opq32

> **Careers Guidance Report**

Name: **Ms Sample Candidate**

Date: 05 February 2010

INTRODUCTION

This report is intended for use in careers guidance situations. You can use it as part of a facilitated session with a careers advisor to help guide you through career options or you can use it yourself to further explore your preferences independently.

This report is based on responses you gave to the Occupational Personality Questionnaire. It is most appropriate for people who have a graduate, managerial or professional background.

The responses you gave to the questionnaire show the way you see your own behaviour, rather than how another person might describe you. This report describes preferred ways of behaving, rather than actual skill levels. The accuracy of this report depends on the openness with which you answered the questions. Nevertheless, this report provides important indicators about your preferred style in a workplace context.

This report has a shelf-life of 18-24 months and should be treated confidentially.

If you require support in interpreting this report, please contact the person who provided you with this report and who has received full training in the use of the OPQ.

About this report

This report consists of the following sections:

- **Behavioural Preference ("Understand your Preferences")**: this section summarises the types of competencies that you are most likely and least likely to enjoy. Use this section to understand more about your preferences in the work place and get some ideas about the types of roles which you may be well suited for.

- **Personal Style and Career Approach ("Understand your approach to the job search process")**: this section summarises how aspects of your personal style are likely to impact on your job search approach. Use this section to understand what your strengths are likely to be in the process of looking for a job and what you could do to help you overcome some potential challenges in your approach.

- **Next Steps Planner ("Research jobs")**: this section provides information to help you structure and research the next steps in your job search process. Use this section to help you plan job search activities.

- **Strengths in the Selection Process ("Prepare for the selection process")**: this section focuses on your key strengths and provides suggestions on how to build on these during the selection process. Use this section to help you prepare for the selection process (e.g. application form or interview).

The diagram below illustrates the process that this report is structured around:

Understand your Preferences → Understand your Approach → Research Jobs → Prepare for Selection Process → Job Offer
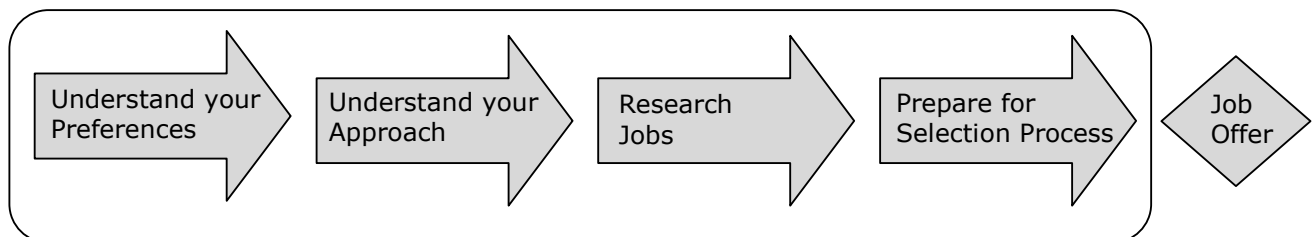
Behavioural Preferences

This section summarises the types of competencies ("sets of workplace behaviours") that you are most likely and least likely to enjoy, based on your behavioural preferences.

Example role titles are provided for the competencies that you are most likely to enjoy. These are grouped by broad Occupational Areas. The examples are of roles in which that competency is particularly important to success.

These examples are intended to be a source of ideas for identifying roles to explore further, they are not intended to be definitive, prescriptive or exhaustive. In considering which you would like to explore further, take into account your interests, background and opportunities for further training.

You are most likely to enjoy roles which involve:

Competency	Description	Example Roles
Achieving Personal Work Goals and Objectives	Roles which involve working to demanding goals in a competitive environment, striving to reach difficult targets, and provide the opportunity for progression or self-development.	**Architecture and Engineering** (e.g. Civil Engineer, Drafter, Engineering Technician, Surveyor) **Business and Finance** (e.g. Accountant, Financial Examiner) **Computer and Mathematics** (e.g. Database Administrators, Network and Computer Systems Administrator) **Culture, Media and Sport** (e.g. Art Director, Producer, Copy Writer) **Management** (e.g. Bank Manager, Property and Housing Manager, Purchasing Manager, Engineering Manager, Computer and Information Systems Manager) **Sales** (e.g. Sales Representative, Insurance Broker)
Analysing	Roles which involve analysing data and other information, looking for patterns, probing information available, making rationale judgements, solving problems.	**Architecture and Engineering** (e.g. Mechanical Engineer, Engineering Technician, Chemical Engineer) **Business and Finance** (e.g. Financial Analyst, Budget Analyst) **Computer and Mathematics** (e.g. Actuary, Mathematician, Statistician) **Healthcare** (e.g. Dietician, Nutritionist, General Practitioner, Obstetrician, Gynaecologist, Paediatrician, Surgeon) **Life Sciences** (e.g. Animal Scientist, Biochemist, Biophysicist, Clinical Psychologist) **Office Administration** (e.g. Statistical Assistant) **Sales** (e.g. Financial Consultant, Investment Advisor, Stock Broker) **Transportation** (e.g. Air Traffic Controller, Traffic Technician)
Entrepreneurial and Commercial Thinking	Roles which involve keeping up to date with market trends, identifying business opportunities and demonstrating financial awareness.	**Business and Finance** (e.g. Budget Analyst, Accountant, Buyer) **Culture, Media and Sport** (e.g. Set Designer, Interior Designer, Producer) **Healthcare** (e.g. Veterinarian) **Management** (e.g. Corporate Director, Corporate General Manager, Finance

		Manager) **Sales** (e.g. Estate Agent, Financial Services Representative) **Teaching and Research** (e.g. Curriculum Development Officer, Curator, Librarian)
Applying Expertise and Technology	Roles which involve the application of specialist technical expertise, continuing professional development and sharing knowledge with others.	**Architecture and Engineering** (e.g. Agricultural Engineer, Computer Engineer) **Computer and Mathematics** (e.g. Computer Software Engineer, Computer Technician, Help Desk Analyst) **Healthcare** (e.g. Anaesthesiologist, Athletic Trainer, Dentist, Dietician, Nutritionist, Veterinarians, Laboratory Technician, Radiographer) **Life Sciences** (e.g. Economist, Geographer, Epidemiologist) **Sales** (e.g. Technical Representative, Technical Sales Manager, Product Manager, Travel Agent) **Teaching and Research** (e.g. Multi-Media Technician, Librarian, Medical Teacher, Anthropology and Archaeology Teacher)
Learning and Researching	Roles which involve rapidly learning new tasks and understanding new information, managing knowledge.	**Business and Finance** (e.g. Accountant, Valuation Officer, Insurance Underwriter) **Computer and Mathematics** (e.g. Statistician, Computer Systems Analyst) **Healthcare** (e.g. Psychiatrists, Podiatrists, Laboratory Technician) **Life Sciences** (e.g. Astronomer, Counselling Psychologist) **Teaching and Research** (e.g. Engineering Teacher, Maths and Physics Teacher, Environmental Science Teacher, Social Work Teacher)

You are least likely to enjoy roles which involve:

Competency	Description
Following Instructions and Procedures	Roles in which appropriately following instructions, policies and procedures, keeping to schedules and arriving punctually is key.
Adapting and Responding to Change	Roles which involve adapting to rapidly changing circumstances, accepting new ideas, adapting your personal style to different people and situations, coping with ambiguity.
Leading and Supervising	Roles which involve setting direction, motivating and leading others.
Presenting and Communicating Information	Roles which involve presenting information clearly and credibly, responding appropriately to the needs of the audience.
Creating and Innovating	Roles which involve producing new ideas or approaches, seeking opportunities for change and innovation.

PERSONAL STYLE AND YOUR CAREER APPROACH

Aspects of your personal style may impact on the approach that you take in exploring different career options. Some aspects of your personal style may aid you in exploring career options, other aspects may present more of a challenge. These are outlined below, alongside suggestions for how to work around aspects of personal style which may be more challenging.

Aspects of personal style likely to be a strength
- You are likely to be ambitious and focussed on meeting challenging targets. This is likely to help you with the drive needed to move your career search forwards.

- You tend to focus on detail and be structured in your approach. This is likely to be an advantage in completing application forms correctly and taking a well organised, methodical approach to your job search.

- You tend not to be easily hurt or upset by criticism. This is likely to help you bounce back from unsuccessful applications.

- Your inclination to be lively and talkative in groups is likely to help you stand out in assessment situations.

- You are likely to enjoy competitive situations.

Aspects of personal style which may present a challenge
- Your tendency to see deadlines as flexible and leave some tasks unfinished may hinder you in your job search.
  Pay particular attention to deadlines for applications or other steps in the selection process. Ensure that you leave enough time to complete all tasks required before the specified deadline.

- You tend to dislike selling or influencing others. This could undermine your ability to sell your skills to potential employers.
  Practice talking about your key strengths to friends or family in a way that you feel comfortable. Purposely get your friends to raise objections and practice overcoming these.

- You may feel less comfortable when first meeting people or in more formal situations. This may make it more difficult for you to build networks of contacts.
  Make a point of volunteering to present information or ideas on behalf of yourself or others in group scenarios.

- Your preference for well established conventional methods could limit the approaches you take in your job search.
  Try to widen the approaches you are using in your job search. Consider using both formal sources, such as newspapers, industry magazines and job websites, as well as more informal sources, such as friends, business contacts and social networking sites.

- You may find it more difficult to remain calm before important occasions or key events, such as interviews or selection events.
  Identify constructive ways to help you relax before such events. Consider approaches such as relaxation techniques (e.g. breathing exercises), physical exercise or positive visualisation.

NEXT STEPS PLANNER

This section helps you to plan your next steps.

Possible Job Areas to Explore Further

List the Occupational Groups and Job Types that appeal to you:

Occupational Group	Job Title
e.g. Education and Training	*Teacher*

Research these Jobs

It is important to be aware of the content of the jobs that attract you rather than the job title itself. By focusing on job content not only will you be able to see there are many jobs you might enjoy, you will also be able to appreciate the breadth of your potential.

Keep in mind:
- You may learn very little about a job from its name or label.
- Relevant experience or further study might be a prerequisite.
- The job titles provided in this report are not exhaustive.
- You may reject a title outright because you have a certain stereotyped concept of a job (e.g. accountant). Be prepared to research jobs with an open mind before accepting or rejecting them.

The following sources may help you in your research:
- Reference materials from libraries or careers services
- Internet research
- Talking to someone who works in the area that interests you
- Professional bodies
- Job shadowing or observation to gain some relevant experience.

Shortlist jobs which are of most interest to you

For the jobs which are of most interest to you after your research, consider:

- Personal qualities required
- General content of the work
- Skills required
- Educational pre-requisites
- Experience required
- Organisational value implications
- Job market trends
- Local possibilities
- Prospective employers
- Other issues relevant to you.

Now use this to help you decide between different jobs and plan your next steps.

You should now be able to approach your career with more confidence, having some insight in what sort of occupational areas that are likely to suit you well. Keep in mind that there are many jobs you can do and many other jobs you can develop towards.

POTENTIAL STRENGTHS IN THE SELECTION PROCESS

This section helps you focus in on your potential strengths and poses questions for you to think through. These questions can help you best position yourself in the selection process, for example when completing application forms or at interview.

Key Strengths

- **You are likely to have strengths in achieving personal work goals and objectives.**

  ✓ *Think of a time when you worked to a particularly stretching target. What did you do to try to achieve this target? What did you do to maintain your focus? How successful were you in achieving the target?*
  ✓ *Think of times when you took responsibility for your own development.*
  ✓ *Identify long term career goals that you have pursued, or are pursuing. How do you keep yourself motivated and energised to pursue your long term goals?*

  Hot words to mention at interview – energetic, motivated, enthusiastic, and ambitious.

- **You are likely to have strengths in analysing information.**

  ✓ *Think of specific examples of when you have analysed complex information in the past. What approach did you take to the analysis? What types of data did you work with? What conclusions did you draw from your analysis? What solutions did you propose?*
  ✓ *How do you evaluate information you have available? What do you do to identify potential gaps or additional information needed?*
  ✓ *List any specific successes or prizes you may have won for your analysis.*

  Hot words to mention at interview – analysing data, solving problems, and working with numbers.

- **You are likely to have strengths in entrepreneurial and commercial thinking.**

  ✓ *Think about a time when you identified a business opportunity and acted upon it.*
  ✓ *How do you try to keep up-to-date with market factors and events?*
  ✓ *Think of situations you have been in where you have had to make decisions that take financial considerations into account.*
  ✓ *What types of fiscal responsibility have you held in the past (e.g. budgets, profit & loss accountability, cost control)?*

  Hot words to mention at interview – financial awareness, seeking opportunities, and commercial.

- **You are likely to have strengths in applying expertise and technology.**

  ✓ *Think of a time when you have had to apply your specialist knowledge to a particular situation.*
  ✓ *List the methods you use to keep up-to-date with new developments in your field.*
  ✓ *Identify specific examples of where you have shared your experience and expertise with others.*
  ✓ *In what situations has your technical knowledge helped you to effectively complete your work?*

  Hot words to mention at interview – technical skills, specialist and expertise.

- **You are likely to have strengths in learning and researching.**

  ✓ *Think of a time when you had to conduct research around a specific topic or issue. How did you approach this? What did you do to ensure your research was thorough?*
  ✓ *Think of instances in which you have had to assimilate new information quickly.*

✓ *What techniques or approaches do you use to understand and remember information most effectively?*

Hot words to mention at interview – comprehensive, research, managing knowledge, and learns quickly.

Further Resources to Prepare for the Selection Process

To help you prepare for the selection process you can visit www.shldirect.com. With 30 years of experience helping employers to hire and develop the right people through ability and personality assessment, SHL has created this site to help you be prepared. This site offers the opportunity to practise the type of tests and questionnaires used everyday by leading employers and provides advice on assessment techniques.

Other sources which may have more advice on interview techniques and assessment processes are the websites of large recruitment/executive search agencies and jobs pages from newspapers.

ASSESSMENT METHODOLOGY

This Profile is based upon the following sources of information for Mrs A TestMixed:

Questionnaire / Ability Test	Comparison Group	Used
OPQ32r UK English v1 (Std Inst)	OPQ32r_EN_GB_IS01_ Managerial & Professional- 2007	Yes

ABOUT THIS REPORT

This report was generated using the SHL Expert Assessment System. It includes information from the Occupational Personality Questionnaire (OPQ32). The use of this questionnaire is limited to those people who have received specialist training in its use and interpretation.

The report herein is generated from the results of a questionnaire answered by the respondent and substantially reflects the answers made by them. Due consideration must be given to the subjective nature of questionnaire-based ratings in the interpretation of this data. This report has been generated electronically – the user of the software can make amendments and additions to the text of the report.

SHL Group Limited and its associated companies cannot guarantee that the contents of this report are the unchanged output of the computer system. We can accept no liability for the consequences of the use of this report and this includes liability of every kind (including negligence) for its contents.

Person Detail Section

Name	Mrs A TestMixed
Date	05 February 2010
Candidate Data	**OPQ** RP1=3, RP2=5, RP3=6, RP4=7, RP5=8, RP6=3, RP7=4, RP8=5, RP9=6, RP10=4, TS1=7, TS2=5, TS3=TS3, TS4=7, TS5=8, TS6=3, TS7=4, TS8=5, TS9=6, TS10=8, TS11=3, TS12=4, FE1=5, FE2=7, FE3=8, FE4=3, FE5=4, FE6=5, FE7=6, FE8=7, FE9=8, FE10=6, CNS=4 **OPQ Sub-set** RP1=3, RP5=8, RP6=3, RP7=4, RP8=5, TS2=5, TS4=7, TS8=5, TS9=6, TS10=8, TS11=3, FE2=7, FE3=8, FE4=3, FE7=6, FE8=7, FE9=8, FE10=6, CNS=4, SDE=N/A **UCF Stens** 1.1=6, 1.2=4, 2.1=4, 2.2=4, 3.1=5, 3.2=4, 3.3=4, 4.1=6, 4.2=7, 4.3=7, 5.1=6, 5.2=4, 5.3=5, 6.1=6, 6.2=5, 6.3=3, 7.1=4, 7.2=5, 8.1=8, 8.2=7 **UCF T-scores** 1.1=52, 1.2=43, 2.1=45, 2.2=43, 3.1=47, 3.2=44, 3.3=43, 4.1=53, 4.2=56, 4.3=57, 5.1=54, 5.2=44, 5.3=49, 6.1=52, 6.2=49, 6.3=36, 7.1=41, 7.2=49, 8.1=62, 8.2=57

Comparison Group Used: OPQ32i Managerial and Professional 2005
The Careers Guidance Report: DRAFT 1.0