
IF YOU KNEW...

WHO YOU WERE, YOU COULD BE WHO YOU ARE!

YOUR PERSONAL CAREER PROFILE

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In PDF Format

GERALD M. STURMAN, Ph.D.
The Career Development Team/Bierman House

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[] *What Am I Doing Here?* 1

How many people do you know who can honestly say... *"I'm really excited about my job!"*...? Can you say it with a clear conscience? There can't be many people who can. Surveys show that up to 80 percent of the people working in this country are dissatisfied or mismatched in their jobs. It's too bad, because we put in a few thousand hours a year, and work about 100 thousand hours before we retire. What a waste, what a loss, and how sad it is to spend a lifetime doing work that's not exciting or satisfying or self-expressive, or what we really want to be doing.

Are You Excited About Your Job?

But why are so many people dissatisfied at work? The clear and obvious answer is that many people are not doing the job that's most natural for them. Many people don't fit in the jobs they are in. If you examine the way people get their jobs, you can see why. They come out of school, look over the field, and take the best looking job that comes along. They think it might suit them because the pay is good, or the working conditions seem nice, or the commute is short, or the benefits are good, or a relative works there, or there's not much else around! Very few people get into the jobs they are in because they are really certain about what they want to do, know for sure what environment really suits their personality and way of working and learning, what kind of boss and colleagues they can work best with, how their skills and personal qualities can best be used to do what kinds of jobs, what skills they like to use the most, what their values are and how those determine what kinds of jobs they should be in, and so on.

So they get into these jobs more or less by accident or by the action of external factors, and the rest of their working lives follow a pattern:

Jobs don't seem to be "natural." People use skills they don't care about and have to wait for the weekend to use the skills that turn them on. They use their minds too much and their hands too little or vice versa. They work in big companies when a small organization would suit them better, or they are stuck behind a desk when they would really shine if they were out meeting people. They become managers when they are really happier in the laboratory, and they keep on doing secretarial work when they would love to be managing projects and people. They work on teams when they would rather be individual contributors, and they try to become entrepreneurs when they really need the security of an organization. They struggle under the yoke of a big organization and a hierarchy of bosses when they would be happy as clams running their own business and making decisions that really count. They try to get ahead in their company but don't seem to know enough about what they have to contribute (that anyone would find useful enough) to move them up the ladder.

Or, they do get ahead, and as they get higher and higher they get less and less satisfied with the hours and the pace and the responsibility and the pressure; and the money and the title seem to matter less and less. So they go from job to job, or from one career to another seeking success and satisfaction and never really finding either one. The dream seems to have faded. Something seems to be missing.

Is any of this familiar to you? Are you sure about what you want and what kind of a working life would be most satisfying to you, or can you see yourself in this pattern now, or drifting in this direction?

You Can Break the Pattern — The Importance of Self-Assessment

This book is intended to help you break the pattern of dissatisfaction at work by allowing you to discover who you really are and what is the best thing for you to do to build a worklife that is most natural for you and satisfying. Three major accomplishments available to you here as a result of going through this assessment process include:

1. You will develop a clearer understanding of your personality type, what motivates you, and what skills you want to use in your work. This deeper self-knowledge will enhance your self-acceptance and self-esteem.
 2. You will be able to make more informed and suitable job and career decisions by having a more systematic way of considering the major variables related to career success and satisfaction.
 3. You will gain greater insight into your developmental needs – areas in which you need to improve your personal and professional effectiveness so that you can have what you want in your work and life.
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Who Are You?

There are four basic and broad elements that define who you are in relation to your worklife:

1. Your ***Style***... In what ways do you prefer to relate to the world? How do you like to work? What kind of work environment do you prefer? What are your preferred methods of communication? What is your preferred management and/or leadership style? What are the appropriate contributions for you to make to an organization? How do you relate to people and what kinds of bosses and colleagues and subordinates do you work best around?
2. Your ***Motivation***... What needs, interests, values, and beliefs determine what you like to do? What is most important for you to retain in your worklife? What motivates you to do your best work? What kind of work do you really want to do, and what is it that you don't want to do? What do

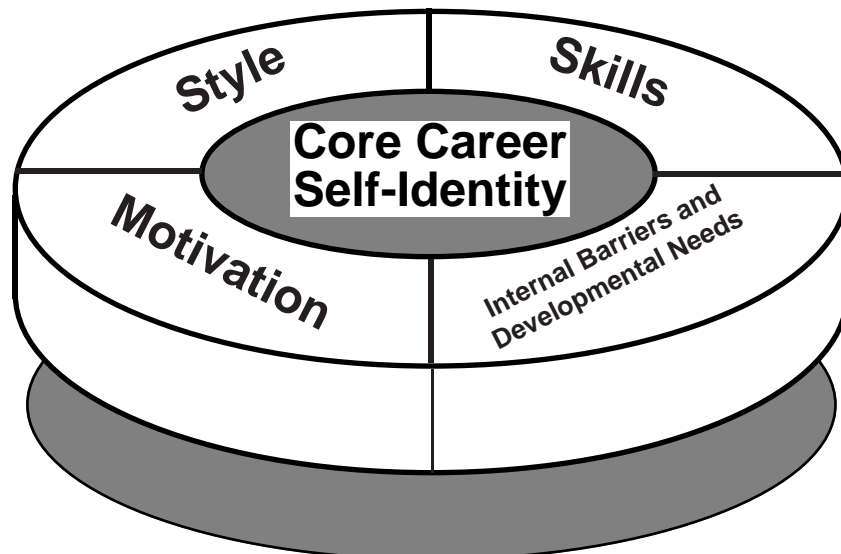
you want to put into your work and what do you want to get out of it?
What motivates you to do your best work?

3. Your **Skills**...What are you able to do? What are the things that you can do that you would really like to do? What skills can you take with you wherever you go? What skills do you most want to use in your work?
4. Your **Internal Barriers and Developmental Needs**....What is it that blocks you from getting what you want out of your worklife? What attitudes, opinions, beliefs, or behavior patterns keep you from experiencing success and satisfaction or from performing as effectively as you would need to or want to? From a clear understanding of the first three elements and your internal barriers, you will be better able to derive your *Developmental Needs*. That is, what would you like to be able to do or need to do better or differently that will allow you to make full use of your potential?

The four elements are not independent of each other and are interwoven into the pattern of your life and career. Each component interacts with the others. Your style is one of the determinants of your motivation and the skills you have chosen to develop. Your motivation also determines what skills you have developed as well as those you choose to use and perfect. Things at which you are naturally skilled contribute to your motivation, and so on.

These four basic elements will tell you a lot about what you need to know to create a more effective and satisfying worklife and career. The rest will be up to you. You can go as far as you want in the career planning process, and the next to last chapter of this book will give you some suggested ways of using what you have learned here. There is also a considerable amount of reading you can do to learn more about yourself and about career and life planning. A bibliography of support materials is provided in the final chapter.

***Elements of
Effective
Career
Assessment***



The Process

Starting in the next chapter, you will proceed through a series of assessments. Each of these assessments represents a piece of the whole – style, motivation, needs, internal barriers, or developmental needs. When you have completed the assessments, you will be instructed in the completion of a *Personal Career Profile*. This profile will allow you to gather all of the work you have done into a coherent, readable, and understandable picture of yourself in relationship to your worklife and career. This profile can then be used in whatever career planning process you choose to follow, whether it's on your own, with a professional counselor, or in a workshop run by your company, or in any other type of career planning course. Self assessment is the foundation of good career management, and your planning should not proceed until this process is complete and you have expanded your clarity about yourself. Having completed this process, you will be much clearer about your career planning needs and will be able to produce more effective result for yourself.

Organization of the Chapters

Each assessment chapter of this profile is organized in the same way:

1. A brief introduction to the particular element to be assessed in the chapter.
2. Instructions in using the assessment tool.
3. The assessment tool.
4. Instructions for scoring the assessment.
5. A scoring form.
6. A description of the results of the different possible scores.

Discovering Who You Are

The trip into yourself on which you are about to embark is a voyage of discovery. It's purpose is to provide a systematic framework and tools to enable you to find out as much about yourself and your relationship to work and career as it is possible in this self-assessment format. Some of what you discover here will be useful in parts of your life other than work, and you will see the connections as you proceed.

It is important that you go through the entire process before you make any decisions about your worklife and career. You will be creating a *Personal Career Profile* at the end of the process which will help you to tie it all together. No one instrument here will tell you the whole story, which is why

there are several different inventories and indicators that you will use. The final picture is only complete when the last brush stroke is in place. Patience will bring great rewards.

Take as much time as you need to complete the process. It does not all have to be done at a single sitting. Let your thoughts and feelings linger on some of the discoveries you make and move on only when you feel you are ready. Set the book aside for a few days if you need to think some things over, or another project begs for your attention. Come back refreshed and ready to do more work on yourself. The experience of being in the process over several days, or even weeks, can be valuable.

Also know that there will be rough waters and dangerous shoals. Sometimes self-discovery is a difficult process. Have no fear – you will reach your destination whole! And, you will complete the voyage very much energized by the experiences along the way and by the exciting potential for a more truly satisfying worklife that you can see clearly ahead. The results are well worth the effort.

Good luck, bon voyage, and happy sailing!