



Future*Focus*

CONFIDENTIAL

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Your FutureFocus Report

Getting the Most from Your FutureFocus Report

FutureFocus helps students identify career choices that match their unique skills and interests. This assessment tool will identify strengths or areas of improvement to prepare students for graduation and satisfying careers. When students graduate from school today, they must be prepared for the highly-skilled, competitive marketplace.

The FutureFocus produces one report with four sections:

SECTION 1 – JOB MATCH

Your results have been compared to representative occupations derived from information provided by O*NET (Occupational Information Network). Your overall match with these occupations is presented in this section.

SECTION 2 – THE O*NET – WHAT IT IS AND HOW YOU CAN USE IT

The O*NET is a comprehensive database of worker attributes and job characteristics developed by the United States Department of Labor. You may access it on the Internet at online.onetcenter.org.

SECTION 3 – YOUR RESULTS

This section provides an overview of your characteristics based on your responses to the questions on the FutureFocus.

SECTION 4 – SUGGESTIONS FOR GATHERING ADDITIONAL INFORMATION ABOUT CAREERS

The basis of good decisions is good information. Your FutureFocus report provides unique information relating to you, but you should do additional research to learn more about your career possibilities and opportunities. This section suggests approaches to use to get more information.

Note:

The information you gain from FutureFocus is related to job expectations and classifications in the workplace. The only difference would be the specific requirements of certain employers. The FutureFocus provides information for your personal use and is not to be used as a hiring tool.

Introduction to Career Clusters

The U.S. Department of Education Office of Vocational and Adult Education (OVAE) has identified 16 career clusters representing career opportunities for the 21st century economy. A Career Cluster is a grouping of occupations and broad industries based on commonalities. Career Clusters prepare learners of all ages for the information age as schools, colleges and employers are striving for higher achievement in science, math and communication. One key to improving learner achievement is providing learners with relevant contexts for studying and learning. Career Clusters offer a context by linking school-based learning with the knowledge and skills required for continued success.

Career Clusters identify the knowledge and skills learners need as they follow a pathway toward their career goals. The knowledge and skills identified form a strong basis for learner success in high school, college, technical training, apprenticeship programs and the workplace.

Students can use career clusters to investigate a wide range of career choices. The career cluster approach makes it easier for students to understand the relevance of their required courses and helps them select their elective courses more wisely. For more information on the career cluster and areas of concentration, visit our website, www.PathwayBuilder.com.

The 16 Career Clusters

<ol style="list-style-type: none"> 1. Agriculture, Food & Natural Resources 2. Architecture and Construction 3. Arts, Technology & Communications 4. Business, Management & Administration 5. Education and Training 6. Finance 7. Government and Public Administration 8. Health Science 	<ol style="list-style-type: none"> 9. Hospitality & Tourism 10. Human Services 11. Information Technology 12. Law, Public Safety and Security 13. Manufacturing 14. Marketing Sales & Services 15. Science, Technology, Engineering and Mathematics 16. Transportation Distribution & Logistics Services
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SECTION ONE

Job Match

The FutureFocus compares the results of your evaluation with the requirements for a variety of career fields described by O*NET (Occupational Information Network). The percentages below indicate the degree to which your results match each of the listed occupations. They are shown in descending order by percentage match within each group. You should consider those occupations where you show the highest match because they suggest a good job fit. Remember, these results reflect suitability only in terms of Thinking Style, Occupational Interests and Behavioral Traits as reported here. Other important components, such as educational level, specific skills and experience, should also be taken into account in examining career options.

Your results have been grouped into two categories. Group One indicates those occupations typically requiring education beyond high school; and Group Two indicates those occupations not typically requiring education beyond the high school level. Also provided is the O*NET SOC Code that may be used to research each occupation. To do this go to online.onetcenter.org, select Find Occupations and enter the appropriate SOC Code from the list below.

Career Cluster Key:

1. Agriculture, Food & Natural Resources	2. Architecture and Construction	3. Arts, Technology & Communications
4. Business, Management & Administration	5. Education and Training	6. Finance
7. Government and Public Administration	8. Health Science	9. Hospitality & Tourism
10. Human Services	11. Information Technology	12. Law, Public Safety and Security
13. Manufacturing	14. Marketing Sales & Services	15. Science, Technology, Engineering and Mathematics
16. Transportation Distribution & Logistics Services		

<u>O*Net SOC Code</u>	<u>Group One Occupational Title</u>	<u>Job Match Percentage</u>	<u>Career Cluster</u>
11-9111.00	MEDICAL AND HEALTH SERVICES MANAGER	91%	4
11-9121.00	NATURAL SCIENCES MANAGER	91%	15
23-1022.00	ARBITRATOR, MEDIATOR, AND CONCILIATORS	89%	12
11-3021.00	COMPUTER AND INFORMATION SYSTEMS MANAGER	88%	11
11-9151.00	SOCIAL AND COMMUNITY SERVICE MANAGER	87%	7
17-1012.00	LANDSCAPE ARCHITECT	86%	2
29-1131.00	VETERINARIAN	86%	1

23-1011.00	LAWYER	86%	12
15-1051.00	COMPUTER SYSTEM ANALYST	85%	11
25-9021.00	FARM AND HOME MANAGEMENT ADVISOR	85%	1
19-3032.00	INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGIST	85%	10
17-2111.02	FIRE PREVENTION ENGINEER	85%	12
33-3031.00	FISH/GAME WARDEN	84%	12
17-1011.00	ARCHITECT	84%	2
17-2112.00	INDUSTRIAL ENGINEER	84%	13, 15
17-2171.00	PETROLEUM ENGINEER	84%	15
11-1011.01	CHIEF EXECUTIVES	84%	7
19-3051.00	URBAN/REGIONAL PLANNER	84%	2, 16
53-2021.00	AIR TRAFFIC CONTROLLER	84%	16
29-1126.00	RESPIRATORY THERAPIST	84%	8
53-2011.00	AIRLINE PILOT/COPILOT/FLIGHT ENGINEER	84%	16
29-1011.00	CHIROPRACTOR	83%	8
11-3031.01	TREASURER, CONTROLLER, AND CHIEF FINANCIAL OFFICER	83%	4, 6
29-1123.00	PHYSICAL THERAPIST	83%	8
29-1062.00	FAMILY/GENERAL PRACTITIONER	83%	8
23-1023.00	JUDGE	83%	12
41-3031.00	SECURITIES/COMMODITIES/FINANCIAL SERVICES SALES	83%	14
11-9032.00	EDUCATION ADMINISTRATOR - ELEMENTARY/SECONDARY	82%	5
17-2071.00	ELECTRICAL ENGINEER	82%	15
15-1081.00	NETWORK SYSTEMS/DATA COMMUNICATIONS ANALYST	82%	11
29-1127.00	SPEECH PATHOLOGIST	82%	5, 8
29-1121.00	AUDIOLOGIST	82%	8
11-3042.00	TRAINING AND DEVELOPMENT MANAGER	82%	5
17-2161.00	NUCLEAR ENGINEER	82%	15
11-9061.00	FUNERAL DIRECTOR	82%	10
29-1031.00	DIETITIAN/NUTRITIONIST	81%	1
29-1021.00	DENTIST	81%	8
15-1031.00	COMPUTER SOFTWARE ENGINEER	80%	11
17-1022.00	SURVEYOR	80%	2
19-3094.00	POLITICAL SCIENTIST	80%	7
17-2051.00	CIVIL ENGINEER	80%	15
19-3011.00	ECONOMIST	80%	6, 15
23-2011.00	PARALEGAL & LEGAL ASSISTANT	80%	12
17-2111.01	INDUSTRIAL SAFETY/HEALTH ENGINEER	80%	15, 16
25-1081.00	EDUCATION TEACHER, POSTSECONDARY	80%	5
25-1032.00	ENGINEERING INSTRUCTOR/PROFESSOR	79%	15
17-2041.00	CHEMICAL ENGINEER	79%	15
17-2141.00	MECHANICAL ENGINEER	79%	2, 15

29-1111.00	REGISTERED NURSE	79%	8
29-1067.00	PHYSICIAN/SURGEON	79%	8

<u>O*Net SOC Code</u>	<u>Group Two Occupational Title</u>	<u>Job Match Percentage</u>	<u>Career Cluster</u>
11-9081.00	LODGING MANAGER	87%	9
11-1021.00	GENERAL AND OPERATIONS MANAGER	85%	4, 9
41-9031.00	SALES ENGINEER	85%	14
13-1071.02	PERSONNEL RECRUITER	84%	4
41-4011.03	SALES REPRESENTATIVE, ELECTRICAL/ELECTRONIC	83%	14
11-9051.00	FOOD SERVICE MANAGER	82%	9
45-1011.04	MANAGER/SUPERVISOR - HORTICULTURAL WORKERS	82%	1
11-3040.00	HUMAN RESOURCES MANAGER	82%	10
41-4011.01	SALES REPRESENTATIVE, AGRICULTURAL	82%	14
41-4011.02	SALES REPRESENTATIVE, CHEMICAL/PHARMACEUTICAL	82%	14
41-4011.04	SALES REPRESENTATIVE - MECHANICAL EQUIP/SUPPLIES	82%	14
41-4012.00	SALES REPRESENTATIVE, WHOLESALE/MANUFACTURING	82%	14
41-4011.00	SALES REPRESENTATIVE - WHOLESALE MANU. TECHNICAL	82%	14
11-3071.01	TRANSPORTATION MANAGER	81%	16
11-2011.00	ADVERTISING AND PROMOTIONS MANAGER	81%	14
13-1121.00	MEETING/CONVENTION PLANNER	80%	9
11-9031.00	EDUCATION ADMINISTRATOR - PRESCHOOL/DAY CARE	80%	5
11-3061.00	PURCHASING MANAGER	80%	7
11-2022.00	SALES MANAGER	80%	14
15-1041.00	TELECOMMUNICATIONS NETWORK TECHNICIAN/SPECIALIST	79%	3, 11
11-2031.00	PUBLIC RELATIONS MANAGER	78%	14
13-1073.00	TRAINING AND DEVELOPMENT SPECIALIST	78%	5
27-1011.00	MULTIMEDIA PRODUCER	78%	11
11-9011.03	FISH HATCHERY MANAGER	78%	1
45-4011.00	FOREST & CONSERVATION WORKER	78%	1
13-1032.00	INSURANCE APPRAISER, AUTO DAMAGE	78%	6
27-1014.00	WEB DESIGNER	78%	11
27-3031.00	LOBBYIST	78%	7
39-1021.00	SUPERVISOR/MANAGER: PERSONAL SERVICE WORKERS	77%	1
27-3043.02	CREATIVE WRITER	77%	3
13-1031.02	INSURANCE ADJUSTER/EXAMINER/INVESTIGATOR	77%	6
13-1031.01	CLAIMS EXAMINER, PROPERTY/CASUALTY INSURANCE	77%	6
53-5021.01	SHIP/BOAT CAPTAIN	77%	16
33-3051.03	SHERIFF OR DEPUTY SHERIFF	77%	12
33-3051.01	POLICE AND PATROL OFFICER	77%	12

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51-8013.00	POWER PLANT OPERATOR	77%	13
41-1012.00	SUPERVISOR, NON-RETAIL SALES	77%	14
41-1011.00	SUPERVISOR, RETAIL SALES	77%	14
13-1021.00	PURCHASING AGENT/BUYER, FARM PRODUCTS	76%	1
27-4014.00	SOUND ENGINEERING TECHNICIAN	76%	3
51-4111.00	TOOL AND DIE MAKER	76%	13
13-2021.02	APPRAISER, REAL ESTATE	76%	6
49-9096.00	RIGGER	76%	3
33-2011.00	FIRE FIGHTER	75%	12
41-2031.00	RETAIL SALESPERSON	75%	4
43-4111.00	INTERVIEWER/CENSUS ENUMERATOR	75%	7
53-1031.00	TRANSPORTATION/MATERIALS MOVERS SUPERVISOR	74%	16
27-4012.00	BROADCAST TECHNICIAN	74%	3
43-9011.00	COMPUTER OPERATOR	74%	11
23-2091.00	COURT REPORTER	74%	12

SECTION TWO

O*NET – What It Is and How You Can Use It

This report has a list of matching jobs with a percentage figure indicating how closely your results match the thinking style, occupational interests, and behavioral traits that have been demonstrated as important for success in that job. The FutureFocus report helps you narrow your search and identify careers that may suit you best.

The occupational profiles on O*NET will help you understand various aspects of a particular job. These descriptions help build your understanding of the job just as the FutureFocus helps build your self-understanding.

Each O*NET Occupational Profile provides extensive data. These are organized in several groupings:

Worker Characteristics – Abilities, Interests, Work Values and Work Styles

Worker Requirements – Skills and Knowledge

Experience Requirements – Training, Experience and Licensing

Occupation Requirements – Generalized Work Activities and Work/Organizational Content

Occupation Specific Information – Important Occupation-Specific Tasks

Occupation Characteristics – Outlook and Earnings

Related Occupations – A database of jobs similar in scope to your matched jobs list

O*NET is a user-friendly resource, providing an easy to understand frame of reference for its users. As a supplement to career counseling, the database provides complex data in a manner that offers utility and convenience to the user. By using it in conjunction with your FutureFocus report, the O*NET database can be extremely helpful in selecting your career.

The O*NET Internet site is at this web address:

online.onetcenter.org

SECTION THREE

Your Results

Understanding Your Report

The report is divided into three major areas which are briefly described below.

Thinking Style

The FutureFocus report gives your results for Numerical Ability, Numerical Reasoning, Verbal Skill, Verbal Reasoning and an overall Learning Index. This is not a test of intelligence, but it does suggest how efficiently you assimilate and utilize various forms of information.

Occupational Interests

The Occupational Interests section reflects how you answered questions related to working in various occupations. From this information, you can see any clear preference or pattern of interests.

Behavioral Traits

Your results help provide a picture of who you are. Evaluate them in relation to the requirements of your career match or other jobs in which you are interested.

THINKING

Learning Pace (An index of expected learning, reasoning and problem solving potential.)

- Your overall learning capacity is good; you should demonstrate an adequate understanding of the requirements of a new job.
- Upon completing a new training program, you appear capable of picking up new concepts without direct support.
- Overall, you can be expected to complete a new training program with at least adequate success.

Verbal Skill (A measure of verbal skill through vocabulary.)

- You have a sound understanding of everyday communication processes.
- You show strong potential for developing existing skills with communication.
- You should be competent in making analyses involving written and verbal data.
- You can build on your foundation as the particular communication skills required in performing the job become familiar.

Verbal Reasoning (Using words as a basis in reasoning and problem solving.)

- You are proficient in information gathering and expression of thoughts and ideas.
- You assimilate verbal information fairly rapidly when compared to the general population.
- You should communicate thoughts and ideas to others effectively.

Numerical Ability (A measure of numeric calculation ability.)

- You can build on your basic foundation as the particular calculations required in performing the job become familiar.
- You have a sound understanding of basic mathematical processes and are able to mentally figure some numeric combinations.
- You should be competent in making mental estimations involving complex pricing calculations.
- You show strong potential for developing existing skills with numbers.

Numeric Reasoning (Using numbers as a basis in reasoning and problem solving.)

- You demonstrate a relatively strong ability to solve problems of a numerical nature.
- You work well with numbers and numerical concepts.
- You grasp numerical concepts readily.

OCCUPATIONAL INTERESTS

Your interests are focused in the Enterprising and Mechanical themes on the inventory. You are drawn to opportunities to work in a management setting in a

business that requires procedural and structural planning. This is a somewhat split pattern; it shows that you are oriented toward a for-profit, management and sales opportunity, but like to work in situations in which you can interact with fairly mechanical information and product.

BEHAVIORAL TRAITS

Energy (Tendency to display endurance and capacity for a fast pace.)

- You can be relied on to complete assignments in a timely manner.
- Your work pace is compatible with average performance and consistent results.
- Your typical work pace should be consistently productive.

Assertiveness (Tendency to take charge of people and situations. Leads more than follows.)

- You can be highly motivated by situations in which you are held accountable for results. You're strongly motivated by power and authority.
- You have a preference for making the hard decisions, to determine outcomes.
- You express a strong need to be in charge, to be the leader.
- You can make decisions, enforce company policies and act with authority. You are quite capable of making unpopular decisions when necessary.

Sociability (Tendency to be outgoing, people-oriented and participate with others.)

- You are generally motivated by assignments that require contact with people.
- You prefer direct and to the point communication and may avoid spending time on small talk and social amenities.
- Your sociability is moderately compatible with establishing a network of contacts.

Manageability (Tendency to follow policies, accept external controls and supervision and work within the rules.)

- You are highly cooperative and agreeable, quite willing to accept supervision and external controls.
- Your need for autonomy and independence is superseded by your respect for authority.
- You readily accept authority and rules, demonstrating a cooperative and friendly interpersonal style.
- You express a positive attitude concerning organizational constraints and restrictions.

Attitude (Tendency to have a positive attitude regarding people and outcomes.)

- You demonstrate a highly positive attitude regarding changes in policies and procedures.
- Your attitude is highly compatible with confronting interpersonal problems and frustrations.
- You express a positive attitude regarding supervision and external controls.
- You have a highly positive attitude concerning risk, change, and unexpected challenges.

Decisiveness (Uses available information to make decisions quickly.)

- You are capable of responding to an emergency and resolving problems.
- You are decisive, quick to act, and likely to enjoy positions which require immediate action.
- You are inclined to take decisive action, to move decisions forward.
- You can stand firm on decisions and may not be inclined to back down once a decision is made.

Accommodating (Tendency to be friendly, cooperative, agreeable. To be a team person.)

- You share a high commitment to reducing conflict and establishing cooperation. You are comfortable working as part of a team and with sharing ideas and information.
- You are highly motivated by an informal, positive, and relaxed work environment.
- You are quick to accommodate others and to avoid interpersonal conflict.
- You may tend to minimize serious problems and negative information. You are quick to seek solutions that are acceptable to everyone.

Independence (Tendency to be self-reliant, self-directed, to take independent action and make own decisions.)

- You likely prefer to run your own show and may quietly resist being restricted. You can become impatient with the traditionalist view that "we've been doing this for the last ten years, so why should we change?"
- You are an independent worker who prefers minimal guidance and coaching.
- You take on new developments independently, bringing in co-workers only when absolutely necessary.
- You are highly independent, functioning well on your own, but could benefit by making room for the advice of others.

Judgment (The ability to think clearly and be objective in decision-making.)

- You are highly inclined to make considered judgments, applying experience to current problems and situations.
- Judgment and decisions on your part should indicate highly consistent usage of your thinking capabilities.
- You demonstrate a consistent tendency to take an objective view and to adjust judgment as needed to reach accurate conclusions.
- You are likely to show sound judgment under pressure.

SECTION FOUR

Suggestions for Gathering Additional Information About Careers

Preparing for a career requires a commitment of time and expense. You want to make your career choice carefully.

There are many sources of information available through independent research. You might, for example, read biographies of people who engaged in the occupations you are considering. You can also read business publications and journals to learn about trends in specific fields. Look for signs that opportunities in the job or profession you choose are expanding.

Think about your personal interests. What do you like to do for hobbies and other spare time activities? Chances are that whatever it is, someone else is doing the same thing as an occupation. There are many people who love to golf every weekend. While they might never be able to join a pro tour, they might enjoy working in a related occupation. Golf-related careers include everything from designing golf courses to caddying. There are others who manage golf courses, operate clubhouse bars and restaurants, sell golfing equipment and supplies, give golf instruction, work for sporting goods manufacturers, and supply grass seed and fertilizer. Other hobbies and recreations offer similar related occupational opportunities. Expand your thinking and you widen your opportunity.

Talk with friends and family about career possibilities, but don't be overly influenced by them. And if you have a dream, don't be afraid to pursue it. It is your life and you should have the final decision.

FutureFocus is a great beginning. Use it wisely and put real effort into getting as much information as you can about the businesses, professions, and occupations that interest, stimulate, and excite you. Ralph Waldo Emerson once proclaimed *"Nothing great was ever achieved without enthusiasm."*

Meeting with a Counselor

There are professional counselors who can provide you with additional help in career selection and related services. They have various occupational titles such as Academic Counselor, Career Placement Services Counselor, Employment Counselor, Guidance Counselor and Vocational Advisor.

These professionals counsel individuals and provide educational and vocational guidance services. They collect, organize, and analyze information about individuals through records, tests, interviews, and professional sources, to appraise their thinking styles, occupational interests, and behavioral traits, for vocational and educational planning. Your FutureFocus report contains much of this information about you. Counselors also compile and study occupational, educational, and economic information so they can assist you in making and carrying out educational, training and career objectives. The counselor will want to review your FutureFocus report, so take it with you when you go.

Use the space below to note the questions you would like to ask a counselor:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Career Survey

Career Title:

Gather information and make notes regarding the career you are investigating.

1. What schooling/training is required for this career?
2. How long will it take me to acquire the schooling/training required?
3. How much money will I need to prepare for this career? \$_____
4. How will I get it?
5. Am I willing and able to devote the time and expense required to prepare for this career?
6. I expect to receive the following benefits from my career:
7. I am willing to do the following to achieve success in my career:

Interviewing Someone with Experience in Your Chosen Career

An excellent way to learn more about an occupation is to talk to people who have done the work. You can secure interviews with experienced people by calling them, introducing yourself, and explaining that you're seeking first-hand information about their job or profession for personal career development purposes. Your present contacts, co-workers, friends and family may help point you in the right direction, and possibly become a mentor to you. Start networking!

Interviewing a professional is an exciting approach to learning about the "real world" of the occupation that you are considering. It is really pretty straightforward and easy if you have a genuine interest, are considerate, and use your common sense. Listed below are some things to remember as you accomplish this activity.

Calling for the Appointment

1. Introduce yourself
2. Briefly explain your objective to learn more about their profession
3. Tell them how you got their name and why you think they will be very helpful to interview
4. Tell them that you will not take up more than 25 minutes of their time
5. Have your calendar in front of you and be as flexible as you can in meeting their schedule

The Interview

1. Be on time, perhaps arrive 10 minutes early
2. When you meet with them, dress appropriately, be respectful of their time, listen more than you talk, and be attentive when they are sharing with you
3. Before you begin, provide them with a copy of your questions and stay focused on your objective
4. Take good notes and follow-up with questions to clarify any of your confusion
5. Be sure and thank them for their time and guidance

Here are questions you may want to ask:

1. How long have you been a _____?
2. How did you decide to become a _____?
3. What kinds of schooling/training were required?
4. How did you get your first job in this field?
5. What do you like best about being a _____?
6. What do you like least about being a _____?
7. How has this job changed since you got into it?
8. What do you do during a typical day?
9. What does a beginning _____ earn and how much can a person earn after ten years experience?
10. Apart from formal training, what kinds of experience should I try to get that would help me prepare to be a _____?
11. What could I read that would help me learn more about being a _____?
12. Where else could I look for more information about a career in _____?

Use the space below to write additional questions you would like to ask.