate career cluster.

**Step Three:** After identifying specific jobs that interest you, use the Internet for specific research so that you may have a better understanding of the nature of the occupation.

**Research details like:**

- Job responsibilities for that occupation
- Typical salaries of people in that occupation
- Number of openings in that field
- Skills that job requires
- Specialized training or education necessary to enter that occupation

**Career cluster (1):**

Job 1: \_\_\_\_\_  
Job 2: \_\_\_\_\_  
Job 3: \_\_\_\_\_

**Career cluster (2):**

Job 1: \_\_\_\_\_  
Job 2: \_\_\_\_\_  
Job 3: \_\_\_\_\_

**Career cluster (3):**

Job 1: \_\_\_\_\_  
Job 2: \_\_\_\_\_  
Job 3: \_\_\_\_\_

The next step in the process is to set goals based on the results of your career choices. Our Goal Setting Workbook will help you focus on setting career, educational and personal development goals that will help you achieve success in your future.