



Coaching Report

Career Direct® Complete Guidance System Report

for Occupational Decision Making

02-20-2006

Jane Doe

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Using the Coaching Report

This coaching version of the **Career Direct®** report is designed to give you, the coach, counselor, or interested friend/family member additional scoring information and tools to assist in understanding and interpreting the client report. It contains the same summary charts for personality, interests, skills, and values as the main report. Additionally, it contains career implications based on personality style, detailed subfactor scores for the general interest career group factors, and administrative indices for both the personality and interests sections. These indices provide feedback on response sets, differentiation (unusual item response patterns), and reliability (consistent response to similar pairs of items). These sections may provide valuable information and additional insight that will help to identify top career groups and to complete the **Action Plan** especially for the clients whose results may seem unclear.

Jane, on this page you will find a summary chart of your PERSONALTY scores. On the next page you will find a summary chart of your INTERESTS, SKILLS and VALUES scores. These summary charts give visual pictures of the areas surveyed in your *Career Direct*® Report. A more detailed breakdown of these areas is contained in Parts 1 through 4 of your report.

PERSONALITY Summary Chart

FACTOR

A **factor** is a trait that goes into making up the total picture of your personality. This **Career Direct**® assessment uses a personality pattern that is based on six of these factors. The six are listed in the chart below.

Factor	20	←	45	Mid-Range	55	→	80	Factor	
Compliant	21								Dominant
Introverted						40			Extroverted
Detached						68		Compassionate	
Unstructured						55			Conscientious
Cautious	28								Adventurous
Conventional						42			Innovative

SUBFACTOR

A **subfactor** is a more specific trait that goes into making up a factor. The six personality factors of this *Career Direct*® assessment break down into sixteen subfactors. The subfactors provide a more in-depth look at the behaviors that make up the different factors. The sixteen subfactors are listed in the chart below.

Factor	Sub-Factor	20	←	45	Mid-Range	55	→	80	Sub-Factor	Factor	
Compliant	Pliable	26								Assertive	Dominant
	Conforming	32								Independent	
	Tactful	29								Blunt	
Introverted	Distant	33								Enthusiastic	Extroverted
	Reserved	34								Social	
	Quiet						53			Verbal	
Detached	Neutral						64		Sympathetic	Compassionate	
	Objective						63		Supportive		
	Questioning						71		Tolerant		
Unstructured	Improvising						61		Precise	Conscientious	
	Spontaneous						57		Organized		
	Indifferent	41									Achieving
Cautious	Conservative	29								Daring	Adventurous
	Content	33								Ambitious	
Conventional	Predictable						45		Imaginative	Innovative	
	Traditional	36									Clever

INTERESTS, SKILLS, VALUES and OCCUPATIONS Summary Chart

Career Interests	20	45	55	80
	Low	Mid-Range	High	
Artistic	74			
Consumer Science	73			
Education	72			
Counseling	68			
Writing	68			
International	64			
Religious	59			
Animal Care	58			
Service	54			
Performing/ Communication	52			
Science/ Health	44			
Management/ Sales	43			
Outdoors/ Agriculture	42			
Technological Sciences	33			
Computational/ Financial	31			
Mechanical	31			
Law/ Politics	29			
Athletics	27			
Transportation	24			
Adventure	22			
Security/ Enforcement	20			

Skills	20	45	55	80
	Low	Mid-Range	High	
Writing	70			
Clerical	65			
Artistic	65			
Interpersonal	60			
Organizing	60			
Working with Others	59			
Musical	50			
Analytical	50			
Managing	48			
Math	46			
Mechanical	41			
Cross-Cultural	35			
Marketing	35			
Athletic	35			

Values - Work Environment	Values - Work Outcomes	Values - Life Values
(1) Harmony	(1) Helping Others	(1) Serve God
(2) Stability	(2) Security	(2) Family
(3) Clean Environment	(3) Continuing Education	(3) Friends
(4) Well-Organized	(4) Intellectual Stimulation	(4) Serve Others
(5) Equality	(5) Recognition	(5) Integrity
(6) Challenge	(6) Leadership	(6) Aesthetics
(7) Flexible Hours	(7) High Income	(7) Leisure
(8) Independence	(8) Career Progression	(8) Achievement
(9) Variety		(9) Make Money
(10) Travel		
(11) Outdoors		
(12) Adventure/ Risks		

1. Personality

TYPICAL PERSONALITY STRENGTHS

Jane, shown below are strengths that are typical of people who score like you. Look for occupations that will allow you to highlight these strong points. The more you are able to use these strengths at work, the more likely your success and satisfaction. As mentioned earlier, you will need to check with someone who knows you well to confirm whether all items apply to you.

- * **Helpful to others.**
- * **Cautious and tends to avoid risks.**
- * **Diplomatic in relating to others.**
- * **Agreeable and gets along well with others.**
- * **Easy to work with.**
- * **Relies on logic more than emotions and enthusiasm.**
- * **Supportive of others; a steady performer.**
- * **Comfortable operating alone rather than depending on group support.**
- * **Very practical and good at following routines.**
- * **Compassionate and sympathetic toward others.**
- * **Good at encouraging others.**
- * **Likes to be thorough and precise; good with details.**
- * **Flexible; willing to adjust for the situation.**
- * **Organized; likes to follow a plan or schedule.**

TYPICAL PERSONALITY NON-STRENGTHS

Shown below are non-strengths that are typical of people who score like you. Improvement in these areas will enhance your performance. On the other hand, try to minimize your exposure in areas that are not your strong points. As mentioned earlier, you will need to check with someone who knows you well to confirm whether all items apply to you.

- * **Easily intimidated by others; tends to underestimate self.**
- * **Can be fearful of change and overprotective of self and others.**
- * **May withhold true opinions.**
- * **Can be stressed by conflict and does not like confrontation.**
- * **Hesitant in making decisions.**
- * **Can come across as being too serious and unenthusiastic.**
- * **Can be complacent and slow to initiate.**
- * **Uncomfortable in group social activities; can appear unfriendly.**
- * **May underestimate personal abilities.**
- * **Can be too trusting, allowing others to take advantage of the situation.**
- * **Has a hard time saying "No" to others.**
- * **Can have unreasonable expectations for self and others.**
- * **Can lack commitment toward goals.**
- * **Slow to change; can be inflexible.**

Critical Life Issues

LIFE ISSUES

Factor	20	←	45	Mid-Range	55	→	80	Factor	
Compliant									Stressed
Little/No Debt									High Debt
Sound									Unsound

Stress

Your score on the STRESS scale indicates that you are presently experiencing some tension and stress in your life. Typical emotions you might be feeling vary from a simple feeling of uneasiness or discouragement over some temporary setback, such as unemployment, to a serious bout of depression.

Keep in mind that this instrument only provides a general indication of stress and is not suitable for diagnosing or prescribing treatment of psychological problems.

We encourage you to discuss your results with a family friend or a close confidant who could help you determine the depth of the issues and whether you need professional assistance to deal with them. If there is any doubt, we recommend you contact a professional who can provide you with a more thorough assessment and counseling and can assist you in dealing with these emotions.

Financial Management

You seem to be living by a sound financial plan. You probably control spending through a budget and you also have a regular savings program, as well as an investment plan to cover future contingencies.

You may want to consider becoming a volunteer Money Map Coach and/or Seminar Instructor for Crown Financial Ministries. If so, go to Crown.org/LocalChurch and click on "Money Map Coaching" and/or "Seminars".

Indebtedness

Your scores indicate that indebtedness is not a problem for you. Congratulations on being able to live within your income.

Personality Career Implications

This section provides insights that will be helpful in choosing a career whose environment matches your personality strengths.

Based on your score on the **DOMINANCE** scale, in your work situation you should look for:

- * caring leadership
- * minimum rejection
- * a harmonious work team
- * opportunities to cooperate
- * a clearly defined mission
- * nonconfrontational situations.

Your score on the **ADVENTUROUSNESS** factor indicates that you generally prefer to operate in a cautious and conservative style. As you consider different occupations, look for positions that have:

- * low risk
- * cooperation instead of competition
- * security
- * proven procedures
- * supportive teams
- * regular duties.

Your score on the **COMPASSION** factor is relatively high. Look for occupations that will allow you to support people in a friendly environment and try to steer clear of those that require you to confront others or deal with strife or rejection on a regular basis. In your ideal work environment look for jobs that include:

- * kindness
- * stability
- * tolerance
- * harmony
- * a high level of trust
- * the opportunity to help others.

Based on your score on the **EXTROVERSION** factor, you will be best suited for task-oriented occupations in which you can stay focused in one area. You likely will realize more satisfaction from working with things, data, or ideas, rather than people. Look for a work environment that will give you the opportunity to:

- * work quietly and efficiently
- * minimize emotions
- * stay focused
- * have minimum social expectations
- * work alone or one on one
- * be factual.

Your score on the **INNOVATION** scale indicates that your strength is in operating the tried and tested. In your work look for:

- * practical applications
- * working at your own pace
- * hands-on experiences
- * a regular work routine
- * learning by doing
- * training for new responsibilities.

Your mid-range score on the **CONSCIENTIOUS** factor indicates that you enjoy some structure, but you also like some spontaneity. You like to be prepared, but you also may be comfortable with an on-the-spot response when necessary. In considering various career fields, look for occupations that offer a balance and can be described as:

- * structured but not too rigid
- * predictable but with some opportunities to be spontaneous
- * consistent but with some variety
- * detailed but with an opportunity to work broader issues.

2. GENERAL INTERESTS

TOP EIGHT CAREER GROUP COMPONENTS

Three components, Activities, Occupations, and Educational Subject determine your General Interests Career Group Scores. These interests may be either work- or leisure-related, or they may be leisure or hobby avocations that you use as the basis for a career. Since the General Interest Career Groups are made up of several parts, you may find that one component of the career may be very important to you but other components of the career group may not be important to you. Consequently, your top interest is not high on the list of General Interests. For example, you may enjoy math but not care for finance, so your score on Interest Career Group, Computational/Financial, is not high.

The following gives you detailed feedback on the makeup of your Career Group scores. For each interest groups have Activities but not all contain both Occupations and Subjects groups due to the nature of the statistical analysis that was used to compile the factors.

CAREER COMPONENTS	20	45	55	80
Top 3	Low	Mid-Range	High	
Artistic	74			
Activ. - Artistic	71			
Subj. - Art	80			
Occup. - Artist	71			
Consumer Science	73			
Subj. - Home Ec/ Domes.	80			
Occup. - Home Economics	77			
Activ. - Food	80			
Occup. - Fashion	71			
Activ. - Styling	57			
Education	72			
Activ. - Education	72			
Subj. - Education	80			
Occup. - Education	65			

TOP EIGHT CAREER GROUP COMPONENTS - continued

CAREER COMPONENTS Number 4 through 8	20	45	55	80
	Low	Mid-Range	High	
Counseling				
Activ. - Counseling				
Occup. - Counseling				
Writing				
Subj. - English				
Activ. - Writing Communication				
Occup. - Reporters/ Writers				
International				
Subj. - Foreign Language				
Activ. - International				
Occup. - Languages				
Religious				
Subj. - Religion				
Activ. - Religious				
Animal Care				
Activ. - Animal				
Occup. - Animal				

If you find that you have strong interest in only part of a general interest scale, look for jobs in the **Job Sampler** that deal only with that aspect. For instance, if you love to play a musical instrument (Musical Activity) but do not like to perform, look for a way to use that interest in a more individualized way, like teaching private lessons rather than performing with an orchestra or teaching in public school. Another example may be a person whose passion is now writing but whose General Interest Career Group, Writing, is artificially low because of an unpleasant experience in an English class.

ACTIVITIES, OCCUPATIONS, AND SUBJECT SCORES

The tables below contain your actual standardized score on the Activities, Occupations, and Subjects groups. These are the categories that make up the General Interest areas that have been presented on the last few pages. These scores are on the same scale as on the graphs (low = 20 to 44, mid-range = 45 to 55, and high = 55 to 80). Keep in mind that these are interest scores and **do not** take into account your experience or abilities.

Activity Scores	Occupation Scores	Subject Scores
80 - Food	77 - Home Economics	80 - Music
78 - Clerical	71 - Fashion	80 - Home Ec/ Domes.
72 - Education	71 - Artist	80 - English
71 - Artistic	65 - Languages	80 - Education
70 - Counseling	65 - Education	80 - Clerical
65 - Self-employment	65 - Counseling	80 - Art
63 - Writing Communication	65 - Animal	65 - Science
62 - International	62 - Reporters/ Writers	65 - Religion
57 - Styling	62 - Customer Service	65 - Foreign Language
57 - Landscaping	50 - Business Leaders	50 - Social Studies
57 - Customer Service	44 - Science	50 - Public Performing
54 - Entertainment	42 - Performers	35 - Technological Studies
53 - Religious	39 - Medical	35 - Physical Educ/ Training
53 - Musical	35 - Professional Outdoors	35 - Mathematics
50 - Research Nature	35 - Law/Politics	35 - Business/ Mgmt.
50 - Management	35 - Financial/ Mathematics	35 - Agriculture
50 - Hand Construction	31 - Sales/ Management	20 - Vocational Shop
50 - Animal	29 - Skilled Technician	20 - Finance
47 - Health Service/ Support	24 - Drivers	
46 - Science Research	23 - Adventure	
35 - Research Medical	20 - Security	
35 - Provide Medical Care	20 - Athletic	
35 - Financial		
35 - Communicate Lrg Grps		
35 - Civil Design		
32 - Farming		
30 - Math		
29 - Sales Communication		
26 - Hotel/ Restaurant Service		
26 - Athletic		
24 - Electronics/ Machines		
23 - Transportation		
23 - Political Communication		
20 - Security		
20 - Risky Activities		
20 - Factory/ Assembly		

Personality and Interests Administrative Indices

There are three administrative indices associated with the Personality Section and the Interests Section of this *Career Direct*® Assessment: the Response Set Index, the Differentiation Index, and the Reliability Index. These indices should be checked to see if they are all equal to 50. If not, the validity of this individual's results may be affected somewhat. Review each index below for an explanation of the scales.

Assessment	20	←	45	Mid-Range	55	→	80	Index
Personality	[Blue bar from 20 to 45]		50	[Blue bar from 55 to 80]				Response Set
	[Blue bar from 20 to 45]		50	[Blue bar from 55 to 80]				Differentiation
	[Blue bar from 20 to 45]		50	[Blue bar from 55 to 80]				Reliability
Interests	30	[Blue bar from 20 to 30]		50	[Blue bar from 55 to 80]			Response Set
	[Blue bar from 20 to 45]		50	[Blue bar from 55 to 80]				Differentiation
	[Blue bar from 20 to 45]		50	[Blue bar from 55 to 80]				Reliability

Personality Response Set Index

Graph = 50 - The Personality Profile represents a normal profile with no discernable set in the high, mid-range, or low range of scores.

Personality Differentiation Index

Graph = 50 - Appropriate use of all responses. Normal pattern of responses.

Personality Reliability Index

Score = 50 - No pairs or only one pair of highly correlated words had responses with differences of three or more.

Interest Response Set Index

Graph = 30 - A "low" response set indicates a high proportion of 1's, 2's, or 3's in the responses to the items in the interests section. This results in a report that gives a high proportion of interests in the low range. This may mean that the person has a fairly clear understanding of his or her likes and dislikes and has eliminated many of the choices. It can also mean that the person does not know enough about occupations and needs to do more research. Another possibility is that the person is in a period of general discouragement and is not interested in any careers at the time. If any of these situations are present, it is recommended that the person look at the top ten, and pick out the four that are most interesting. Examine the jobs in these categories in the Job Sampler and use that information in the Action Plan.

Interest Differentiation Index

Graph = 50 - Appropriate use of all responses. Normal pattern of responses.

Interest Reliability Index

Score = 50 - No pairs or only one pair of highly correlated items had responses with differences of three or more.