



# Career Builder<sup>Plus</sup>



A Career Solutions career exploration tool.

**Career Solutions**

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for

**Ryan SAMPLE**

Age: 53      Sex: Male

**Reason for Career Decision** : Career Development Planning  
: Retirement Planning

**Retirement Planning** : Establishing new social groups  
: Maintaining good health  
: Relationships/family  
: Relocation/accommodation  
: Legal (wills, laws)  
: Financial (pension/investment)  
: Using free time creatively

**Type of Work Preferred** : Part time/casual employment  
: Contract/consultancy work  
: Self Employment/own business

## SELF EMPLOYMENT

### Reasons for Self Employment

**Demonstrate leadership** : Fairly important  
**Decision making independence** : Fairly important  
**Sense of achievement/success** ✓: Very important  
**Use initiative/creativity** : Important  
**Social recognition/status** : Important  
**Create a job for self** ✓: Very important  
**More free time** : Important  
**Escape present work situation** : Fairly important  
**Earn more money** ✓: Very important  
**Freedom to do own thing** : Important

✓ *Your main reasons for self employment*

### Self Employment Considerations

**Industries Related to Own Business** : Leisure Activities, Real Estate and Travel  
**Specific Nature of Business** : Selling retirement living, lifestyle and travel options  
**Related Work Experience** : Less than 1 year  
**Previous Self Employment Experience** : No self employment experience  
**Self Employment Training** : Office systems and administration  
**Risk Taking** : High to very high

## EDUCATION and TRAINING

### Current Study/Training

*None*

### Previous Study/Qualifications

**Advanced Excel** : 2002

**Diploma In Administration** : 1982

*(School Performance at approximately 15/16 years of age)*

**English** :  Average to slightly above average

**Science** : Above average

**Society & Environment** : Average to slightly above average

**Mathematics** : ★ Above average

★ *Favourites*                       *Disliked*

#### *Favourite Elective/Option Subjects*

**Business/Commerce/Enterprise** : ★

**Design & Technology/Ind.Arts** : ★

**Music** : ★

### Future Study/Training

**Own Business Or Consultant Contractor** :

## WORK HISTORY

**Current Work** : Not Specified

<i>Job/Occupation</i>	<i>Satisfaction</i> <small>(rate out of 10)</small>	<i>Total</i> <small>Years/Months</small>	<i>Supervisory</i> <small>Years/Months</small>
<b>Public Service Admin Officer</b>	/10 : Full time	25 / 0	0 / 0
<b>Clerk</b>	/10 : Full time	8 / 0	0 / 0
<b>Reords Officer</b>	/10 : Full time	5 / 0	0 / 0

#### *Job Satisfaction Summary*

**Likes**    *(list what you like/dislike most about your current/previous work)*    **Dislikes**

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## PERSONAL CHARACTERISTICS

**Drive Level** : High  
**General Health** : Satisfactory #  
**Stress Coping** : Good  
**Self Esteem** : Good

*# You may wish to explore some general health improvement strategies.*

## PERSONAL WORK VALUES

Most Important Values : \* **Working with people**  
: **Independence**  
: \* **Helping people**  
: **Challenging work**

*\* Your "Values" pattern suggests a desire for career paths involving helping others or working with people.*

## PERSONAL CIRCUMSTANCES

**Work Condition Preferences** : No needles, blood or surgery  
: No working with heights  
: No high personal risk  
: No heavy physical work  
: No sitting at a desk all day

**Physical/Medical Considerations** : Colour blindness  
: Eyesight problems  
: Regular asthma attacks  
: Skin allergies or reactions  
: Hearing difficulties

**Career Planning Considerations** : Financial considerations  
: Relationships/family  
: Hobbies/leisure/social activities  
: Geographic location/relocation

## COMMITMENTS

**Financial obligations** : Moderate  
**Time with Family** : Moderate  
**Time spent with friends/social activities** : High  
**Time spent on study/leisure/hobbies/sport** : High  
**Time spent on health/well being/spiritual activities** : Moderate

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Number of Children/Dependants : No

**WORK SKILLS**

(Ryan's Self Estimates)

✓ Highest rated Work Skills  
★ Likes                   ✗ Dislikes  
# Keen to develop these skills further

**Practical/Creative Skills**

- Detailed work/concentration ✓: Above average
- Eye/hand co-ordination/hand skills : Average to slightly above average
- Solving practical problems ✓:★Above average
- Physical strength/endurance : Below average
- Using tools/utensils/equipment : Average to slightly above average
- Creating/innovating : Average to slightly above average

**Organising/Thinking Skills**

- #Organising/planning ✓:★Well above average
- Reading/following written manuals ✓: Above average
- Computing/IT/word processing : Average to slightly above average
- Strategic thinking/complex reasoning : Average to slightly above average
- Clerical/administration/secretarial ✓:★Well above average
- Number work/maths/finance ✓: Above average
- Writing reports/letters : Average to slightly above average

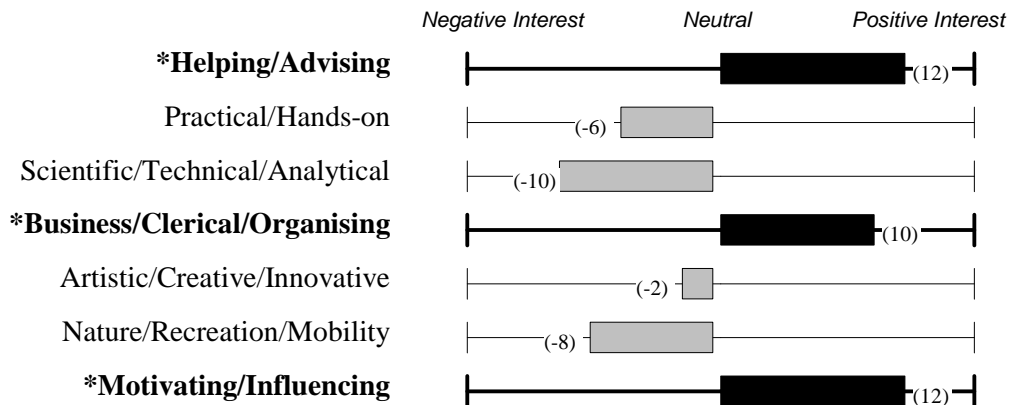
**People Skills**

- Helping people : Average to slightly above average
- Leadership/managing/supervising : Average to slightly above average
- Motivating/training/instructing : Average to slightly above average
- #Influencing/marketing/selling ✓:★Above average
- Self marketing : Average to slightly above average

**English/Arithmetic Skills**

- English . . . . Spoken ✓: Above average
- English . . . . Written : Average to slightly above average
- Arithmetic . . No calculator : Average to slightly above average
- Arithmetic . . With calculator ✓: Above average

**WORK INTEREST PROFILE**



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**WORK INTEREST PROFILE DESCRIPTION**

*(most positive interest areas)*

**\*Motivating/Influencing**

Relates to motivating, persuading, influencing, training and/or marketing or sales.

*Note: You indicated no interest in work related to Announcing/Acting/Entertaining, Industrial Relations/Mediation, International Trade Relations, Politics/Diplomacy/Economics, Religious/Spiritual at present (but you may have related leisure interests).*

**\*Helping/Advising**

Relates to helping or advising with regard to people, animals or the environment.

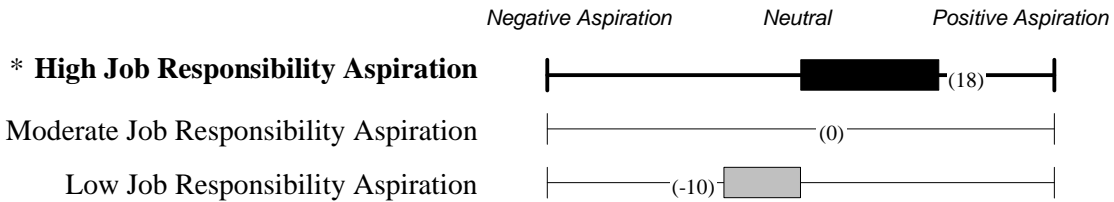
*Note: You indicated no interest in work related to Animal Care & Training, Child Care, Languages, Libraries/Museums/Art Galleries, Rescue Services/Fire/Ambulance at present (but you may have related leisure interests).*

**\*Business/Clerical/Organising**

Relates to business, including clerical, finance, personnel, secretarial, management or law.

*Note: You indicated no interest in work related to Human Resources/Personnel, Mathematical/Statistical, Secretarial/Word Processing at present (but you may have related leisure interests).*

**JOB RESPONSIBILITY ASPIRATION PROFILE**



*\*At this stage your High Job Responsibility Aspirations suggest that you are likely to prefer work situations which provide opportunities to make your own decisions, to manage people, and/or to run your own business.*

**LEISURE INTERESTS**

Ryan's Leisure Interests : **Motoring, Tennis, Travel, Puzzles**

**SPECIAL TALENTS**

Ryan's Special Talents : **Helping People Find Suitable Lifestyle Options**

**OWN CAREER IDEAS**

Ryan's Career Ideas : **Personalised Service to Help Retirees Find Suitable Living and Lifestyle Options**

**CAREER DREAMS**

Ryan's Career Dreams : **Successful consultant or small business which ends up running itself or being sold**

**Career Exploration Level** : University or TAFE (skilled and professionals)

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## INDUSTRIES

*(likely compatible options in alphabetic order)*

*University or TAFE (skilled and professionals) Career Exploration Level*

Clerical/Administrative	Community Services/Welfare
*Customer Service/Public Relations	Education/Teaching/Training
*Finance/Accounting/Bookkeeping	Gaming/Amusements/Night Clubs/Betting
*Health/Medical/Occ. Health	Hospitality/Catering/Accommodation
*Information Technology/Computing	*Investments/Insurance
Law/Legal/Courts	*Management
*Marketing/Retail/Wholesale/Sales	*Media/Advertising
Personal Services	*Property/Real Estate
Social Science	*Tourism

*\* Ryan's Selected Industries*

*Draw lines to link together any Selected Industries which have common themes.*

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## CAREER CLUSTERS

*(related to Industry selections)*

*University or TAFE (skilled and professionals) Career Exploration Level*

Accountants/Bookkeepers/Auditors	Aged or Disability Care Workers/Carers
Architects/Landscape Architects	Auctioneers
Bank/Financial Institution Workers	Car Rental and Equipment Hire Workers
Chief Executives/General Managers/Directors	Chiropractors/Osteopaths
Clerks/Administrators	Communications/Public Relations Officers
Community Health/Health Promotion Workers	*Computing Help Desk/Support Technicians
Counsellors and Coaches (general and specialised)	Credit/Loans Officers
*Customer Service Managers	Customer Service Officers
Dental Nurses/Assistants	Dental Therapists/Technicians/Hygienists
Dietitians/Nutritionists	Environmental/Marine/Landcare Officers
*Financial Investment Advisers/Actuaries	Human Resource/Personnel Managers
Importers/Exporters/Wholesalers	Information Tech./Computing Specialists
Inspectors/Examiners	*Insurance Agents
Insurance Officers/Clerks	Insurance Surveyors/Investigators/Loss Adjusters
Lighting/Sound/Film/Stage/TV Technicians/Assistants	*Management Consultants
Managers - Health/Welfare/Education	Managers-Finance/Accounting
Managers-Hospitality/Tourism/Sport/The Arts	Managers-Marketing/Customer Service/Sales
Managers-Technical	*Marketing/Advertising Specialists
Medical Imaging (including X-ray) Specialists	Medical Professionals (Other)
Money Market Dealers/Traders/Stockbrokers	Money Market Traders/Dealers/Stockbrokers
Natural Therapists (including Massage)	Newsagents/Lotteries Agents
Nurses	Occupational Health/Safety Officers
Occupational Therapists	Optical Mechanics/Technicians
Optometrists	Pharmacists
Podiatrists/Chiropodists	Policy/Planning Managers
Program/Project Managers	Property Managers/Asset Managers
Psychologists	*Real Estate Salespersons/Administrators
Retail Buyers	Retail Store/Checkout Supervisors
*Sales/Marketing Managers	Salespersons/Sales Representatives
*Self Employed/Business Owner/Entrepreneur	Speech Pathologists/Speech Therapists
Therapy Assistants (Physiotherapy/Occupational)	Ticketing/Travel Customer Service Officers
Tourism/Travel Managers	*Travel Agents/Travel Organisers/Guides
Travel/Tourist Officers/Agents/Attendants	Urban/Regional/Town Planners
Valuers/Property Valuers	

*\* Ryan's Selected Career Clusters*

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## OCCUPATIONS

*(related to Career Cluster selections)*

*University or TAFE (skilled and professionals) Career Exploration Level*

<p>Actuary{a *Computing Help Desk/Support Tech. *Financial Investment Adviser{a Insurance Broker Market Research Analyst/Researcher *Real Estate Admin./Settlement Agent Sales/Marketing Manager Tour Guide *Travel Agent/Travel Organiser</p>	<p>Advertising Specialist *Customer Service Manager *Insurance Agent *Management Consultant Marketing Specialist *Real Estate Agent/Salesperson *Self Employed/Business Owner *Tourist Information Officer</p>
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*\* Ryan's Selected Occupations*

### Occupation Specific Notes

*(check for possible inconsistencies between your Selected Occupations and your skills/preferences)*

{a However, you indicated a dislike for sitting at a desk.

### Notes

Your personal work values indicate a desire to help others or to work with people.  
You indicated that financial considerations might affect your career planning.  
You indicated that relationships/family might affect your career planning.  
You indicated that your hobbies/leisure/social activities might affect your career planning.  
You indicated where you want to live (geographic location) might affect your career planning.  
You are likely to enjoy a busy, varied work environment with people.  
Your eyesight problems may cause problems with some work.  
Your hearing difficulties may cause problems with some work.

### Self Employment Notes

At least 2 years related work experience is recommended.  
Long hours (not extra free time) are likely when self employed.  
Some short courses in running a small business are recommended.  
Training in preparing a business plan is strongly recommended.  
Training in financial management and bookkeeping is recommended.  
Some training in marketing and sales is recommended.  
Consider getting expert advice if no or little self employment experience.  
Very high risk taking can cause problems for the self employed.  
Consider loss of social activities if self employed.  
Consider loss of leisure and/or study activities if self employed.

## SELECTED OCCUPATIONS

*(listed in order of rated preference: 1=great, 2=good, 3=OK)*

*University or TAFE (skilled and professionals) Career Exploration Level*

### 1 Financial Investment Adviser

Develops and implements financial plans for individuals, businesses and organisations, and advises on tax and investment, insurance, pension plans (superannuation) and real estate.

*Specialisations: Business Broker, Properties Investment Adviser, Stocks and Shares Investment Adviser, Superannuation Adviser.*

*Related Titles: Financial Adviser, Financial Planner, Financial Planning Adviser, Investment Consultant, Portfolio and Investment Adviser.*

### 1 Insurance Agent

Acts as a negotiator between insurance companies and their clients and organises the completion of paperwork to provide insurance cover for new and existing clients.

*Specialisations: Insurance Underwriter, Life Assurance Representative, Marine Underwriter.*



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### **1 Management Consultant**

Assists business people to achieve greater efficiency in their business or organisation and to solve organisational problems in fields such as personnel, information systems, finance, research and general business strategy.

*Specialisations: Business Broker, Business Coach, Senior Management Consultant.*

*Related Titles: Business Adviser, Business Analyst, Consultant, Consultant Contractor, Policy Advisor.*

### **1 Real Estate Admin./Settlement Agent**

Co-ordinates the activities of agency salespersons and support staff in selling and leasing real estate and settling real estate transactions.

*Specialisations: Settlement Agent.*

*Related Titles: Real Estate Agency Administrator.*

### **1 Real Estate Agent/Salesperson**

Arranges the sale and lease of real estate and assists buyers to find suitable properties.

*Specialisations: Property and Business Broker.*

*Related Titles: Housing Sales Representative, Real Estate Representative, Real Estate Sales Consultant, Real Estate Salesperson, Real Estate Sub-Agent.*

### **1 Self Employed/Business Owner**

Someone who runs/operates their own business, working either alone or with other people, or who receives profits from a business owned but not run by the individual .

*Specialisations: Business Coach, Business Development Coach.*

*Related Titles: Business Entrepreneur, Business Owner, Consultant, Entrepreneur, Self Employed, Small Business Owner.*

### **2 Customer Service Manager**

Plans and carries out after-sales service with customers, maintains sound customer relations, listens to and resolves customer complaints.

*Related Titles: Client Service Manager, Relationship Manager, Service Manager.*

### **2 Tourist Information Officer**

Provides travel and accommodation information to tourists.

*Specialisations: Travel Accommodation Inspector.*

*Related Titles: Tourism Adviser, Tourist Adviser.*

### **2 Travel Agent/Travel Organiser**

Plans and organises travel and accommodation for individuals and groups, provide travel and accommodation information, and may escort people on tours.

*Specialisations: Corporate Travel Agent, Group Travel Organiser, Holiday Travel Agent, Travel Agency Administrator, Travel Clerk.*

### **3 Computing Help Desk/Support Tech.**

Provides technical advice and support to users of computer software and hardware.

*Specialisations: Computer Technician, Help Desk Technician, Network Support Technician.*

*Related Titles: Computer Hardware Service Technician, Computing Assistant, Help Desk Operator, Technical Support Officer.*

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## CAREER COMBINATIONS

**The new work of the future will involve unique combinations of existing work, often combined with new technology.** You are likely to increase your satisfaction and employability if you find ways to combine your highest rated career options.

*Your highest rated Occupations have been sorted into related Career Themes\* (left hand column). List under Career Combinations (right hand column) as many combinations of Career Themes and/or Occupations as possible. Use brainstorming to come up with ideas. It might help to draw lines to link possible combinations of occupations (between and within themes). Be creative and inventive. Ignore realism at this stage. Some combinations will come easily, others will be more challenging to generate. Also brainstorm and link any My Own Career Ideas/Career Dreams with other Occupations/Career Themes. Later you could try asking other people to help you come up with additional combinations, including ones that also link your leisure and lifestyle preferences.*

### Career Themes related to highest rated Occupations

*Career Themes\* are work/industry groupings. Your highest rated Occupations may be linked to more than one Career Theme.*

### Career Combinations

*Brainstorm and list career combination ideas generated by linking as many Career Themes and/or Occupations as possible.*

#### Marketing/Sales

- 1 Insurance Agent
- 1 Real Estate Admin./Settlement Agent
- 1 Real Estate Agent/Salesperson

#### Finance/Investments/Insurance

- 1 Financial Investment Adviser
- 1 Insurance Agent

#### Management/Self Employment

- 1 Management Consultant
- 1 Self Employed/Business Owner

#### Property/Land Development/Real Estate

- 1 Real Estate Admin./Settlement Agent
- 1 Real Estate Agent/Salesperson

#### Hospitality/Tourism/Entertainment

- 2 Tourist Information Officer
- 2 Travel Agent/Travel Organiser

#### Customer Service/Public Relations

- 2 Customer Service Manager

#### Information Technology/Computing

- 3 Computing Help Desk/Support Tech.

#### My Own Career Ideas/Career Dreams

*Include these options in your career combinations (if not included in the above career themes).*

- 1 Successful consultant or small business which ends up running itself or being sold

*Rate each Career Combination: 1=great, 2=good, 3=OK. Upgrade any options rated 1 from 1 to a 1+ rating if they sound really great. Develop goals and detailed action plans to research your most highly rated Occupations and Career Combinations.*

## RYAN'S ACTION PLAN GOALS

*Goals are more often achieved if action plans are prepared and frequently updated. Use the Action Plan worksheet provided to record a step-by-step plan to research and achieve your goals.*

*The goals listed below have also been copied into the Action Planner program (which you can access from the career program main menu). Action Planner has a pick-and-click menu of useful tasks/steps and resources linked to each goal. It makes producing a detailed Action Plan and To-Do-List easy. Both reports can be printed and updated. Goal achievement is also more likely if you adopt a positive 'can-do' attitude and look for ways to combine and market your unique strengths and preferences. Also, find ways to bring components of longer term work/learning/life goals (such as preferred skills, people and physical environments) into your life now.*

#### Research preferred career preferences:

Financial Investment Adviser, Insurance Agent, Management Consultant, Real Estate Admin./Settlement Agent, Real Estate Agent/Salesperson, Self Employed/Business Owner, Customer Service Manager, Tourist Information Officer, Travel Agent/Travel Organiser, Successful consultant or small business which ends up running itself or being sold

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**Research career combinations:****Work conditions/health considerations:**

Sitting at a desk most of the time, Eyesight problems, Hearing difficulty

**Personal circumstance considerations:**

Financial considerations, Relationships/family, Hobbies/leisure/social activities, Geographic location

**Research study/training options and career preference alignment:**

Own Business Or Consultant Contractor, Influencing/marketing/selling, Organising/planning

**Self employment considerations:**

At least 2 years related work experience, Long hours, Courses in running a small business, Training in preparing a business plan, Training in financial management and bookkeeping, Training in marketing and sales, Getting expert advice due to little self employment experience, Very high risk taking may cause problems, Loss of social activities, Loss of leisure and/or study activities

**Include my personal work values in my work/life planning:**

Working with people, Independence, Helping people, Challenging work

**Research work environment alignment with these preferences:**

Helping others or working with people, At this stage your High Job Responsibility Aspirations suggest that you are likely to prefer work situations which provide opportunities to make your own decisions, to manage people, and/or to run your own business., Preference for a busy, varied work environment

**Retirement considerations:**

Establishing new social groups, Maintaining good health, Relationships/family, Relocation/accommodation, Legal (wills, laws), Financial (pension/investment), Using free time creatively

**Include special talents & best/favourite work skills in my work/life planning:**

Helping People Find Suitable Lifestyle Options, Organising/planning, Clerical/administration/secretarial

**Include my work and leisure interests in my work/life planning:**

Motivating/Influencing, Helping/Advising, Business/Clerical/Organising, Motoring, Tennis, Travel, Puzzles

**Improve my:**

General health

**Other Possible Goals**

Explore new work experience/work shadowing opportunities:

Explore ways to achieve preferred work/learning and life balance:

Develop relationship building skills:

Budget effectively and make better use of money:

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