

# CAREER ASSESSMENTS

**The following information is excerpted from *Job Search Magic* (JIST, 2006)**

## Using Online Assessments to Discover Your Master F.I.T.<sup>TM</sup>

You might want to dig more deeply to identify the right F.I.T., especially if you're a Career Explorer (see "Are You a Career Hunter or Career Explorer?" in chapter 2 for the difference between the two). In addition to the preceding exercises, a number of Web-based career assessments are available. Career and life coach Nancy Branton, a recognized expert in assessments ([www.PeoplePotentialGroup.com](http://www.PeoplePotentialGroup.com)), has researched hundreds of instruments for this book and narrowed them down to a manageable list of highly validated and reliable assessments. Figure 3.2 outlines these assessments, which are categorized as Comprehensive or as identifying Interests, Personality/Work Styles, Skills/Strengths, Values/Motivators/Self-Beliefs, and Purpose. For each assessment, you'll find which F.I.T. element is addressed, along with cost, rating, where to access (all are available online unless otherwise noted), and general comments. Some assessments require special training to obtain, in which case you'd need to work with a qualified coach or counselor.

Name of Assessment	(F)	(I)	(T)	(f)	(i)	(t)	Cost <sup>1</sup>	Spec Qual <sup>2</sup>	Rating <sup>3</sup>	Where to Access	Comments
<b>COMPREHENSIVE</b>											
MAPP <sup>TM</sup> Career Motivational Appraisal	F	I	T	f	i	t	\$\$	No ◇	***	<a href="http://www.assessment.com">www.assessment.com</a>	This instrument measures your potential and motivation for various vocational areas. A comprehensive report details the following: interest in job content, temperament for job, aptitude for job, people, things, data, reasoning, mathematical capacity, language capacity, vocational analysis, top 10 vocational areas, and 19 major vocation areas. You can review 900 O*NET job descriptions that are ranked from highest match to lowest match. From there, you can access the <i>OOH (Occupational Outlook Handbook)</i> and educational opportunities. You'll also receive a Motivational Qualities Report that lists items to use in a résumé. The assessment is based on constructs of worker traits defined by the Department of Labor and found in the O*NET and <i>Dictionary of Occupational Titles (DOT)</i> . It is based on more than 40 years of research that was initially done by Kenneth G. Neils and subsequently by Henry Neils, president of Assessment.com.

<sup>1</sup> ★=free

\$=less than \$20

\$\$=\$20-\$50

\$\$\$=\$50-\$100

\$\$\$\$=\$100+

<sup>2</sup> ◇ = can be taken without a coach/counselor but recommend use of a coach/counselor

<sup>3</sup> \*= good, \*\*=very good, \*\*\*=excellent)

Name of Assessment	(F)	(I)	(T)	(f)	(i)	(t)	Cost <sup>1</sup>	Spec Qual <sup>2</sup>	Rating <sup>3</sup>	Where to Access	Comments
16 PF® Personal Career Development Profile Plus Report	F	I	T		i	t	\$	Yes	***	www.ipat.com	This Web-based (or paper-and-pencil) instrument produces scores for 7 broad interest areas (influencing, organizing, creating, helping, analyzing, producing, and venturing) and 27 career fields with role patterns and occupational interests. Sections in the narrative report include problem-solving resources, patterns for coping with stressful conditions, interpersonal interaction styles, organizational role and work-setting preferences, career activity interests, career field and occupational interests, and personal career lifestyle effectiveness considerations. This well-researched assessment is based on Cattell's Personality Factors and the Big Five Personality Theory.
Career Leader (Business Career Interest Inventory, Management and Professional Reward Profile, and Management and Professional Abilities Profile)	F	I	T		i	t	\$\$\$	No	***	www.careerleader.com	Career Leader is the most comprehensive career planning system available for business careers. It is comprised of three Web-based inventories: the Business Career Interest Inventory (BCII) defines career interests by measuring your strength of interest in eight business core functions; the Management and Professional Reward Profile (MPRP) assesses your values about work rewards; and the Management and Professional Abilities Profile (MPAP) gives you information about your business skill strengths and weaknesses. Your integrated profile is compared to more than 20 major business career paths and includes information on your preferred work environment. Any potential patterns of personal styles that might derail your career are discussed. The BCII is based on Butler & Waldroop's Business Core Function Model and has been well researched. The MPRP is based on conjoint analysis technology; and the MPAP is a business skills self-rating instrument.
Strong and MBTI® Career Report	F	I	T			t	\$	Yes	***	www.cpp.com	This Web-based (or pencil-and-paper) assessment produces a report that integrates the Strong with MBTI results, suggesting occupations and helping you identify work environments and tasks that might be satisfying. It also provides strategies for career development and hints for staying motivated in the career exploration process. The assessment is based on Holland's Vocational Personality Theory and Jung's Personality Theory.
The Birkman Method® Preview Report	F	I	T		i	t	\$\$\$ \$	Yes	***	www.birkman.com	Based on a Web-based assessment, a multitude of reports are available that your consultant can help select based on your needs. One such report is the Preview Report, which is made up of 5 separate reports: Life Style Grid®, Areas of Interest, Strengths and Needs, Career Management Report, and Your Career Narrative. You will receive a specific listing of job families and occupations that fit you the best. The occupations link to the <i>OOH</i> . This assessment was based loosely on Jungian theory and then developed through more than 50 years of research.
The Keirsey™ Temperament Sorter®-II and Campbell™ Interest and Skill Survey® Bundle  (These are also listed individually under Interests and Personality)	F	I	T		i	t	\$\$	No ◊	***	www.keirseycampbell.com	The CISS® instrument provides a report with results on 7 occupational orientations, 25 basic scales, 60 occupational scales (linked to O*NET occupations), extraversion scale, and academic focus scale. Based on interests and skill confidence, it recommends occupations to pursue, develop, explore, and avoid. The online version allows you to link to an extensive CISS® Career Planner, a step-by-step guide to career planning. CISS® is based on Dr. Campbell's model for occupational

Name of Assessment	(F)	(I)	(T)	(f)	(i)	(t)	Cost <sup>1</sup>	Spec Qual <sup>2</sup>	Rating <sup>3</sup>	Where to Access	Comments
											orientations and corresponds to Holland's Occupational Themes. The Keirse™ Temperament Sorter®II-The Career Temperament Report™ is a Web-based instrument that focuses on how your temperament and personality type tend to be expressed in the work world. The report provides information on aptitudes, favorite activities, values, preferred workplace rewards, and characteristics of an ideal job. It also includes a list of occupations with a brief description and link to the O*NET™ system for further information. The assessment is based on Keirse's Temperament Theory. At the time this book went to press, for a special price of \$29.95 (rather than \$37.90), you can take both of these instruments.
<b>SKILLS/STRENGTHS</b>											
SkillScan	F	I					\$	No	***	www.skillscan.net	This Web-based assessment generates these 4 reports: an overview of your competent skills; 4 major skill categories with preferred skills that represent your ideal strengths; portable skill sets to help you identify your highest value organizational skills and functions/positions that relate to them; and a skill development plan. Then, there are 4 pages of action steps to assist you in applying this information. And, there's an optional Career Roadmap activity with many suggested resources.
O*NET® OnLine Skills Search	F	I					★	No	**	http://online.onetcenter.org/skills	In this Web-based activity, you select from a set of skills in six broad groups of skills. The report provides occupations that correspond to your skills by degree of match. The report links to O*NET OnLine Summary Reports.
Clifton StrengthsFinder™	F						\$\$	No	***	http://gmj.gallup.com/book_center/strengthsfinder	This Web-based instrument indicates your top 5 out of 34 themes of talent in Gallup's taxonomy of strengths. The book <i>Now Discover Your Strengths</i> by Marcus Buckingham and Donald O. Clifton (Free Press, 2001) contains a unique identification number that allows you access to the Clifton StrengthsFinder Profile on the Internet. The assessment does not directly tie to jobs. It is based on a model of Positive Psychology.
America's Career InfoNet-Skills Profiler	F	I					★	No	**	www.acinet.org/acinet/skills_about.asp	This assessment consists of three tools: Skills Identifier, Skills Explorer, and Skills Gap Analyzer. It is useful to identify skills, find occupations that match skills, and identify any gaps in skills for desired occupations.
Knowdell Motivated Skills Card Sort	F		T				\$	No	**	www.16Types.com	Using this Web-based sort, you can assess your proficiency and motivation in 51 transferable skills areas while identifying the motivated skills that are central to personal and career satisfaction and success. Also, it highlights your burnout skills (so that you can avoid jobs that require those skills) and, it identifies skills for you to develop.
<b>INTERESTS</b>											
Career Lutoff® Interest Inventory	F	I					\$	No ◇	**	www.careerlutoff.com	The Career Lutoff® generates information on 6 occupational themes and 30 career fields. For the top occupational interest areas, a description of specific interests and representative jobs is provided tied to O*NET occupations. Based on Holland's Vocational Theory, this assessment is very helpful for determining college major and for making a career transition.

Name of Assessment	(F)	(I)	(T)	(f)	(i)	(t)	Cost <sup>1</sup>	Spec Qual <sup>2</sup>	Rating <sup>3</sup>	Where to Access	Comments
Campbell™ Interest & Skill Inventory (CISS®) and CISS Career Planner	F	I	T				\$	No ◇	***	www.advisorsteam.com/ciss	This instrument provides a report with results on 7 occupational orientations, 25 basic scales, 60 occupational scales, extraversion scale, and academic focus scale. Based on interests and skill confidence, it recommends occupations to pursue, develop, explore, and avoid. Results are linked to O*NET occupations. The online version allows you to link to CISS® Career Planner, an extensive, step-by-step guide to career planning. The assessment is based on Dr. Campbell's model for occupational orientations and generally corresponds to Holland's Occupational Themes.
Strong Interest Inventory® Profile with Skills Confidence Inventory Profile and Interpretive Report	F	I	T			t	\$	Yes	***	www.cpp.com	This Web-based (or paper-and-pencil) instrument provides a report on the top 10 occupations that match your interests, top 5 basic interests, highest scoring occupational themes, and information on 5 personal styles. The full report provides scores on the 6 occupational themes, 30 Basic Interest Scales, 122 occupations, and 5 measures of personal style. It ties to O*NET occupations. Occupational themes indicate interests, work activities, potential skills, values, and skills confidence. The assessment is based on Holland's Vocational Personality Theory.
<b>VALUES, MOTIVATORS, SELF-BELIEFS</b>											
O*NET® Work Importance Profiler™			T				★	No	***	Download and use a computerized version: <a href="http://www.onetcenter.org/WIP.html">www.onetcenter.org/WIP.html</a> Download and print paper/pencil version: <a href="http://www.onetcenter.org/WIL.html">www.onetcenter.org/WIL.html</a>	This computerized (or paper-and-pencil) instrument provides you with information about your top 2 work values and your top 10 work needs, and then offers occupations that match your values. The assessment is based on Dawis' and Lofquist's Theory of Work Adjustment.
Self Worth Inventory©					i		\$	No	***	www.crgleader.com	This instrument identifies your current level of self-worth as it pertains to self, family, peers, work, and projected self. It also charts levels of self-concept and self-esteem and includes alternatives for increasing self-worth. The instrument is based on extensive qualitative research and field testing. It is based on a general concept of self-worth.
Values Preference Indicator®			T		i		\$	No	***	www.crgleader.com	This will identify your primary values, associated needs, and related fears. The report includes a Personal Action Plan.
Career Orientations Inventory (contained in the workbook <i>Career Anchors: Discovering Your Real Values</i> by Edgar H. Schein [Pfeiffer & Co.]	F	I	T		i		\$	No	***	Bookstore	This paper-and-pencil inventory and other activities contained in the workbook help you understand your career anchors and learn about your orientations toward work, motives, values, and talents. It also uncovers the one element that you will not give up, even in difficult circumstances. This instrument is based on Schein's Theory of Career Anchors.
Values Arrangement List (VAL™)		I	T		i		\$	No ◇	***	www.harcourtassessment.com	This Web-based survey measures and defines your life and operational values (conscious and unconscious). It is based on Aristotle's Theory of Values.
<b>PERSONALITY/WORK STYLES</b>											
Myers-Briggs Type Indicator® Career Report Form	F	I				t	\$	Yes	**	www.cpp.com	This Web-based (or paper-and-pencil) instrument produces information about your 4-letter Myers-Briggs Type, including how your type affects

Name of Assessment	(F)	(I)	(T)	(f)	(i)	(t)	Cost <sup>1</sup>	Spec Qual <sup>2</sup>	Rating <sup>3</sup>	Where to Access	Comments
											your career choice, career exploration, and career development, as well as job families and occupations for your type and the most/least popular occupations for your type. The assessment is based on Jung's Personality Theory.
The Golden Personality Type Profiler®	F		T		i	t	\$	No ◇	***	www.harcourtassessment.com	This instrument provides a description of your personality style, organization style, teamwork style, leadership style, communication style, motivators, learning style, careers for your type, and career development suggestions. It contains 36 facet scales within four global scales (extroverting/introverting, sensing/intuiting, thinking/feeling, organizing/adapting), along with an additional global scale of tense/calm with two facets. It is based on Allport's Trait Theory and Carl Jung's theory of personality.
Work Behavior Inventory					i	t	\$	Yes	***	www.hrconsultantsinc.com or info@hrconsultantsinc.com	The WBI identifies your preferred work styles. These work styles match those in the O*NET Online summary reports for occupations. It assesses your leadership style, influencing style, and emotional intelligence. Specific career development recommendations are also provided. The assessment is based on the Big Five Personality Theory.
The Keirsey™ Temperament Sorter®-II The Career Temperament Report™	F	I	T		i	t	\$	No	**	www.advisorsteam.com	This instrument produces a report that focuses on how your temperament and personality type tend to be expressed in the work world. It provides information on aptitudes, favorite activities, values, preferred workplace rewards, and characteristics of an ideal job. Included are a list of occupations with a brief description and a link to the O*NET™ system for further information. It is based on Keirsey's Temperament Theory.
<b>PURPOSE</b> (Although not assessments, these books can be helpful in identifying purpose.)											
<i>Putting Purpose to Work: A Guide to Writing Your Purpose Statement</i> (available online at www.inventuregroup.com)				f			\$	No	**	www.inventuregroup.com	This guide helps you to write a purpose statement.
<i>How to Find Your Mission in Life</i> by Richard Nelson Bolles (Ten Speed Press, 2001)				f			\$	No	**	Bookstore	In this pocket resource, author Richard N. Bolles (creator of the best-selling career book <i>What Color Is Your Parachute?</i> [Ten Speed Press]) brings a God-centered perspective to the task of writing a mission statement.

<sup>1</sup> ★=free

\$=less than \$20

\$\$=\$20-\$50

\$\$\$=\$50-\$100

\$\$\$\$=\$100+

<sup>2</sup> Special Qualifications: No=Anyone can take the assessment. Yes=Assessment can only be administered by coaches/counselors who have completed special training from the assessment vendor.

◇=Anyone can take the assessment, but it is recommended that review of the results be done with a competent coach/counselor.

<sup>3</sup> \*= good, \*\*=very good, \*\*\*=excellent

As you approach online assessments, consider these tips:

1. Work with a knowledgeable career coach or counselor to help pull together all the results. Ask what his or her training and experience are with the various instruments. (A good place to look for a coach or counselor is among the Career Masters Institute members who contributed the Magic Tips in the appendix of this book. Warning: If you come across a career consultant who promises access to insider hiring contacts and a guaranteed job placement for a fee of \$5,000, run for the hills!)
2. Don't rely on just one assessment to cover all of the Master F.I.T.<sup>™</sup> areas. If you are already clear about certain areas of the F.I.T., take only those assessments that will fill in the rest of the picture. Take assessments when you are fresh and rested, and allow plenty of time to finish without rushing.
3. Don't take results too literally or look to assessments as an instant solution to career direction.
4. Pay attention to areas with low scores, as well as high scores. It's good to also be clear on what you *don't* enjoy!
5. Focus on key points and patterns in the results. If you find a career track that looks promising, proceed with objectivity! Make sure it's consistent with other elements of the Master F.I.T.<sup>™</sup>
6. Develop a list of two or three strong possibilities for career direction. Look for areas that pique your interest and excite you.
7. Take time to thoroughly research those two or three possibilities. Read up on the industry, talk to people experienced in the field, and "taste test" the profession if possible via volunteer work or job shadowing. Ask yourself: Does the career align with your motivated skills, interests, and values? Will additional education be required? If so, what are the pros and cons and the options for obtaining them? What are the salary ranges, including salaries for the top 5 percent of performers? What career paths are available beyond your entry point? Is the industry in an up or down trend? Does the organizational culture of most companies in the industry match your profile? How does it align with your purpose and values? What are the pros and cons and do the pros outweigh the cons? (See table 3.7, "Comparing Your Career Options," for ideas on how to capture and compare this data in a spreadsheet format.)
8. Look for careers that hit the "sweet spot" in the F.I.T.—it's the place where **F**unctional skills, **I**ndustry/**I**nterests, **T**hings that matter, **F**ulfillment, **I**dentify, and **T**ype ALL overlap.
9. Experiment with mixing and matching F.I.T. elements. For instance, if you're clear that preserving natural ecosystems is your mission in life (Fulfillment) and you excel at investigation (Function), consider a biologist position with the federal government. If you are also passionate about birding (Industry/Interest), consider a research position with the Audubon Society.
10. If after thorough research you're still not crystal clear on the right path for you, choose the career direction that most aligns with your purpose and values (Things that Matter). You can fine-tune your career down the road to make it a better fit.