

Occupational Interests Profile +
EXTENDED REPORT

What the OIP+ Measures

The OIP+ is a test developed for career guidance situations. The OIP+ is partially based on the pioneering work of John Holland in the area of general career themes, though also includes personality characteristics, which assesses how well suited individuals are to different environments. Thus, Personal qualities and career interests are presented in this questionnaire.

Career Interests

- ✓ PERSUASIVE
- ✓ PRACTICAL
- ✓ ARTISTIC
- ✓ SCIENTIFIC
- ✓ ADMINISTRATIVE
- ✓ LOGICAL
- ✓ NURTURING
- ✓ MANAGERIAL

Work Needs (Personal Qualities)

- ✓ EXCITEMENT
- ✓ OPTIMISM
- ✓ STABILITY
- ✓ OPENNESS
- ✓ CONSCIENTIOUSNESS
- ✓ FINANCIAL
- ✓ AGREEABLENESS
- ✓ EXTRAVERSION

Understanding How Career Choices Are Made

Career guidance requires advisors and respondents to investigate three areas which may affect career choices; these are work needs, career interests and skills. The results of the OIP+ can be combined with some brief form of reasoning assessment such as the General Reasoning Test or the Technical Test Battery to provide an insight into the respondent's abilities.



Understanding This Report

This report provides career-relevant information for the respondent in three main areas:

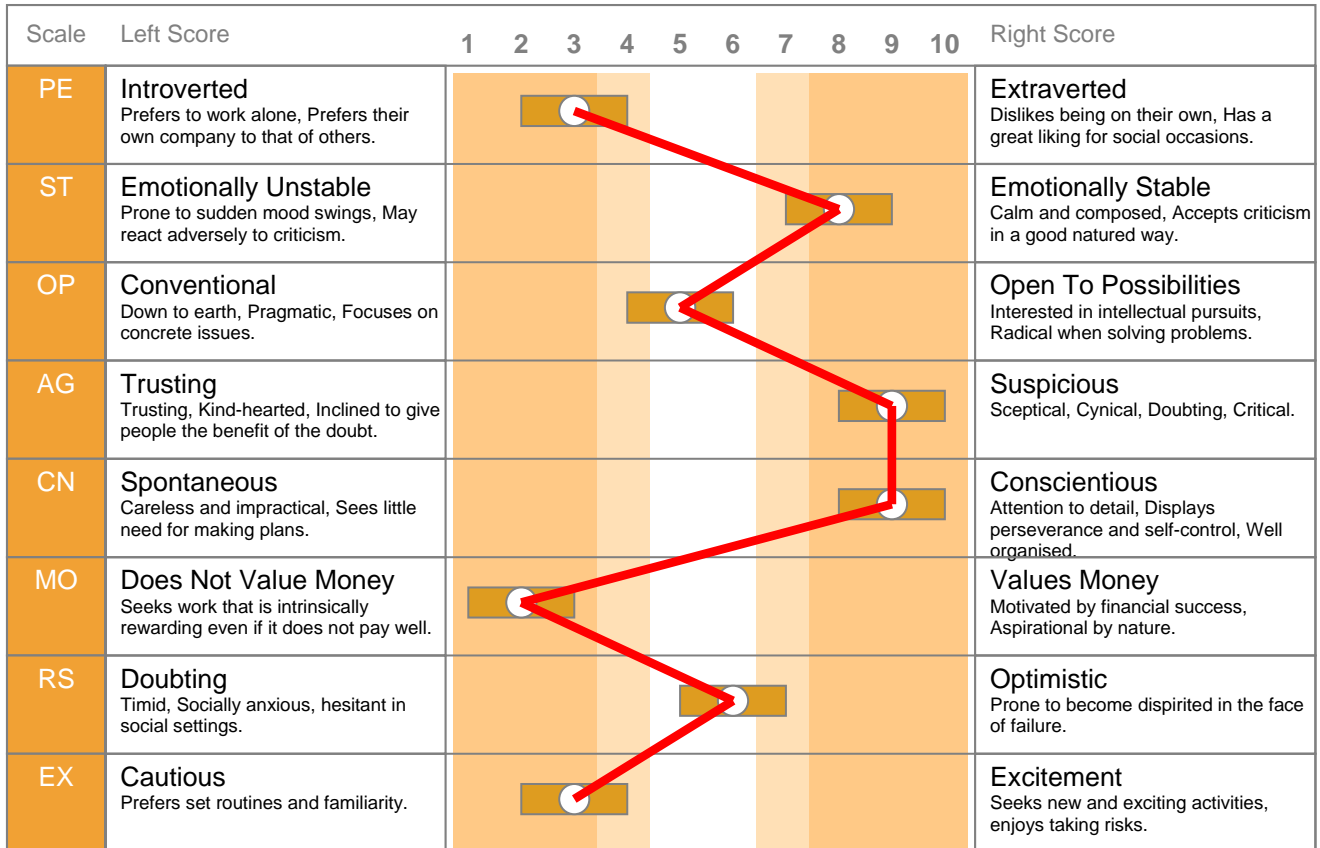
- ✓ Work Needs
- ✓ Career Interests
- ✓ Suggestions For Vocational Exploration

The report also provides guidelines and tips to help the respondent determine career choices:

- ✓ Career Search Tips
- ✓ Occupational Exploration Guide

Personal Work Needs Profile Chart

Below is a chart of Sam Sample's personal work needs. Most people will be about medium in their needs and Sam Sample's high and low needs are those which set her apart from others around her. The meaning of the chart is explained in the narrative below the chart.



Personal Qualities

How Sam Sample Deals With People

Her responses suggest that Sam is a fairly quiet person and may prefer to keep to herself. Consequently, it may take her a while to get to know new people. In line with this, she is unlikely to have a strong need for continual contact with others, and may do her best work when she can concentrate without distractions. As such, she probably prefers to work alone rather than work as part of a team. However, when required to work in a group setting, she is unlikely to hold back from expressing her views. Sometimes this may be done quite assertively without consideration for others' reaction. Being a little reserved, she is unlikely to make the first move when getting to know someone new, and as a result, may avoid jobs that involve meeting new people on a regular basis.

With an extremely trusting and accepting nature, Sam should take people at face value rather than question their motives. Not at all prone to cynicism, she should accept what others say without second guessing their actions. With a naturally charitable nature, she should try to help friends and colleagues whenever possible, and in turn, expect those around her to be similarly helpful and dependable. If, however, others let her down or disrupt her goals, she should be capable of assertively confronting them. Very open and straight-forward in her relationships, Sam may be suited to roles that involve building trusting relationships with colleagues or customers. In contrast, she may feel uncomfortable in roles that require 'playing her cards close to her chest'. As a result she may be attracted to roles that involve promoting the welfare of others.

Sam views herself as being a little more assertive than most people and, as such, should be capable of taking the lead in situations if she has to. While she should take care to balance her drive to get things done with an appreciation of other people's feelings, there may be times when she feels it is necessary to push for action. While Sam can be direct and to the point when necessary, others are unlikely to see her as being excessively confrontational or pushy. Going forward, Sam may wish to think about a career that provides management opportunities, although this is unlikely to be the most important motivator in her choice of job or career.

Sam Sample's Thinking Style

Sam presents herself as a very conscientious and diligent person who exercises a high level of self-discipline and control. Systematic and organised, she is likely to follow set rules and procedures to the letter. Keen on planning ahead, Sam is unlikely to act on impulse or do things on the spur of the moment. When making a decision, she should look at all options and carefully think things through before making up her mind. In adopting this approach, she may have a tendency to dismiss what others have to say if it does not fit with her way of perceiving things. Sam appears to have a strong sense of duty and responsibility and should commit herself to finishing something. Jobs that involve working in a very methodical and detailed way are likely to appeal to her. She may wish to consider office work, accounting, or roles in the financial sector.

Being as pragmatic and down-to-earth in her approach to problems as most people, Sam should strive for a balance between attending to operational matters, while taking theoretical considerations into account. As interested in intellectual pursuits as most people, she is unlikely to reject abstract, theoretical ideas as being a waste of time. While recognising the value of an analytical approach to problem solving, Sam may still appreciate some focus on day to day reality. This would suggest that she should be equally interested in applied science as pure science or engineering careers.

Sam describes herself as someone who will avoid taking unnecessary risks and, consequently, should present herself as a steady, cautious person. In line with this, she may prefer working methodically towards an objective rather than take unnecessary risks to achieve a quick result. In general, she may prefer to choose the safer option and will usually seek stability in the things she does. This should extend to choices about her career, and the selection of roles that do not involve constantly making quick decisions. Therefore, she might feel more comfortable in a position where decisions are taken in a more measured and controlled way.

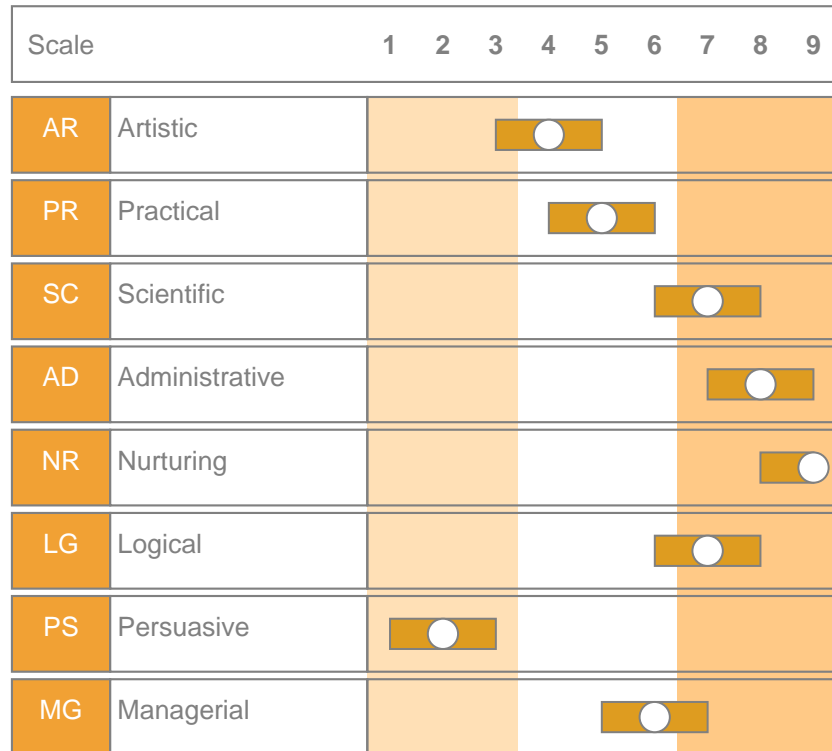
Sam Sample's Coping Style

She views herself as someone who faces challenges in a calm, controlled manner and is unlikely to worry about the future. As a rule, Sam should take constructive criticism in her stride. She is unlikely to feel tense or 'wound up' and should find it easy to concentrate, even when there are distractions. As a rule, she is likely to have little difficulty working effectively in a fairly stressful environment.

Somewhat more optimistic than most, Sam should anticipate success when setting out on a course of action. Having confidence in her ability, she is likely to view setbacks as a challenge to overcome. In spite of her optimism, however, Sam should be sufficiently realistic about the dangers of continuing with a problem when confronted with repeated setbacks. As a consequence, she is likely to enjoy roles which present an attainable goal to work towards.

Career Interest Profile Chart

Below is a chart of Sam Sample's career interests. Most people have scores around the middle so it is the high and the low interests which tells us about how Sam Sample differs from the 'average' person.



Artistic

Activities involving creative/artistic skills

Practical

Activities involving engineering, machine tools, the use of machinery

Scientific

Activities involving the understanding of natural and physical sciences

Administrative

Activities involving administration and well established procedures

Nurturing

Activities centred on helping and caring for others

Logical

Activities involving problem solving and analytical skills

Persuasive

Activities involving persuasive skills and interaction with customers

Managerial

Activities involving management and the control of others

Primary Occupational Interests

The following is based on Sam Sample's top two occupational interests.

Administrative/Clerical

Activities involving administration and well established procedures.

Sam has expressed a strong interest in clerical and administrative work and is likely to enjoy many office-based jobs. In particular, she is likely to be attracted to roles that involve working in an organised, methodical way and following set procedures and systems. This might include secretarial work, data processing, filing, etc. At a higher level, monitoring office systems and procedures might appeal to her, such as working as a PA or administrator.

Sam might also consider other roles that have a strong clerical component to them, such as working as a lawyer or paralegal. Given that clerical and administrative roles are central to most modern organisations, there should be a wide range of jobs that are available to her ranging from the public sector, and small companies through to large multinational corporations. When choosing a job she might also find value in matching her interest in office-based work with her other occupational interests. For example, she might consider taking a clerical or administrative role in an engineering company if she has a strong practical interest.

Nurturing/Caring

Activities centred on helping and caring for others.

Sam's profile suggests that she has a very strong interest in jobs that involve directly looking after and caring for other people, often in a 'hands-on' way. As a result she might be attracted to jobs where the principle function is to care for the sick, elderly, or disabled. Such jobs might include working as a care assistant in a children's home, or working with adults with learning difficulties.

At a higher level, she might be interested in training to be a nurse, doctor, social worker or teacher. She presents herself as being very committed to promoting the welfare of other people and looking after their interests. As such, she might consider jobs in the voluntary or public service sector, where there are many roles that focus on helping the needy or vulnerable. Potential options include working for a charity, supporting the homeless, or offering rights and advice counselling, etc. If she has a high-level interest in other areas she might combine these interests in a helping capacity. For example, an interest in science suggests that a medical or paramedical role might appeal, or a strong interest in public service might prompt her to consider joining the army or police force.

Financial Motivation

Sam does not appear to place much value on economic success, nor prize the trappings of material wealth. She is the kind of person who may not see any point in pursuing financial gain for its own sake. Not materialistic, she is unlikely to be motivated by the accumulation of wealth. As a result she may wish to select a career on the basis of its intrinsic value as opposed to the financial rewards it offers.

Suggestions For Vocational Exploration

Below is a list of careers which are linked to Sam Sample's career interests and ability. If Sam Sample looks at all the jobs listed there should be at least some which she will wish to follow up, and find out more about.

The following lists are based on Sam Sample's highest career interest:

High Skill Requirement

- Doctor (GP)
- Social Worker
- Psychologist
- Speech Therapist
- Probation Officer
- Primary School Teacher

Moderate-High Skill Requirement

- Primary School Teacher
- Youth and Community Worker
- Nurse
- Social Worker
- Occupational Therapist
- Guidance Counsellor/Advisor
- Speech Therapist
- Probation Officer
- Career Guidance Advisor

Moderate Skill Requirement

- Nurse
- Residential/Field Social Worker
- Nurse
- Teaching Assistant
- Youth Worker

Low-Moderate Skill Requirement

- Care Assistant
- Social Worker
- Hospitality Worker
- Ambulance Driver
- Paramedic

The following lists are based on Sam Sample's second highest interest:

High Skill Requirement

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- Human Resource Executive
- Executive Officer
- Accountant
- Real Estate Agent
- Farm Manager

Moderate-High Skill Requirement

- Administrator
- Librarian/Information Officer
- Human Resource Assistant
- Postal Services Assistant
- Accountant
- Bank Manager
- Insurance Claims Executive
- Real Estate Agent
- Travel Agent/Tour Operator
- Farm Manager

Moderate Skill Requirement

-
- Administrative Assistant
- Personal Assistant
- Insurance Claims Executive
- Human Resource Assistant
- Library Assistant
- Bank Teller

Low-Moderate Skill Requirement

-
- Administrative Assistant
- Data Entry Operator
- Bookkeeper
- Cashier/Checkout Operator
- Telephone Operator
- Receptionist
- Filing Clerk
- Warehouse/Factory Worker

Career Search Tips: Next Steps

In today's rapidly moving workforce, people must take responsibility for managing their own career. This next section is intended to help your job or career search by outlining some useful activity to get you started.

Step One: Information Gathering

Take the time to learn more about the different careers that have been profiled in this report and decide whether or not they fit with your interests. To accomplish this, consider the following suggestions:

- Set up as many information-gathering interviews you can with people who currently work in the job areas of interest to you. What day-to-day tasks do they perform? What specific skills or training do they have? What other experience do they have?
- Take some time to buddy-up with someone who works in an area of interest to you. This is one of the best ways to get a 'feel' for what a job might involve.
- Develop a relationship with as many recruitment consultants who work in your area of interest as you can. What opportunities exist for you? What are employers typically looking for in a candidate?
- Keep an eye on the employment section of your local newspaper or job websites to gather information on your job areas of interest. Keep a summary of the sorts of knowledge, skills, and abilities that employers seek. Many organisations now also have their own careers section on their website.
- Check the internet or employment section of your newspaper for any upcoming job fairs. This is an excellent way of meeting organisational representatives and to learn more about any potential job openings.
- An excellent online source for job information is O*NET which you can visit at <http://online.onetcenter.org>. O*NET is an excellent source of occupational information, including the skills, knowledge, and abilities required for literally hundreds of roles.

Step Two: Developing your skills profile

Take the time to list all the relevant skills you have, as well as those that you may need to develop further. Having compiled this list, you might:

- Talk to your current manager about additional projects, committees or teams you could join to help develop your skills in specific areas.
- Consider any professional courses, training, or workshops you could do either through your current work, local College, or over the internet.
- Volunteer your services for a community group in order to learn new skills.
- Work with a mentor or dedicated coach.

Step Three: Keeping ahead of job search activity

- You can expect to sometimes have negative emotions during a long job search and it may seem difficult to remain positive. Keep your spirits up by setting time aside to relax, do exercise, spend time with friends, and enjoy hobbies.
- List all the people in your personal and professional network who can help you with your job search activity and help 'open doors'. Be clear on what you are looking for and the various ways in which your network can help.
- Be open to the possibility that your next job might be two or three part-time jobs or contract work. Accept that the world of work has changed and don't shut yourself off from opportunities.
- One of the main reasons people don't achieve their career objective is that they give up too early. Job searching is hard work, but remember, every 'no' does take you one step closer to a 'yes'.
- Be willing to explore and pursue every job lead, but focus your time and efforts on quality leads.
- Work out a job search routine and stick to it. It will help you stay motivated and focused. If you are unemployed you may find it helpful to structure your day by: developing a schedule and sticking to it, setting your alarm clock to get up, dressing like you would for work and concluding each day by planning the next.
- Be consistent in the amount of time you spend each week looking for a job. Regular effort is more likely to bring positive rewards.

Occupational Exploration Guide

This report aims to help Sam Sample identify satisfying occupations, by providing an overview of her work preferences and occupational interests. The steps below will guide Sam Sample through the occupational exploration process:

Step One: Explore Sam Sample's personal work preferences

Consider Sam Sample's personal work preferences on page 4, and list those which she may derive satisfaction from (e.g. working as part of a team, working outdoors)

Identify elements of previous roles that have been particularly satisfying for Sam Sample

Step Two: Identify occupations of interest

List any occupations suggested within this report that appear to be in alignment with Sam Sample's work preferences identified in Step 1. Also list any additional occupations that Sam Sample may be interested in exploring further.

Occupation	Alignment with work preferences

Step Three: Research occupations of interest (photocopy as required)

To make an informed career decision, research the occupations of interest using a range of resources, such as: O*Net (<http://online.onetcenter.org>), library, career centre, talk to people in the occupation, arrange a worksite visit, or explore industry websites.

Occupation
1. What are the key tasks, activities and responsibilities
2. What knowledge, resources, or specialised training is required to pursue this occupation (e.g. qualifications, skills)
3. Consider the work environment (e.g. shift work, travel)
4. Does the job fulfil your requirements (e.g. salary, hours of work, location)
5. List the pros and cons of this occupation

Step Four: Create an action plan

Develop an action plan to achieve your identified career goals using the framework below:

Objectives What do I want to accomplish?	Resources How will I achieve the objective and what resources do I need?	Target Date When will I achieve this objective?	Measurable Results How will I know when I have achieved the objective?

Example:

Objective: I want to be a school science teacher

Resources: Obtain a Diploma of Teaching by enrolling at teachers college

Target Date: January 2011

Measurable Results: I will have secured a job as a science teacher