

# STUDENT WORKBOOK

## Choosing a career that's right for YOU

Name \_\_\_\_\_  
School \_\_\_\_\_  
School Year \_\_\_\_\_  
Date \_\_\_\_\_

## Congratulations on completing your MyCareerMatch profile.

You will have discovered that you are a blend of four styles that each have their own qualities and characteristics. Your **Dominant** style determines how you act and behave most of the time. It's the one that guides your decisions, how you get on with other people, what you expect of yourself and others and what careers and jobs would most suit you and how you learn and communicate.

### Choose a CAREER that's right for YOU

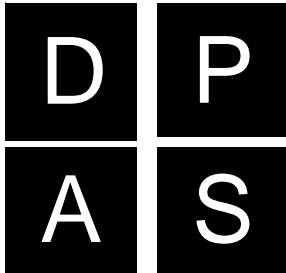
Matching who you are with what you do would seem like a good idea, yet most people are in jobs that don't match their personal style and natural talent. You can do any job you like, however people who are in jobs that match their natural talents and gifts tend to be appreciated and feel the most comfortable doing.

**Making a career choice is an important decision but you don't have to be locked into the same job for ever.**

Most people change their jobs every few years. As long as you stay in a career that best matches your talent you can change jobs when the right opportunity comes along. For instance, if you choose Marketing because you're a people person, then you can move between, marketing, public relations, events management, TV reporter, journalist, human resources, publicist, travel consultant, customer relations, hospitality and so on. All these jobs require good people skills.

BEFORE YOU BEGIN YOUR LIFE JOURNEY YOU NEED TO KNOW WHO YOU ARE, WHAT YOU STAND FOR AND HOW YOUR PERSONALITY WILL INFLUENCE YOUR FUTURE.

# Four Personality Styles - D.P.S.A<sup>®</sup>



**People have four basic personality styles.** When blended together in varying percentages, they make you who you are. **One style is not better than the other.** These styles define the way you act, think, learn, socialise and behave. You are “wired” with these traits from birth. It’s like a default factory setting. Myprofile calls these styles, **Driver, Promoter, Supporter and Analyser.**

Who you are is of course more than just four styles; it’s also how you were raised, your home life and family heritage, your ethnic and religious upbringing, your education and learning environment. If you imagine that who you are is like an iceberg, then the part people see above the water line is your personality style.

## Brief description of each style

**D** **Drivers** have a high desire to achieve. They are self-motivated, independent, and highly individualistic. They like a fast paced environment. They enjoy the competition and the challenge. Most of all they want to be in control. They want to do it their way.

**P** **Promoters** are independent, outgoing individuals who like socialising and meeting people. They are enthusiastic and optimistic. They enjoy conversations and being the centre of attention. They make friends easily and are inspirational and popular.

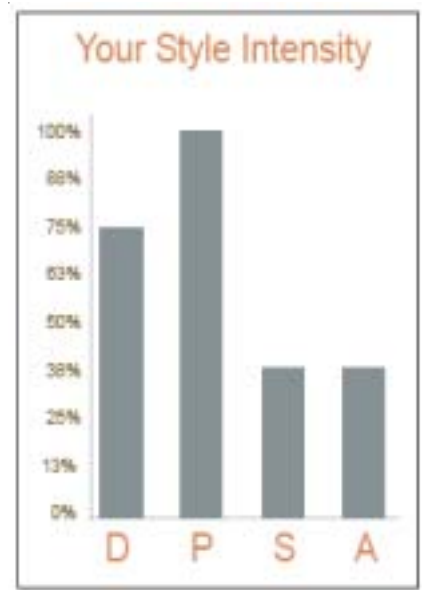
**S** **Supporters** are dependable, practical and kind people. They’re patient. They want to help others. They prefer to work in teams and they dislike rapid change. They prefer a secure and constant environment that’s free of conflict.

**A** **Analysers** are perfectionists who look to systems, rules and order within a structured environment. They are accurate and precise. They are reserved, detailed and logical and follow the rules and standards.

# Your Personal Profile

**Step 1:** Using the style intensity graph on Page 3 of your report, write down the percentages of each of your four styles.

For example the graph on the right indicates that this person is: Driver 75%, Promoter 100%, Supporter 38%, Analyser 38%



MyCareerMatch Page 3 Graph

Write down your percentage %

Driver \_\_\_\_\_

Promoter \_\_\_\_\_

Supporter \_\_\_\_\_

Analyser \_\_\_\_\_

**Step 2:** Using these percentages, plot them on the chart on the next page by placing a cross in the appropriate segment under each of the four styles.

As an example this person's profile indicates that their four styles are:

Percentage %

Driver 75%

Promoter 100%

Supporter 38%

Analyser 38%

SCORE	DRIVER	PROMOTER	SUPPORTER	ANALYSER
	D	P	S	A
100%	Demanding	<del>Domineering</del>	Spontaneous	Planning
	Convincing	<del>Authoritative</del>	Adaptable	Witty
	Unconquerable	<del>Forceful</del>	Open	Reluctant
	Conscientious	<del>Optimistic</del>	Systematic	Pragmatic
85%	Aggressive	Attractive	Methodical	Self-reliant
	Pioneering	Enthusiastic	Deliberate	Perfectionist
	Brave	Efficient	Routine	Exact
	Persevering	Persuasive	Unfamiliar	Systematic
75%	Competitive	Convincing	Predictable	Accurate
	<del>Original</del>	Encouraging	Concise	Stubborn
	<del>Logical</del>	Accurate	Foliant	Compliant
	<del>Self-reliant</del>	Clinging	Persuasive	Cautious
60%	<del>Self-reliant</del>	Trusty	Steady	Agreeable
	<del>Impulsive</del>	Real	Unflinching	Orderly
	Strong	Warm	Gain	Neat
	Democratic	Friendly	Unsettled	Generative
45%	Direct	Compassionate	Relaxed	Trustful
	Responsive	Stable	Open	Spontaneous
	Purposeful	Serious	Open	Conventional
	Realist	Charming	Quick	Free
30%	Modest	Spontaneous	Deliberate	Stemmed
	Moderate	Objective	Arrest	Original
	Cooperative	Fast	Unsettled	Self-reliant
	Steady	Relaxed	Deliberate	Orderly
15%	Delicate	Logical	Unsettled	Orderly
	Accommodating	Exciting	<del>Deliberate</del>	<del>Orderly</del>
	Conservative	Deliberate	<del>Deliberate</del>	<del>Orderly</del>
	Cautious	Reflexive	<del>Deliberate</del>	<del>Orderly</del>
0%	Imaginative	Analytical	Reflexive	Resourceful
	Agreeable	Critical	Volatile	Adventurous
	Unconquerable	Calculating	Systematic	Free
	Unpretentious	Step-by-step	Unsettled	Individualistic
10%	Persevering	Indecisive	Impulsive	Relaxed
	Imaginative	Unconquerable	Relaxed	Perfectionist
	Imaginative	Unconquerable	Relaxed	Perfectionist
	Imaginative	Unconquerable	Relaxed	Perfectionist

**Step 3:** Use one or two words from each segment, commencing with your highest percentage to your lowest percentage and write a sentence that describes you.



# My Personal Profile

From your MyCareerMatch Report, write down your **Dominant** personality style and list four (4) characteristics that describes you the most.

**My Personality Style is:** \_\_\_\_\_

<b>Work Related Strengths</b>	1	_____
Refer Page 5 of your CareerMatch Report	2	_____
	3	_____
	4	_____

<b>What you bring to a Job</b>	1	_____
Refer Page 6 of your CareerMatch Report	2	_____
	3	_____
	4	_____

<b>Ideal Career Environment</b>	1	_____
Refer Page 6 of your CareerMatch Report	2	_____
	3	_____
	4	_____

<b>What you Value</b>	1	_____
Refer Page 6 of your CareerMatch Report	2	_____
	3	_____
	4	_____

# Personality Strengths and Weaknesses

Each style has its own unique strengths and weaknesses. **Strengths** are described as our natural tendencies. These are the things we do naturally without thinking because that's the way we are. **Weaknesses** are our strengths pushed to their limit. When we get stressed, angry or upset, our natural weaknesses kick in and we display these behaviours. These are the things that annoy others. It's important to understand your weaknesses so that you can control the way you react under pressure or tension.

	Strengths	Weaknesses
<p><b>D</b></p> <p>Driver</p>	<p>Strong Willed Determined Independent Optimistic Practical Productive Decisive Leader Confident</p>	<p>Unforgiving Opinionated Domineering Inconsiderate Unemotional Impatient Independent Insensitive Hard to please</p>
<p><b>P</b></p> <p>Promoter</p>	<p>Friendly Compassionate Carefree Talkative Outgoing Enthusiastic Warm Personable Fun Generous Expressive</p>	<p>Unstable Undisciplined Restless Loud Exaggerates Disorganised Untimely Gossipy Impulsive Unfocused Excitable</p>
<p><b>S</b></p> <p>Supporter</p>	<p>Likeable Diplomatic Caring Calm Dependable Efficient Practical Reliable Good Listener</p>	<p>Stingy Fearful Indecisive Unmotivated Timid Unenthusiastic Quiet Protective Unchanging</p>
<p><b>A</b></p> <p>Analyser</p>	<p>Sensitive Perfectionist Idealist Loyal Self-sacrificing Thorough Orderly Logical Cautious Precise</p>	<p>Self-centered Moody Critical Negative Impractical Unsociable Inflexible Picky Rigid</p>

# My Behaviour

In the space below write down the strengths and weaknesses that you think applies to you.

Be honest here and look at yourself objectively. From the list on Page 5, choose up to four (4) behaviours that you think describes both your strengths and weaknesses

## My Strengths

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

## My Weaknesses

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

# My Natural Skills

In the space below write down 5 natural talents that you have.

These talents and gifts are the things that you do well and that are easy for you or come naturally, like drawing, singing, or if you can fix things or have a skill with animals, people or sports.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

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# How I can make a Difference

**You can make a difference by using your natural gifts and talents in ways that bring out the best in you and others.**

## **At work**

You make a difference AT WORK by focusing on what you are good at, and acquiring skills and qualifications in areas you excel in, so that you can be the best you can be.

## **At home**

You make a difference AT HOME and in your PERSONAL RELATIONSHIPS by knowing the key elements of your personality and how your strengths and weaknesses affect others.

## **In your community**

You can make a difference IN YOUR COMMUNITY by volunteering in areas you feel comfortable and where your natural abilities are seen and appreciated as making a difference to the lives of others.

On page 7 of your Career Report you will find a list of areas where you can make a difference. In the space below, list the four areas that MEAN THE MOST TO YOU and where you feel you could MAKE A DIFFERENCE – at work, at home and/or in your community.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

# My Learned Skills

In the space below write down 5 skills that you had to learn to use.

Skills are things that didn't come naturally to you and that you had to learn in order to master them. For instance few people are born being able to add, subtract, play an instrument, or speak another language.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

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# My Hobbies

In the space below write down 5 hobbies or 'out of' school activities that you do.

Your hobbies are no less important than your skills and talent. You usually take up a hobby that you enjoy doing and are passionate about. Hobbies tell you what you love to do. You may think that hobbies are just spare time activities but hobbies can play a big part in your career pathway.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

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# My family and friends

Identify the Dominant personality styles of people close to you.

How do these people act most of the time? Are they good with people or better with tasks? Do they get things done quickly or do they take their time? Are they outgoing and fun or do they keep to themselves? Are they ready for new adventures or do they like things to stay the same?

Not sure, then refer to style descriptions on Page 2 and select which describes the person below the most.

1. Mother \_\_\_\_\_
2. Father \_\_\_\_\_
3. Sister \_\_\_\_\_
4. Brother \_\_\_\_\_
5. # 1 Best Friend \_\_\_\_\_
- 6.# 2 Best friend \_\_\_\_\_
7. Favourite Teacher \_\_\_\_\_
8. School Principal \_\_\_\_\_

# Career Opportunities

Suitability for a job is determined by a number of factors including a person's behavioural style. People who choose a career based on their **natural talents** are likely to be more productive and happier at work. Those who take on jobs that are not in harmony with their personal style can find it difficult. The right job lets the individual use their talents in ways that come naturally.

It's important to note that there are successful people of all styles in all occupations however; certain occupations are more satisfying to each particular style.

**For Drivers the ideal career is where they can make decisions, set goals and measure results.**



- They enjoy power, control and independence.
- They function best when carrying out responsibilities with authority.
- They don't like too much detail and are big picture people.
- They are comfortable with change and accept responsibility for their actions.

**For Promoters the ideal career involves people.**



- They are outgoing extroverts who enjoy the company of others.
- They are creative and have an ability to communicate and persuade others.
- They enjoy working with people, motivating, representing, lobbying and influencing others.
- Promoters are friendly optimistic people who enjoy being stylish and optimistic.

**For Supporters the ideal careers are those that involve people, service and information.**



- They are easy going people
- They enjoy working in a secure team environment that requires repetitive tasks or processes.
- They enjoy following routines and instructions and like to help others solve problems.
- They are naturally cautious and function best in a stable non confrontational environment.

**For Analysers the ideal careers are those involving details, facts and information.**



- They are no nonsense people who are naturally inclined to gather information.
- They are detail oriented who don't mind working by themselves.
- They enjoy the challenge of collecting facts and details and providing precise reports.
- They are capable people who follow procedures in a conscientious and conservative manner.

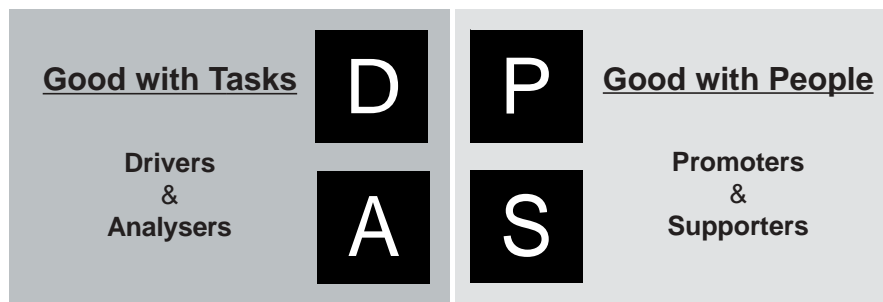
# Career Matching

This exercise demonstrates the type of career that best suits your style based on what you are attracted to.

If you are attracted to **PEOPLE** then you should be in a job that requires you to work with people and communicate, help, service, care for and educate. It should involve variety and projects where your enthusiasm, leadership and motivational talent can be used.

If you are attracted to **TASK** then careers that involve, administration, sciences, technical, research, education, medical, finance, statistics, IT, construction, mechanical, agriculture. Jobs that are more related to systems and processes, rules and procedures. Careers where information and research is required, where analysis and design are utilised.

Many of you will be a combination of **two styles**. This means that you can do both types of work when required but you favour your **DOMINANT** style ahead of your **BACKUP** style. As an example if you are a Promoter Analyser you are good with **PEOPLE** and **TASKS**. Jobs where you need to explain and promote technical products or services. You have a skill of making the complicated, easy to understand.



What are you attracted to?

( Circle the one that identifies you )

1. My **Dominant** style is attracted to: **Tasks** or **People**

2. My **Backup** style is attracted to: **Tasks** or **People**

3. Indicate your style:

Task    People    TaskTask    TaskPeople    PeoplePeople    PeopleTask

# How to Decide

Use these rules when choosing subjects:

**ABILITY** - choose subjects you are good at.

**INTEREST** - choose subjects you enjoy.

**MOTIVATION** - choose subjects you really want to learn.

**GOOD FIT** - choose subjects that match your natural talents and gifts

## How TO decide

Recognise this as an important decision and take time to consider all your options.

Ask yourself the following questions:

- What subjects are available?
- What subjects interest me?
- What subjects am I good at?
- What subjects do I need for further study?

In most cases, the best subjects to take are the ones you like the most. From these subjects you are more likely to do well and therefore get higher marks. If you really don't like a subject, you probably won't do as well.

## How NOT TO decide

Do not choose a subject because:

- **Your friends are taking it.** Your friends may have different abilities, interests and motivations to you.
- **Your favourite teacher is teaching it.** Teachers often change classes or even schools.
- **You want to go on a particular excursion.** You could endure years of misery for the sake of that excursion.
- **You've heard it's a "bludge" subject.** If someone tells you a subject is a bludge, chances are that they are bludging and will probably do poorly.
- **You need to do it even though you hate it.** If you need to do a subject to get into a particular course, there will be a lot of that subject within the course!
- **Boys/girls don't do that subject.** There are no separate subjects for boys and girls.

# Choosing a Career

A. What jobs interest you?

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B. What school subjects interest you?

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C. What school subjects are you good at?

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D. What subjects do you need to do the jobs you're interested in?

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E. Which of the jobs that interest you are listed in your CareerMatch Report

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# Action Planner

## Career Goals

Most people have never asked themselves the simple question : “**If I could be anything, what would I be?**” Now is a good time to state your career goals. Use the space below to write your **career goal** and explain your ideal role and function in each. Remember to be realistic.

### **My Career Goal is:**

Write down your **dream career job or position** that reflects the ideal way you would make a living.

My dream career / job / position is:

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## Educational Goals

Take a look at your Primary and Secondary Career Goals and determine what level of education, skills and training you will need to succeed in your prospective career. When writing your Education Goals keep these four points in mind.

1. **What type of degree or certification will I need to succeed in my chosen career?** (i.e. diploma, certificate, general degree, specialist degree, masters, doctorate).
2. **What skills will I need to learn?** (i.e. language, organisational, sales, technical, artistic, communication).
3. **What hands on training will I require?** (i.e. computer, medical, legal, cosmetics).
4. **What people and resources can help me to achieve my career goals?** (i.e. work experience, volunteer work, teachers, career advisers, councillors, student organisations, universities, TAFE, trade schools, Google, parents, relatives, people who are doing the job I want to do)

### **My Education Goals are:**

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