

WORK PERSONALITY
 **INDEX**
CAREER

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About this Report

This report provides a summary of your responses to the Work Personality Index[®] (WPI) assessment. 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 Work Personality Index Career Report is designed to provide information and advice that is useful for people involved in career exploration or change. When looking at your career development, it is important for you to take time to reflect upon what you are good at, and what you like to do, and then develop clear goals of what you want to achieve.

Inside this report are descriptions of your personal characteristics, strengths, and interests in the following areas: Working with Others, Energy and Drive, Work Style, Problem Solving Style, Dealing with Pressure and Stress, and Identifying and Managing Change.



Your report also contains suggestions for managing your career and exercises that will guide you through the process of gathering 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. Your results on the WPI scales are presented as Sten Scores, which range from 1 to 10. These scores compare your responses on the WPI items to those of a large sample of working adults. The number in the middle of the circle indicates your score on the scale. The range of scores is shown below.



Your Profile

Working with Others



Outgoing



Teamwork



Concern for Others



Democratic

Energy and Drive



Energy



Ambition



Leadership



Social Confidence



Persuasion



Multi-Tasking

Work Style



Dependability



Persistence



Rule-Following



Attention to Detail



Planning

Problem Solving Style



Innovation



Analytical Thinking

Dealing with Pressure and Stress



Self-Control



Stress Tolerance

Identifying and Managing Change



Initiative



Flexibility

Working with Others

Every career 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.

Outgoing



When interacting with people, you are warm and friendly. However, you also value having some time where you can be alone and collect your thoughts. As a result, you will probably enjoy work that allows you to meet others and socialize, and to have time to yourself. While meeting too many people may leave you feeling exhausted, too much time without personal interaction may also drain you. When considering career options take time to examine if your balanced preference will be met. Use your ability to connect with others to network and gather career information. Then take time to reflect upon what you have gathered to make better decisions.

Teamwork



You enjoy work that involves a combination of team and independent work. For some activities you prefer working collaboratively with people, while for other responsibilities you would rather work on your own. To guide your career it is beneficial to identify what tasks you enjoy working with others on and those you prefer to complete independently. In general you adopt a cooperative approach and are willing to help others. However, you also focus on meeting your personal needs and goals. Occupations that you should find satisfying will involve a balanced mix of team and independent work. If you are required to work independently most of the time you may begin to feel disconnected and lonely. On the other hand, having to work closely with people all the time may leave you feeling frustrated.

Working with Others

Concern for Others



The level of concern you show toward others is similar to most people. You can be caring, sensitive, and well aware of how people feel. However, you may also be selective with your sympathy, withholding it from those you do not feel are in serious trouble. You will probably like occupations that involve taking other people's thoughts and feelings into consideration. Yet when required to constantly deal with personal issues you may become tired and dissatisfied. You will probably enjoy work that allows you to balance your preferences for working with others in a supportive manner, and working on tasks with little interpersonal requirements. Throughout your career take the time to consider your personal needs and feelings as well as those of people who are close to you.

Democratic



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.

Energy and Drive

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.

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.

Ambition



You report a strong desire to get ahead, and you recognize that setting goals and putting forth a committed effort are required to be successful. Like other ambitious people you challenge yourself in many ways: setting difficult goals; comparing your performance to others; and exhibiting a desire to win. You will feel most comfortable around others who are competitive and who value taking firm control over what they do to reach their goals. As a result, you will enjoy occupations that provide frequent challenges as well as the opportunity for career advancement and personal achievement. In positions with easy tasks and few chances to get ahead you will probably become bored with the work and dissatisfied with the lack of prospects.

Leadership



At work you are willing to take charge, but equally comfortable letting others take a leadership role. When necessary, or when called upon, you will quickly assume leadership and give guidance and direction to others. However, you do not want to always have the high level of responsibility that comes with being a leader. Instead you prefer to switch between being a leader or a subordinate depending on the task. In those areas where you have expertise and appropriate skills you enjoy being a leader. Yet when your expertise or skills are limited you are happy to let others take charge.

Energy and Drive

Social Confidence



You have an average level of social confidence and are generally comfortable in most social situations. Your comfort in social interactions will depend on the context and environment. You feel at ease in most social situations and enjoy meeting new people. In general, you do enjoy spending time with people you know well but you are not intimidated by the idea of meeting new people. You are likely to be most comfortable speaking with others when you feel that you command the material you are discussing. When considering your options take time to examine if your balanced preference will be met by the type of social interactions offered by the job.

Persuasion



You prefer harmony and are willing to accept the opinions of others and the status quo. You are not very comfortable engaging in negotiations and debates. You are likely to feel uncomfortable in situations where you have to negotiate or pressure people to change their opinions or perspectives. You will sometimes avoid engaging in arguments or debate even when you think that the other person is incorrect. Careers in sales and negotiation are likely to be unattractive to you.

Multi-Tasking



You feel very effective when you have many tasks on the go and enjoy having many different things to do at once. You feel very comfortable juggling a busy schedule and coping with multiple demands. You prefer to be given new tasks before you finish the task you are presently working on. People like you enjoy coping with the challenge associated with new responsibilities. Careers which offer you the opportunity to do take on multiple tasks, juggle a busy schedule, and cope with multiple demands will be highly attractive to 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.

Dependability



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.

Persistence



In general, you have a level of persistence and determination that is similar to most people. At work, you tend to be motivated to finish your tasks, but may be tempted to put off uninteresting or difficult projects. When work involves overcoming some obstacles and meeting demanding targets, you tend to be satisfied when the work is successfully completed. However, if the projects are very time-consuming and problematic, you may become frustrated and discouraged. Therefore, the type of positions you would enjoy the most provide a combination of difficult tasks that require persistence and some that can be completed with little effort. This will allow you to focus on easier tasks when you have a hard time motivating yourself for those that require lots of persistence.

Rule-Following



In your career you adopt a slightly casual approach toward work procedures and codes. This allows you to feel comfortable when rules must be bent or broken in order to make progress on tasks. If your work is structured, you prefer general guidelines to precise regulations, and want to have the lee-way to ignore them as soon as they hinder your progress. In many cases you believe that the ends justify the means. You also have a dislike for bureaucracy and tend to resist close supervision. You value being free to do what is important instead of conforming to strict regulations. Your ability to recognize when regulations are no longer relevant, and your willingness to break them, allows you to work well in environments with lots of change. You should enjoy careers that give you some autonomy and flexibility in whatever you do.

Work Style

Attention to Detail



You have a relatively strong eye for detail, but also enjoy focusing on broader issues. When a job requires you to pay close attention to details, few things slip past you. You also enjoy work that is not concerned with detail, and will probably enjoy tasks that allow you to do both. You tend to take a methodical and organized approach to your work, and like having things done to the best of your ability. Yet when things need to be done quickly, you are willing to cut corners to meet deadlines. You work hard at striking an appropriate balance between the efficiency and exactness of your work. For simple tasks you will enjoy a work environment that allows you to act without the need to plan ahead or pay close attention to details. Yet on complicated tasks, you will enjoy being able to spend the time and energy carefully reviewing your work to ensure it is up to standard.

Planning



You feel very ease in a flexible environment. You approach work with a spontaneous style that involves spur-of-the-moment decision making. You will often start a task without having a detailed plan in place. You are likely to think that detailed plans inhibit your ability to do your work. Careers where you can be very spontaneous and where you need to react to shifting priorities are likely to attractive to you.

Problem Solving Style

Solving problems is an important task at work and during career change. 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



You describe yourself as open-minded, curious and creative. You are very comfortable with work that requires creativity and invention. The solutions you come up with are marked by originality. When faced with difficulties you are able to come up with lots of ideas and you are willing to go beyond what is traditional and consider unconventional solutions. You value finding better ways to do things and are always receptive to new approaches. You also enjoy solving problems and thinking about future opportunities. You often focus more on ideas than practicalities. As a result you are effective in positions where creativity and innovation are necessary. It also helps you generate ideas when thinking about your career.

Analytical Thinking



When solving problems you are analytical and logical, and use a deliberate and careful method of evaluation. You function comfortably in settings that require you to solve complex problems that require abstract thinking. In most situations you tend to understand intricate relationships correctly. You like to gather as much information as possible in order to make the most informed decision, and you carefully analyze problems from all possible angles. This intensive approach is often time consuming but ensures that you rarely make mistakes in judgment. At work, you will probably enjoy jobs that involve both the analysis of data and the discussion of the conclusions you have reached. You should also enjoy tasks that involve solving complex problems. In rare instances you may make a quick decision based on your intuition. Yet occupations that require quick decision making before careful analysis will likely be stressful for you.

Dealing with Pressure and Stress

How you 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 change. Those who dislike stress tend to find success and satisfaction in less demanding occupations and may struggle during career transitions.

Self-Control



You see yourself as relatively calm and easy-going, only getting upset when things go very poorly. It is important to you to maintain your composure, and you work hard to conceal your emotions if they could be interpreted negatively. While you prefer to maintain a high level of self-control, people are probably able to recognize your feelings much of the time. Like most individuals, you have ups and downs, and can become frustrated when faced with obstacles such as a change in plans. You seem able to function effectively in tense situations, but are more likely to be comfortable in settings where emotions do not run high. When faced with a lot of difficulties you may find yourself becoming impatient or irritated with co-workers. In very tense situations it may take a good amount of effort and concentration for you to maintain your equilibrium and approach tasks in a well balanced manner.

Stress Tolerance



You tolerate stress 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.

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 your career. People who dislike change often find career transitions difficult. People who enjoy change may find career transitions exciting.

Initiative



People such as yourself enjoy identifying new opportunities and capitalizing upon them. You are quite willing to accept new responsibilities and enjoy overcoming challenges and finding ways to improve things. During career transitions you prefer to quickly act upon the tasks required to move forward such as writing resumes and approaching possible employers. Taking initiative is something you like to do, and you rarely wait for help from others before starting a project. When looking for occupations that fit your preferences, careers that allow you to pick up new responsibilities and act on your own ideas would be the most appropriate. Positions with stable responsibilities will probably become boring for you.

Flexibility



You are flexible and quite open to change. You enjoy variety and having interesting activities in your life and work. You quickly become bored if you are not given the opportunity to encounter new and different activities. You are stimulated by novelty and find excitement in trying new things. This comes with a dislike for routine. Your adaptability is a beneficial trait during career change. You rarely find change difficult or stressful, and you can quickly adjust to new work roles and different work environments.

What to look for in a career

When looking at your career, it is important for you to take time to reflect upon what you are good at, and what you like to do, and then develop clear goals of what you want to achieve. Your personality indicates many aspects that might provide you with guidance in finding a satisfying career. Take the time to read through the following statements to get a sense of what you might look for in a career.

WORKING WITH OTHERS - LOOK FOR CAREERS THAT:

- allow you to meet others and socialize, and have time to yourself
- do not require extensive contact with strangers
- have a balanced mix of team and independent work
- let you work closely with others, but provide opportunities to pursue your own goals
- rarely deal with interpersonal issues
- let you take an impartial approach to problems
- 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

ENERGY AND DRIVE - LOOK FOR CAREERS THAT:

- have a mixture of demanding tasks and tasks that can be completed with relative ease
- let you work at a steady pace
- have many opportunities for advancement and personal achievement
- are competitive and challenging
- let you take a leadership role in situations that deal with your area of expertise
- let you play a subordinate role in situations where your expertise or skills are not as appropriate
- give you the opportunity to meet new people
- allows you to present yourself as yourself as capable and competent in your area of expertise
- you do not have to sell or bargain with strangers
- allow you to work without having to pressure people to change their opinions or perspectives
- you can have many projects on the go at the same time
- you can juggle a busy schedule

WORK STYLE - LOOK FOR CAREERS THAT:

- give you the opportunity to shift priorities and ignore deadlines when more important things come up
- have tasks that need to be reprioritized frequently
- provide a combination of difficult tasks that require persistence and some that can be completed quickly
- involve work that is not time consuming or problematic
- there is some change and you are free to adjust your work procedures to meet immediate needs
- give you autonomy and are not bureaucratic
- are somewhat structured, where the work occurs in a organized setting
- do not require you to spend a lot of time carefully checking details
- allows you to adopt a very flexible approach to completing tasks and implementing strategies
- let you dealing with emerging issues and shifting priorities as needed

What to look for in a career

PROBLEM SOLVING STYLE - LOOK FOR CAREERS THAT:

- require innovation and creativity
- let you develop original solutions and allow you to go beyond what is traditional and consider unconventional ideas
- allow you to focus on future opportunities
- require you to solve complex problems that require abstract thinking
- involve analyzing and discussing data

DEALING WITH PRESSURE AND STRESS - LOOK FOR CAREERS THAT:

- do not require you to work in situations where you need to conceal your feelings
- allow you to express your feelings, regardless of whether they are positive or negative
- have demanding situations and take place in a high-pressure work environment
- need you to deal with difficult tasks without feeling stress

IDENTIFYING AND MANAGING CHANGE - LOOK FOR CAREERS THAT:

- allow you to take initiative and act upon your ideas without waiting for others
- continually provide new responsibilities and challenges
- need you to identify new business opportunities and take advantage of them
- have opportunities for you to work on new things
- require flexibility and the ability to adapt to lots of change
- involve very little routine or predictable tasks

Managing your career

This part of the report contains suggestions that will assist you in managing your career. Each section outlines career action strategies that you might consider implementing to enhance your career development.

WORKING WITH OTHERS - CAREER DEVELOPMENT STRATEGIES

- Meet with people to gather information and establish contacts that can help with your career.
- Identify the tasks you complete well when working independently, and those you complete better working with others.
- You can efficiently manage your career by not involving people in activities that you can complete on your own.
- Pay attention to how people influence the decisions you make. Do not overlook the need to take time for yourself and focus on your own goals and desires.
- Consult with people when you have to make an important decision, and keep a check on your tendency to ignore the advice of others.

ENERGY AND DRIVE - CAREER DEVELOPMENT STRATEGIES

- Rather than expending your energy on many different activities, focusing on fewer tasks may help you be more successful.
- Your competitive style may not always help you reach your goals. Learn to recognize when your approach conflicts with others. Consider how to best balance your work and private life.
- Take control of the tasks or projects when your skills and knowledge are appropriate. In areas where you lack experience, look for guidance from others.
- Identify the situations in which you feel most comfortable and the situations in which your comfort wanes. This will help you identify areas in which you can work on developing confidence in dealing with situations and presenting yourself.
- Remember that you have areas of expertise that others should hear and recognize. Although it may be difficult, push through the discomfort of challenging others and let your opinions be heard.
- Although you enjoy dealing with multiple demands, make sure you don't take on too many tasks at one time. Assess the situation before assuming additional responsibilities.

WORK STYLE - CAREER DEVELOPMENT STRATEGIES

- Complete your obligations and commitments by the set deadlines. However, be willing to adjust your priorities to meet more pressing needs.
- Watch that you do not give up on difficult tasks prematurely. Find ways to motivate yourself to stick with tasks that are tough and time consuming.
- Willingly accept supervision and guidance on how you manage your career. Most career development techniques are taught because they are the most effective way for people to reach their goals.
- Develop overall goals that describe what you would like to achieve during your career. Then focus on the specific details and tasks that need to be accomplished in order to reach those goals.
- Your tendency to begin tasks quickly may result in taking action that does not sufficiently consider important factors. Before you jump into a task, remember to take a step back and consider the important details.

Managing your career

PROBLEM SOLVING STYLE - CAREER DEVELOPMENT STRATEGIES

- Review your career goals to ensure they are not too idealistic or impractical. While it is important to consider your dreams and aim for the perfect career, you also need to consider what is realistic.
- Your preferences indicate that you enjoy coming up with ideas that are very innovative. However, to successfully manage a career transition you also need to focus on the straightforward, routine tasks, such as sending out resumes.
- When solving problems you are analytical and logical, and use a deliberate and careful method of evaluation. This intensive approach is often time consuming but ensures that you rarely make mistakes in judgment. Do not spend so much time analyzing information that it prevents you from making decisions.
- Dealing with a career change involves many minor decisions that do not require a lot of analysis and discussion. When faced with smaller issues trust your intuition and act decisively. This will help you reach your goals faster, and give you momentum to work on other career tasks.

DEALING WITH PRESSURE AND STRESS - CAREER DEVELOPMENT STRATEGIES

- You see yourself as relatively calm and easy-going, only getting upset when things go very poorly. Career transitions often involve a number of disappointing or negative situations. Therefore, it is important to maintain your composure, and conceal your emotions if they could be interpreted negatively. Avoid reliving negative experiences you have during your career transition.
- Share your thoughts and feelings with people who are close to you. This can help you clarify your work preferences and develop career goals. It will also give you a support network of people who can offer your 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 - CAREER DEVELOPMENT STRATEGIES

- People such as yourself enjoy identifying new opportunities and capitalizing upon them. In your rush to take the initiative, you may miss important information. Therefore, discuss career opportunities you have identified with others before acting on them.
- During career transitions you prefer to work quickly on the tasks required to reach your career goals. While your initiative is a strength, make sure that you do not rush through tasks.
- You are flexible, open to change and are excited by new things. This comes with a dislike for routine and structured tasks. However, to effectively manage your career, you need to complete the less exciting, repetitive tasks. Watch that you do not quit doing things simply because they are becoming boring.
- Your preference for change may result in you adjusting your career goals and job search activities. Make changes only when warranted, not because you desire some variety.

Career Review and Planning

The Work Personality Index Career Report is designed to help you understand your unique strengths and to identify areas to enhance your career effectiveness. The personal characteristics measured by the WPI have both positive aspects and liabilities. Your goal in using this report should be to learn about yourself, so that you will be able to capitalize on the assets of your characteristics and minimize the effect of their potential downside. The more you understand about how you approach situations, the better you will be able to work to your full potential and make decisions that result in greater satisfaction. The planning steps below should help you increase your self-knowledge and identify areas of strength and development.

- First, read through your report a number of times. Pay close attention to what it says about you and highlight the statements you believe describe you best. Examine the statements in the "What to look for in a career" section. These give you a good indication of what you might look for in a career that will best fit your personality.
- Second, underline the statements that surprise you or indicate areas where you could improve your effectiveness. Consider these qualities and ask people who know you well about them to see whether they are true.
- Third, develop a plan to avoid or guard against the behaviours that may lower your effectiveness and performance. Examine the statements in the "Managing your career" section. Carefully go through the career development strategies, these will help you set some realistic goals for increasing your effectiveness in realizing your career goals. Then consider your future goals and outline adjustments you could make that would enable you to reach them. Use the "Action Plan" template to assist you in this task.

ACTION PLAN QUESTIONS

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?

Career Review and Planning

CAREER ACTION PLAN

Career goals you would like to achieve	Steps needed to achieve these goals	Resources needed	Time Frame

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!