



**WPI Career Transition
Report for:
John Sample**

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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

1	formal and reserved, do best work when alone		prefer work that involves social interaction, like getting others involved
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You prefer to work independently and feel that you are most effective when you complete tasks on your own. People with your style often feel hampered when working on teams. As a result you prefer to avoid group work and tasks that are completed by teams. You typically do your work planning alone, and dislike having to make decisions with groups or committees. It is also rare that you seek the agreement of others, and you are comfortable going your own way. Your ability to work independently likely enhances your comfort providing constructive criticism and making difficult decisions. Others may see you as distant, but your preferences allow you to be effective in settings where most of the work needs to be completed independently. Since every occupation requires some work with others, it is important that you make the appropriate team contributions, even if it feels ineffective and inefficient. You should also watch that your independence does not prevent you from recognizing how others could help you advance your career.

Concern for Others

1	unaware of others feelings, reluctant to get involved in peoples problems		caring and understanding, show concern for others, sympathetic
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On the whole, you are most comfortable maintaining formal relationships with others. You are reserved in your interpersonal relationships, and may find it hard to show feelings of affection. You do not spend much time concerning yourself with the feelings of others, and are selective with your sympathy and support. You are willing to come to the aid of others when they are in serious trouble, but believe that people be able to should solve most problems on their own. Most times you are uncomfortable in situations that call for emotional closeness. Work that you will find satisfying will not require you to deal with interpersonal concerns, or show sympathy and support. As a result, care giving and customer service jobs may be unsatisfying for you. Positions that allow you to take an impersonal, objective look at issues should be very enjoyable.

Outgoing

2	quiet and shy, prefer small groups, rarely seeks people out		talkative and outgoing, enjoy meeting new people
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When interacting with people you are most at ease in small groups or formal settings that do not require much socializing. You tend to be uncomfortable meeting lots of new people. You prefer to seek out people you know in social situations. In settings where you meet new people you prefer to let others reach out and make a connection with you. When in groups you tend not to call attention to yourself, finding more enjoyment in watching and listening to what occurs around you. Introverted people such as yourself value time spent alone with few distractions since it helps you concentrate and focus on your tasks. It is important for you to have time to think things through before you state your opinions or make a decision. As a result, you enjoy work that allows you to work alone or with a close group of co-workers. Tasks that involve meeting new people are likely uncomfortable for you, and too many social interactions will make work less enjoyable.

Democratic

3	make decisions independently, seldom looks for advice		make decisions through consultation, work well with supervision
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When you are facing decisions you prefer to make them independently without consulting others very much. You like having things go your way most of the time, and you value being self-reliant. You also prefer to have freedom from other people's influence, but can adjust to consider advice and suggestions when it is important. In most situations you come across as self-determined and willing to stand alone. This level of independence is useful for making quick decisions and challenging common beliefs. In positions with close supervision, or where many people are involved in making decisions, you may feel restricted. Your preferences fit well in occupations where there is little direct leadership and you must make most decisions on your own.

Working with Others - Career Transition Summary

Your responses suggest that you may enjoy careers which:

- let you work independently and complete tasks without interacting with others
- involve little team or group work
- let you address problems in an impartial, logical way
- have little need for interpersonal understanding
- allow you to work alone with few distractions
- do not require you to interact with strangers, or be outgoing and sociable
- give you freedom from the influence of others and let you make most decisions on your own
- give you the responsibility to choose how you do your work and have little supervision

To effectively manage career transitions consider the following:

- Watch that your independence does not prevent you from allowing others to help you. Getting other people involved will give you a support group that can provide you with more information about career opportunities.
- Try to be more open and sensitive to others. This will help you adjust your approach to people during your career transition and leave others with a warmer impression of you.
- Give yourself enough time to formulate your responses when considering serious issues. However, it is often important to act decisively. Practice your answers to common interview questions so that you can respond to them quickly. Take a small step out of your comfort zone and begin establishing contacts with people who could help you.
- Consult with people when you have to make an important decision, and keep a check on your tendency to ignore the advice of others.

Dynamism

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.

Persistence

7	prefer work that can be completed quickly, dislike overcoming obstacles		enjoy overcoming obstacles, very persistent, work until task is finished
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A high level of determination and persistence is one of your stronger traits. You enjoy meeting demanding targets, overcoming obstacles, and solving difficult problems. In most situations you are able to motivate yourself to get the job done. Even when the tasks are boring or there are many distractions you tend to be able to carry on. You would rather stay late at work to complete a task, than leave it for the next day. In fact, you appear to have a strong dislike for leaving things unfinished. These traits allow you to be effective in work settings that involve overcoming obstacles and require persistent effort.

Leadership

4	avoid leadership positions, consultative, happy to let others lead		assume leadership positions, dominant and forceful, enjoy influencing others
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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.

Dynamism - 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
- involve overcoming obstacles and solving difficult problems
- require persistent effort to meet targets
- 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.
- Analyze each project you are working on to determine if it is worth the effort or resources to complete.
Guard against persisting in the face of obstacles that cannot be overcome.
- 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

7	focus on global issues, not preoccupied with detail, will cut corners to meet deadlines		well organized, methodical, enjoy detailed work
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You are organized and take an orderly approach to your work. You are planful and thorough in everything you do, because you want things to be done right. Your methodical style and your careful attention to details show how important it is for you to do things correctly and avoid mistakes. You enjoy checking the details of your work, and do not like cutting corners to meet deadlines. You believe that any task you complete should be completed thoroughly or not at all. As a result of your desire to do things right others may see you as a perfectionist. Your style is effective in settings where data must be carefully analyzed and small mistakes can lead to serious consequences. Common examples include personal safety, financial, and legal matters. You may find work that focuses on global issues at the expense of specific data to be uncomfortable and stressful.

Rule-Following

10	not restricted by rules, prefer general guidelines to specific regulations		follow rules and regulations even when inconvenient, like specific guidelines
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In your career you like to work within the rules, and have high ethical and work standards. You value strict adherence to rules more than being free to do whatever you want. You enjoy having specific guidelines to follow and feel uncomfortable when regulations are not adhered to. You carefully think about what is right and proper when making decisions and taking action. You come across as someone with a high level of integrity. You do things by the book, even when it is personally inconvenient. As a result, you will enjoy working in structured settings where there is little variation in how tasks are completed. In situations where rules need to be bent or ignored you will probably experience stress.

Dependability

6	place less importance on meeting deadlines, casual about work requirements		dependable, meet obligations and deadlines
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You work hard to follow through on your word and meet your obligations. You strive to meet your commitments and stress the importance of completing work on time. However, you do view deadlines as somewhat flexible. As a result, you are willing to shift priorities and ignore deadlines when more important things come up. While this gets in the way of completing work at the originally scheduled time, it allows you to meet more pressing priorities. This is important for positions where priorities can change and previous commitments must be broken.

Work Style - Career Transition Summary

Your responses suggest that you may enjoy careers which:

- allow you to work in orderly, organized settings
- require a high level of attention to detail and a strong focus on completing work without mistakes
- have specific guidelines to follow
- have little variation in how tasks are completed
- give you the opportunity to shift priorities and ignore deadlines when more important things come up
- have tasks that need to be reprioritized frequently

To effectively manage career transitions consider the following:

- Do not miss the forest because you are focused on the trees. Consider the overall goals of your career transition and do not become bogged down with artificially high standards.
- Frequently review whether the steps you are using in your career transition are working effectively. Adopt a questioning attitude that examines how your career transition could be better approached.
- Complete your obligations and commitments by the set deadlines. However, be willing to adjust your priorities to meet more pressing needs.

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

1	prefer using and building upon established methods, avoid unconventional ideas		creative and original, like solving problems, intellectually curious
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You describe yourself as a well grounded and down to earth individual. You focus your resources on limited topics and like coming up with practical solutions to problems. When you look for better ways to do things, you search for proven procedures that have previously demonstrated their usefulness. Only when faced with compelling reasons would you consider adopting alternative or creative solutions. You tend to distrust original ideas and will not enjoy work that requires you to come up with many inventive things. Instead you would most likely enjoy tasks that allow you to build upon and implement the ideas of others.

Analytical Thinking

5	spontaneous, make quick decisions, rely on personal instinct to guide choices		analytical, cautious and deliberate, take logical approach to problem solving
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When solving problems you tend to be slightly cautious. You gather as much information as possible and carefully analyze it in order to avoid mistakes. You also seem to be relatively comfortable working on problems that require abstract thinking. However, you are not always motivated to spend a lot of time examining problems. When you have to make decisions that are not serious, you act decisively and rely upon your intuition. In general, people with your style do not enjoy relying solely upon their intuition or on in-depth analysis, but prefer to solve problems using a mixture of both. This should allow you to make decisions at a fairly rapid pace, while incorporating most of the information available.

Problem Solving - Career Transition Summary

Your responses suggest that you may enjoy careers which:

- involve developing practical, grounded solutions to problems
- allow you to build upon other peoples' ideas
- do not involve unconventional work, or require much creativity and innovation
- allow you to act decisively and quickly make decisions
- do not require you to analyze large amounts of information

To effectively manage career transitions consider the following:

- You describe yourself as realistic and down to earth and prefer to stay with proven procedures unless there is a strong reason to change. Learn to recognize when the solutions you have used in the past are no longer working and try a more original approach.
- You are somewhat distrustful of unconventional ideas or those that have not yet shown their usefulness. Keep an open mind toward original and alternative career opportunities.
- When solving problems you tend to be slightly cautious. However, you are not always motivated to spend a lot of time examining problems. When faced with decisions that are not serious, act decisively and rely upon your gut feeling. If the issue is very important, take extra time to gather information and analyze it carefully.
- Do not become stalled by examining career possibilities for too long. Making decisions helps you reach your goals faster and can 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

7	very open with thoughts and feelings, can be impatient and easily annoyed		maintain composure, hide feelings from others, slow to anger
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You are calm and control your emotions well. You are not easily annoyed and you find it easy to be patient with others. Rarely do you allow your emotions to get in the way of what you want to do. At times you can be so effective at controlling your reactions that people who know you well are unable to guess your feelings or opinions. You find it easy to remain calm and free from anxiety. Even in difficult situations you are usually able to maintain your composure and deal with problems in a relaxed manner. You rarely experience anger and it takes a lot for you to get upset. In tense situations you almost never say things you later regret. When you do get annoyed you are usually able to regain your composure quickly and begin managing events in a well-balanced way. You appear to be quite comfortable working in settings where emotions run high.

Stress Tolerance

8	dislike high-pressure work, find it hard to relax, quickly become tense		tolerate stress well, able to cope with many demands, do not take criticism personally
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You tolerate stress relatively well and find it easy to remain relaxed. You do not mind working in demanding situations and cope well in high-pressure work environments. While too many demands may leave you tired, you are seldom overwhelmed and can maintain effective work behavior in the face of setbacks. You find it easy to relax and often act as a calming influence on others. In general you find it easy to manage stress in an adaptive way, and probably enjoy demanding occupations. When given criticism you do not get upset by taking it personally, but accept it at face value and make any required changes. You also do not spend time thinking about what you should have said but didn't. Instead you are usually relaxed and tranquil which allows you to be effective in demanding occupations.

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 demanding situations and take place in a high-pressure work environment
- need you to deal with difficult tasks 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. While you probably find most career activities easily manageable, 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

2	prefer stable work, undertake new projects only after discussion with others		proactive, quickly take initiative, enjoy identifying and solving challenges
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On a whole you have little interest in identifying opportunities or quickly taking initiative. Instead, you prefer stability and structure to your responsibilities. You will like work where your tasks rarely change and you are not required to take on a lot of new projects or responsibilities. You are not overly interested in new challenges, and when opportunities do present themselves you take a cautious approach. During career transition, you often do not have the luxury of controlling the change you are involved in. Your style can slow your response to new opportunities, but it will help ensure that you do not become involved in activities that later turn out to be less than fruitful. If searching for a new job, you will be most comfortable in positions where your tasks change infrequently and your responsibility for identifying business opportunities is kept to a minimum.

Flexibility

3	value order and predictability, prefer adaptation to innovation		prefer variety and novelty, adapt quickly to change, dislike routine
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You prefer routine over variety and enjoy consistent and predictable environments. You like using established methods and are willing to work steadily on tasks. In many situations you tend to resist change since it makes you uncomfortable. This is especially true if changes are being made to things that you perceive as working satisfactorily. When change is drastic and far reaching you will probably experience high levels of stress and discomfort. Career transitions can be very stressful since they usually involves a large amount of change. However, you can use your preferences for stability and consistency to your advantage by setting up a routine for developing your career plan and achieving your goals.

Identifying and Managing Change - Career Transition Summary

Your responses suggest that you may enjoy careers which:

- have tasks that rarely change and do not require you to take on a lot of new projects or responsibilities
- have stable responsibilities which change infrequently
- do not involve identifying business opportunities
- have a consistent and predictable environment
- involve little change
- let you use established ways of working

To effectively manage career transitions consider the following:

- You tend to take a cautious approach when evaluating careers and dislike taking initiative without guidance from others. Your style ensures that anything you begin is well thought out, but it can make it difficult for you to take advantage of new opportunities.
- Be open to new career opportunities and quickly take initiative. Do not let your preference for stability to negatively influence your evaluation of new career prospects.
- You prefer routine over variety and enjoy consistent and predictable environments. As a result, you may resist change because it sometimes makes you uncomfortable. During periods of transition do not be reluctant to modify aspects of your career plan or job search, or be too rigid in your outlook.
- Learn techniques to help you manage change more effectively. 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.

My Career Strengths

Carefully read your report and highlight those areas that discuss your strengths. In your own words, write below what you believe are your personal strengths for:

Working with Others

Dynamism

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?

Reviewing Your Career Action Plan and 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!