

The Career Personality Profiler

RESULTS FOR:

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Welcome to your career report! There's a lot of information here, so take your time and read through it at your own pace.

Your report is split up into different sections, each of which addresses a different factor in your career search. You'll learn about your interests, your personality, and the jobs and work environments that suit you best. You'll get personalized advice and suggestions for exploring your career options and planning a successful job search.

You can read your report straight through, or you can skip to the sections that interest you most. Remember, your results are saved to your personal account. You can come back and refer to them anytime you need to.

So, let's get started!

Your Career Personality Type

What motivates you? What do you find satisfying? What sorts of tasks and activities could you do every day, without getting bored?

These are key questions to ask when searching for a career. Your ideal career will make the most of your strengths, so that your work feels natural and comfortable to you. It will also tap into your core motivations, so that you have a sense that what you do is important and authentic to who you are. It will also suit you in a practical sense, by asking you to work on the sorts of tasks and activities that you naturally enjoy.

These factors are different for every individual. Some people are motivated by money and fame, while others simply want to know they are making the world a better place. Some people like to use their minds in their work. Others prefer to use their hands. So which type of person are you?

In the following section, we'll look at the broad patterns revealed by your assessment. You'll discover the fundamentals of your personality type and how these key aspects of who you are can point you to a satisfying career.

You're a Persuasive Helper

You are concerned with helping others and making practical contributions to the world around you. For you, work is an opportunity to be of service to the people and organizations that you care about. You are caring and supportive and like to feel that you have been helpful to others.

You are a natural caretaker who tends to see what other people need and step in to offer assistance when you can. You like a sense of camaraderie and cooperation, and want a workplace where everyone works together to get things done.

You appreciate systems and processes that allow you to be efficient and effective in accomplishing useful tasks. You like clear expectations and want to know how your work has helped others in practical ways.

You are drawn to work that allows you to increase your influence and prominence. You like to persuade others to your point of view and see the impact of your ideas on the world around you. You enjoy being a leader and having others be motivated by your ideas.

How you think and solve problems

The chart below describes how you process information and how you approach the problem-solving process. To read this chart and the other charts in this section, look at the size of each quadrant. A larger area indicates that a particular style is a better fit for you. Smaller areas indicate that the style is not a very good fit.

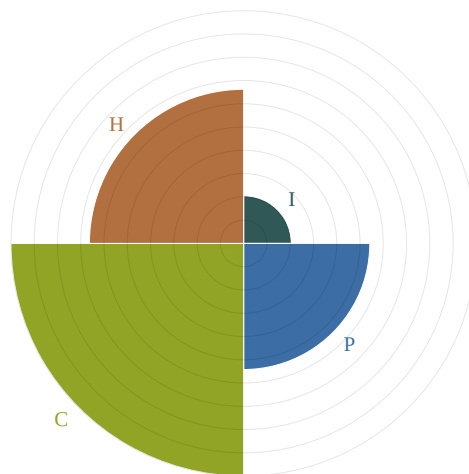
Some of your charts will show a clear preference for one pattern. Others will show a more even spread over two or even three patterns. Where you have nearly equal scores for two or more patterns, you can expect that both patterns may describe you equally well.

HUMANITARIAN

Driven to make the world a better place. Creative and imaginative in coming up with insightful solutions to meaningful problems.

CARETAKER

Wants to be of service to others. Prefers to work within established institutions to find ways to maintain stability and security for both self and others.



INNOVATOR

Likes to solve complex, rational problems. Uses analytical skills to come up with innovative ways to improve logical systems.

PRAGMATIST

Wants to ensure accuracy and efficiency. Enjoys working within structured, logical systems to accomplish practical, real-world goals.

How you get motivated

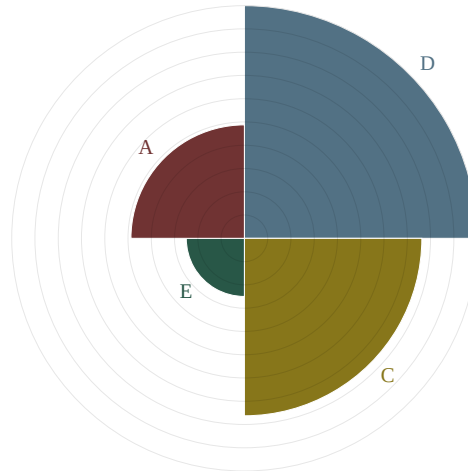
This chart shows how you are motivated in your work, including the factors that drive you to work as well as your overall level of motivation to work.

AMBITIOUS

Desires achievement and willing to work hard to get it. Seeks status and financial rewards. Persistent in working toward success.

EXCITABLE

Motivated by achievement, but easily distracted. Excited by the prospect of success but may have trouble sticking with projects long enough to achieve it.



DUTIFUL

Driven by a sense of duty. Works toward goals out of sense of responsibility. Persistent even when work is unexciting and garners little attention from others.

CASUAL

Has little need for achievement. Prefers to keep life simple and low-key. Prefers work that is easy to accomplish and offers a minimum of stress and hassle.

How you interact with others

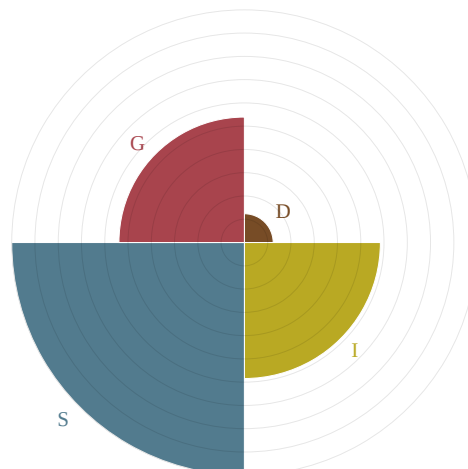
This chart describes your approach in relating to others. It shows what you need from your interpersonal interactions as well as how others may see you.

GREGARIOUS

Is friendly and amiable. Likes to be congenial with coworkers and is often the first to befriend a new colleague. Appreciates social events to build team relationships.

SUPPORTIVE

Gentle and kind. Tends to be quiet and reserved, but appreciates having amicable, supportive relationships with colleagues.



DOMINANT

Blunt and dominant. Enjoys working with others but does not need to be liked. Tends to take command of situations and enjoys competition.

INDEPENDENT

Reserved and aloof. Tends to avoid personal relationships in the office, preferring to focus on the work. Wants to be judged on competence, not popularity.

How you communicate

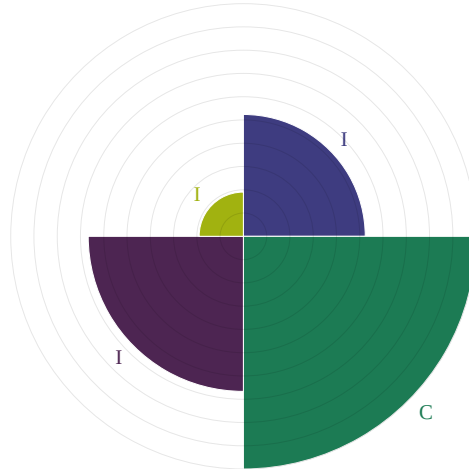
This chart describes how you communicate your thoughts, experiences, and ideas to others. Your pattern reflects the information you choose to communicate as well as your style in doing so.

INSPIRING

Enjoys expressing ideas and vision. Loves to brainstorm and discuss possibilities. Focuses on big-picture ideas and innovative goals for the future.

INSIGHTFUL

Thinks deeply before speaking, then shares carefully considered insights. Interested in theories, patterns, and interpretations.



INFORMATIVE

Likes to communicate regularly to keep everyone informed. Makes sure everyone has all the information they need.

CONCISE

Communicates when necessary to convey specific information. Dislikes chitchat. Prefers fact-based, purposeful discussions that move a project along.

How you contribute to a team

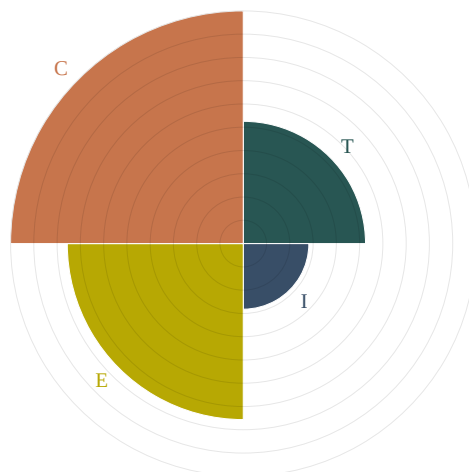
This chart describes your style in working with a team, including the roles you typically take on and your contributions to the team effort.

COOPERATOR

Wants all team members to feel included in working towards a common goal. Works cooperatively to share achievements.

EMPATH

Stays attuned to relationships. Is less focused on the end product; prioritizes an enjoyable and cooperative process.



TASKMASTER

Focused on organization, clarity, and achieving outstanding results. Stays focused on stated goals with minimal attention to relationships.

IMPROVISER

Jumps in to solve logical problems. Focused on useful action and quick results. Acts spontaneously without waiting for others to keep up.

How you manage tasks and projects

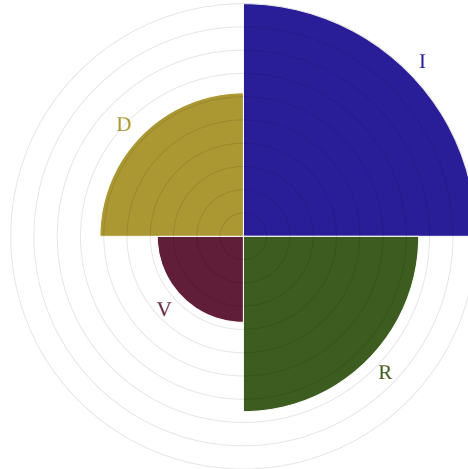
This chart describes your style in approaching tasks and activities. Your pattern shows which type of tasks are most likely to appeal to you and take advantage of your strengths.

DIRECTOR

Has big, complex ideas and formulates plans to put them into action. Persistent and determined. Pursues ambitious goals.

VISIONARY

Most excited when generating possibilities and ideas; less interested in implementation. Likes starting projects more than finishing them.



INSPECTOR

Works in an orderly, systematic manner. Wants clear expectations and standard procedures to follow. Persists until task is done correctly.

RESPONDER

Wants quick results. Prefers clear-cut tasks that can be completed in a short time frame. Dislikes long-term projects.

Making the Most of Your Personality

Everyone has their own set of strengths and weaknesses. Career success does not come from being good at everything; rather, it comes from being aware of what you excel at so that you can take advantage of your strengths when you choose a career. Equally, it's important to be aware of your weak areas so that you can avoid roles that you do not have an aptitude for.

Let's look now at some of the strengths you can capitalize on in your career, as well as some of the weak spots you should be aware of.

Your personal strengths

- You are a highly altruistic and compassionate person who is dedicated to helping and serving other people. You are deeply motivated to make other people's lives better and happier. You are excellent at cooperating with others, sensing their needs, and being of service to those around you.
- Your level of organization and drive is excellent. You are predisposed to success in your career because of your talent for persisting in your goals and resisting distractions along the way. Employers will appreciate your orderly approach, your attention to detail, and your inclination to work until the job is done. You are determined and responsible, and likely to achieve whatever you set your mind to.
- You are good at coping with the stress levels of a typical job and are unlikely to become anxious, depressed, or upset due to the demands of your work. You are generally resilient and able to bounce back from stressful situations. While a highly stressful job may not suit you, you are well equipped to cope with the emotional demands of most positions.
- You are excellent at motivating yourself and working on your own. You are independent and self-contained, and able to work for long stretches by yourself. You do not need or seek out a lot of interaction with people, and you rarely demand attention or public recognition for your work. You spend plenty of time reflecting and analyzing, and take a thoughtful, serious approach to your work.
- You have a conservative approach and fit in well in traditional workplaces. You are comfortable with authority figures and function well in a hierarchy. You appreciate the value of established procedures and proven methods and are unlikely to rock the boat.
- You are realistic and practical, and well suited for jobs that require a pragmatic approach. You have a down-to-earth mindset and do not need a lot of variety or creativity to stay interested in your work. Employers will appreciate that you are not easily bored and that you are able to produce consistent results when doing repetitive or routine tasks.

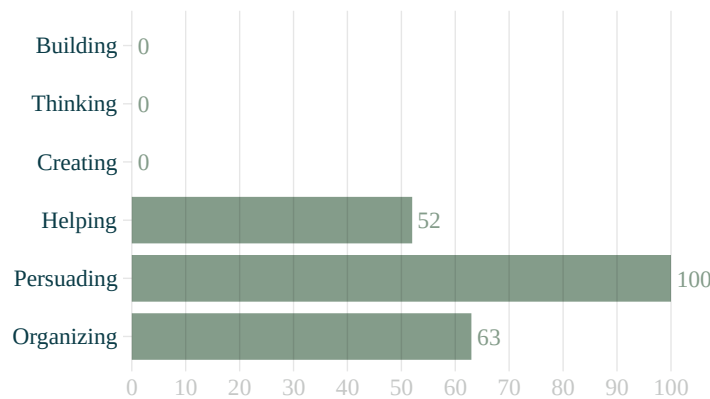
Your potential challenges

- You often put others' needs ahead of your own, and you may sacrifice some opportunities to advance your own career because you tend to focus on accommodating others.
- You are hardworking and diligent, but you may tend to overwork yourself. In demanding environments, you may take on an overly heavy workload, and neglect time for relaxation and renewal.
- You tend to prefer working independently, at your own pace. You need a quiet workspace with few interruptions to do your best work. Interacting with many other people during the day will tend to drain your energy.
- You probably do not consider yourself to be very creative. You may prefer to use practical skills in your work, and avoid work that requires you to come up with new ideas.

- You may become anxious, depressed, or burned out in a job with a high stress level.

Your Career Interests

This section shows your top career interest areas. There are 6 total interest areas, each with its own set of typical work tasks, roles, and values. Some of these interest areas will appeal to you, while others will be less attractive. Choosing a career which is a good match for your interest profile ensures that you enjoy your daily work and get satisfaction out of your accomplishments.



The Six Interest Areas

Each of the six interest areas describes a cluster of related work tasks and activities. People who are drawn to each of these interest areas tend to have certain characteristics, preferences, and personality traits in common.

Building	Building jobs involve the use of tools, machines, or physical skill. Builders like working with their hands and bodies, working with plants and animals, and working outdoors.
Thinking	Thinking jobs involve theory, research, and intellectual inquiry. Thinkers like working with ideas and concepts, and enjoy science, technology, and academia.
Creating	Creating jobs involve art, design, language, and self-expression. Creators like working in unstructured environments and producing something unique.
Helping	Helping jobs involve assisting, teaching, coaching, and serving other people. Helpers like working in cooperative environments to improve the lives of others.
Persuading	Persuading jobs involve leading, motivating, and influencing others. Persuaders like working in positions of power to make decisions and carry out projects.
Organizing	Organizing jobs involve managing data, information, and processes. Organizers like to work in structured environments to complete tasks with precision and accuracy.

Your Top Interests

Your top interest area is **Persuading**, which indicates that you are driven to lead, influence, motivate, and direct other people. You are interested in making your mark on the world by impacting the perspectives and decisions of others. You enjoy feeling powerful and important, and want to lead the way.

Top Job Tasks

- Managing
- Deciding
- Strategizing
- Selling
- Motivating

Your Core Values

- Influence
- Leadership
- Risk-Taking
- Achievement
- Initiative

Key Personality Traits

- Assertive
- Energetic
- Confident
- Ambitious
- Adventurous

Because you are a Persuader, you will often gravitate to roles that allow you to sell other people on products, projects, or initiatives. You will find a natural home in the business world, but will enjoy any role where you can set a course of action and use your ingenuity and influence to achieve your goals. You may feel drawn to entrepreneurship and enjoy the risk inherent in starting a new venture.

Persuaders tend to be natural salespeople with a high energy level and enthusiasm for engaging with others. They are typically good at developing rapport with others, although they may overwhelm some with their aggressive drive. They are typically competitive, goal-oriented, and ambitious.

Persuaders like their work best when they can chase exciting goals, promote new ideas, and close important deals. As a Persuader, your primary career goal will be to find a job where you can take the lead to start and carry out initiatives, act quickly and decisively to set a course, and use your charisma to influence others.

Sample Jobs for Persuaders

- Executive
- Attorney
- Public Relations Specialist
- Financial Manager
- Personal Financial Advisor
- Buyer or Purchasing Agent
- Real Estate Agent or Broker
- Securities Broker
- Health Services Manager

Career Fields for Persuaders

- Sales
- Marketing
- Entrepreneurship
- Management
- Public Relations
- Legal
- Politics
- Real Estate

Areas of Study for Persuaders

- Business Administration
- Marketing or Advertising
- Hospitality
- Real Estate
- Political Science
- Communications
- Law
- Organizational Psychology

Your secondary interest is **Organizing**, indicating that you will be interested in working with data, processes, and systems. You enjoy putting things in order and completing tasks in a systematic fashion. You appreciate a structured work environment where rules, policies, and standard procedures are clear and well enforced.

To satisfy your interest in Organizing, look for roles that allow you to keep orderly systems in place. You may enjoy office and administrative work, especially working with systems, records, and files. You like to maintain structure and enforce the rules, and want to work in an environment that is well organized and predictable.

Careers to Explore

In this section, we'll show you the top careers that match your interest profile. There are a few things to keep in mind as you read over these career suggestions:

1. These career titles are just a starting point. The careers listed here are among the most commonly found in the labor market and are careers that many people will recognize, like lawyer or physician. However, many people have jobs that don't exactly fit any of the descriptions listed here. You might end up with a job that combines several of these typical roles. You might have a job that's specific to one company or industry. Or you might invent a new career altogether! In short, do not limit your imagination to the jobs listed here. These are a representative sample of jobs that fit your personality, but they do not cover every possibility or opportunity that you will come across in your career path.

2. Your individuality is key. The careers in this section are listed generally by how well they fit your interest profile. However, you should not assume that the first career on the list is the best career for you, that the second career listed is the second-best, and so on. You may find careers that spark your interest anywhere on this list. You may also see several careers that do not interest you at all. This is normal and does not mean that your results are not accurate! Everyone is unique, and even someone with an identical interest profile to yours will have different inclinations, passions, and preferences. So while this assessment can point you in the right general direction and give you some good ideas to get started, the ultimate choice of your best career will be up to you.

3. Ultimately, the choice is yours. Because no assessment can tell you exactly which career will be perfect for you, the best way to think of this list is as a starting point for your career research. You can use this list to get ideas of careers that may suit you, but you'll still need to read more about each career that interests you, do real-world research (like interviewing or shadowing people in the field), and evaluate each career according to your own personal criteria. We'll discuss this in more detail later in your report, but for now, just read over this list with an open mind. See if any career ideas stand out as particularly interesting, and which seem worthy of further inspection.

With that in mind, let's look at some careers!

Your Top Career Matches

This list includes the careers that best match your interest profile. For more information about any career, click the Read More link on the bottom right of the career listing. This will open a new window with a full description of that career.

Financial Manager

Financial managers are responsible for the financial health of an organization. They create financial reports, direct investment activities, and develop plans for the long-term financial goals of their organization.

PERSUADING, ORGANIZING

Financial managers typically do the following:

Average Earnings: \$131,710

Projected Growth: 17%

- Prepare financial statements, business activity reports, and forecasts
- Monitor financial details to ensure that legal requirements are met
- Supervise employees who do financial reporting and budgeting
- Review financial reports and seek ways to reduce costs
- Analyze market trends to maximize profits and find expansion opportunities
- Help management make financial decisions

Air Traffic Controller

Air traffic controllers coordinate the movement of aircraft, including within the vicinity of airports and between altitude sectors and control centers, so that they maintain safe distances.

PERSUADING, ORGANIZING

Air traffic controllers typically do the following:

Average Earnings: \$129,750

Projected Growth: 1%

- Monitor and direct the movement of aircraft on the ground and in the air
- Control all ground traffic at airport runways and taxiways
- Issue takeoff and landing instructions to pilots
- Transfer control of departing flights to other traffic control centers and accept control of arriving flights
- Inform pilots about weather, runway closures, and other critical information
- Alert airport response staff in the event of an aircraft emergency

Compensation or Benefits Manager

HELPING, PERSUADING,
ORGANIZING

Average Earnings: \$127,530

Projected Growth: 2%

Compensation and benefits managers plan, develop, and oversee programs to pay employees.

Compensation and benefits managers typically do the following:

- Coordinate and supervise the work activities of staff
- Set the organization's pay and benefits structure
- Monitor competitive wage rates to develop or modify compensation plans
- Choose and manage outside partners, such as benefits vendors, insurance brokers, and investment managers
- Oversee the distribution of pay and benefits information to the organization's employees
- Ensure that pay and benefits plans comply with federal and state regulations
- Prepare a program budget and operate within that budget

Industrial Production Manager

PERSUADING, ORGANIZING

Average Earnings: \$103,150

Projected Growth: 3%

Industrial production managers oversee the operations of manufacturing and related plants. They coordinate, plan, and direct activities involved in creating a range of goods, such as cars, computer equipment, and paper products.

Industrial production managers typically do the following:

- Decide how best to use a plant's workers and equipment to meet production goals
- Ensure that production stays on schedule and within budget
- Communicate with sales staff, customers, and suppliers
- Hire, train, and evaluate workers
- Analyze production data
- Review production reports
- Monitor a plant's workers and programs to ensure they meet performance and safety requirements
- Streamline the production process
- Assess whether production needs, such as for equipment upgrades or overtime work, are within budget
- Lead staff in resolving problems or improving production

Medical or Health Services Manager

HELPING, PERSUADING,
ORGANIZING

Average Earnings: \$101,340

Projected Growth: 28%

Medical and health services managers, also called healthcare executives or healthcare administrators, plan, direct, and coordinate medical and health services. They may manage an entire facility, a specific clinical area or department, or a medical practice for a group of physicians. Medical and health services managers must adapt to changes in healthcare laws, regulations, and technology.

Medical and health services managers typically do the following:

- Improve efficiency and quality in delivering healthcare services
- Develop departmental goals and objectives
- Ensure that the facility in which they work is up to date on and compliant with laws and regulations
- Recruit, train, and supervise staff members
- Manage the finances of the facility, such as patient fees and billing
- Create work schedules
- Prepare and monitor budgets and spending to ensure departments operate within funding limits
- Represent the facility at investor meetings or on governing boards
- Keep and organize records of the facility's services, such as the number of inpatient beds used
- Communicate with members of the medical staff and department heads

Administrative Services Manager

PERSUADING, ORGANIZING

Average Earnings: \$99,290

Projected Growth: 7%

Administrative services and facilities managers plan, direct, and coordinate activities that help an organization run efficiently. The specific responsibilities vary, but these managers typically maintain facilities and supervise activities that include recordkeeping, mail distribution, and office upkeep. In a small organization, they may direct all support services and may be called the business office manager. Large organizations may have several layers of administrative managers who specialize in different areas.

Administrative services and facilities managers typically do the following:

- Supervise clerical and administrative staff
- Set goals and deadlines for their department
- Develop, manage, and monitor records
- Recommend changes to policies or procedures in order to improve operations, such as reassessing supplies or recordkeeping
- Monitor facilities to make sure that they remain safe, secure, and well maintained
- Oversee the maintenance and repair of machinery, equipment, and electrical and mechanical systems
- Make sure that facilities meet environmental, health, and security standards and comply with regulations

Elementary, Middle, or High School Principal

HELPING, PERSUADING,
ORGANIZING

Average Earnings: \$98,420

Projected Growth: 5%

Elementary, middle, and high school principals oversee all school operations, including daily school activities. They coordinate curriculums, manage staff, and provide a safe and productive learning environment for students.

Elementary, middle, and high school principals typically do the following:

- Manage school activities and staff, including teachers and support personnel
- Establish and oversee class schedules
- Develop, implement, and maintain curriculum standards
- Counsel and discipline students
- Observe teachers and evaluate their performance
- Meet with parents and teachers to discuss students' progress and behavior
- Assess and prepare reports on test scores and other student achievement data
- Organize professional development programs and workshops for staff
- Manage the school's budget, order school supplies, and schedule maintenance
- Establish and coordinate security procedures for students, staff, and visitors

Personal Financial Advisor

HELPING, PERSUADING,
ORGANIZING

Average Earnings: \$94,170

Projected Growth: 15%

Personal financial advisors provide advice on investments, insurance, mortgages, estate planning, taxes, and retirement to help individuals manage their finances.

Personal financial advisors typically do the following:

- Meet with clients to discuss their financial goals
- Explain to potential clients the types of financial services they provide
- Educate clients and answer questions about investment options and potential risks
- Recommend investments to clients or select investments on their behalf
- Help clients plan for specific circumstances, such as education or retirement
- Monitor clients' accounts and determine if changes are needed to improve financial performance or to accommodate life changes, such as getting married or having children
- Research investment opportunities

Financial Examiner

Financial examiners ensure compliance with laws that govern institutions handling monetary transactions. They review balance sheets, evaluate the risk level of loans, and assess bank management.

PERSUADING, ORGANIZING

Average Earnings: \$81,410

Projected Growth: 21%

Financial examiners typically do the following:

- Monitor the condition of banks and other financial institutions
- Review balance sheets, operating income and expense accounts, and loan documentation to confirm an institution's assets and liabilities
- Prepare reports that detail an institution's safety and soundness
- Examine the minutes of meetings of managers and directors
- Train other examiners in the financial examination process
- Review and analyze new regulations and policies to determine their impact on an institution
- Establish guidelines for procedures and policies that comply with new and revised regulations

Accountant or Auditor

Accountants and auditors prepare and examine financial records, identify potential areas of opportunity and risk, and provide solutions for businesses and individuals. They ensure that financial records are accurate, that financial and data risks are evaluated, and that taxes are paid properly. They also assess financial operations and work to help ensure that organizations run efficiently.

PERSUADING, ORGANIZING

Average Earnings: \$77,250

Projected Growth: 6%

Accountants and auditors typically do the following:

- Examine financial statements to ensure that they are accurate and comply with laws and regulations
- Compute taxes owed, prepare tax returns, and ensure that taxes are paid properly and on time
- Inspect account books and accounting systems for efficiency and use of accepted accounting procedures and identify potential risks for fraud
- Organize, analyze, and maintain financial records
- Assess financial operations, identify risks and challenges, and make best-practices recommendations to management
- Suggest ways to reduce costs, enhance revenues, and improve profits

Logistician

Logisticians analyze and coordinate an organization's supply chain—the system that moves a product from supplier to consumer. They manage the entire life cycle of a product, which includes how a product is acquired, allocated, and delivered.

PERSUADING, ORGANIZING

Average Earnings: \$77,030

Projected Growth: 28%

Logisticians typically do the following:

- Manage a product's life cycle from design to disposal
- Direct the allocation of materials, supplies, and products
- Develop business relationships with suppliers and clients
- Understand clients' needs and how to meet them
- Review logistical functions and identify areas for improvement
- Propose strategies to minimize the cost or time required to transport goods

Labor Relations Specialist

Labor relations specialists interpret and administer labor contracts regarding issues such as wages and salaries, healthcare, pensions, and union and management practices.

HELPING, PERSUADING,
ORGANIZING

Average Earnings: \$77,010

Projected Growth: -3%

Labor relations specialists typically do the following:

- Advise management on contracts, worker grievances, and disciplinary procedures
- Lead meetings between management and labor
- Meet with union representatives
- Draft proposals and rules or regulations
- Ensure that human resources policies are consistent with union agreements
- Interpret formal communications between management and labor
- Investigate validity of labor grievances
- Train management on labor relations

Purchasing Manager, Buyer, or Purchasing Agent

PERSUADING, ORGANIZING

Average Earnings: \$75,410

Projected Growth: -6%

Buyers and purchasing agents buy products and services for organizations to use or resell. They evaluate suppliers, negotiate contracts, and review the quality of products. Purchasing managers oversee the work of buyers and purchasing agents and typically handle more complex procurement tasks.

Purchasing managers and buyers and purchasing agents typically do the following:

- Evaluate suppliers on the basis of the price, quality, and speed of delivery of their products and services
- Interview vendors and visit suppliers' plants and distribution centers to examine and learn about products, services, and prices
- Attend meetings, trade shows, and conferences to learn about new industry trends and make contacts with suppliers
- Analyze price proposals, financial reports, and other information to determine reasonable prices
- Negotiate contracts on behalf of their organization
- Work out agreements with suppliers, such as when products will be delivered
- Meet with staff and vendors to discuss defective or unacceptable goods or services and determine corrective action
- Evaluate and monitor contracts to be sure that vendors and suppliers comply with the terms and conditions of the contract and to determine the need for changes
- Maintain and review records of items bought, costs, deliveries, product performance, and inventories

Cost Estimator

PERSUADING, ORGANIZING

Average Earnings: \$65,170

Projected Growth: -2%

Cost estimators collect and analyze data in order to assess the time, money, materials, and labor required to manufacture a product, construct a building, or provide a service. They generally specialize in a particular product or industry.

Cost estimators typically do the following:

- Identify factors affecting costs, such as production time, materials, and labor
- Read blueprints and technical documents in order to prepare estimates
- Collaborate with engineers, architects, clients, and contractors
- Calculate, analyze, and adjust estimates
- Recommend ways to cut costs
- Work with sales teams to prepare estimates and bids for clients
- Maintain records of estimated and actual costs

Claims Adjuster, Appraiser, Examiner, or Investigator

PERSUADING, ORGANIZING

Average Earnings: \$64,710

Projected Growth: -6%

Claims adjusters, appraisers, examiners, and investigators evaluate insurance claims. They decide whether an insurance company must pay a claim and if so, how much.

Claims adjusters, appraisers, examiners, and investigators typically do the following:

- Investigate, evaluate, and settle insurance claims
- Determine whether the insurance policy covers the loss claimed
- Decide the appropriate amount the insurance company should pay
- Ensure that claims are not fraudulent
- Contact claimants' doctors or employers to get additional information on questionable claims
- Talk with legal counsel about claims when needed
- Negotiate settlements
- Authorize payments

[Read more >>](#)

Compensation, Benefits, or Job Analysis Specialist

PERSUADING, ORGANIZING

Average Earnings: \$64,120

Projected Growth: 7%

Compensation, benefits, and job analysis specialists oversee wage and nonwage programs that an organization provides to its employees in return for their work. They also evaluate position descriptions to determine details such as classification and salary.

Compensation, benefits, and job analysis specialists typically do the following:

- Research compensation and benefits policies and plans
- Use data and cost analyses to compare compensation and benefits plans
- Evaluate position descriptions to determine classification and salary
- Ensure that an organization complies with federal and state laws
- Design and prepare reports summarizing research and analysis
- Present recommendations to other human resources managers

Loan Officer

HELPING, PERSUADING, ORGANIZING

Average Earnings: \$63,380

Projected Growth: 4%

Loan officers evaluate, authorize, or recommend approval of applications for personal and business loans.

Loan officers typically do the following:

- Contact businesses or people to ask if they need a loan
- Talk with loan applicants to gather information and answer questions
- Explain to applicants the different types of loans and the terms of each type
- Obtain, verify, and analyze applicants' financial information, such as credit rating and income
- Review loan agreements to ensure that they comply with federal and state regulations
- Approve loan applications or refer them to management for a decision

Securities, Commodities, or Financial Services Sales Agent

PERSUADING, ORGANIZING

Average Earnings: \$62,910

Projected Growth: 10%

Securities, commodities, and financial services sales agents connect buyers and sellers in financial markets. They sell securities to individuals, advise companies in search of investors, and conduct trades.

Securities, commodities, and financial services sales agents typically do the following:

- Contact prospective clients to present information and explain available services
- Offer advice on the purchase or sale of particular securities
- Buy and sell securities, such as stocks and bonds
- Buy and sell commodities, such as corn, oil, and gold
- Monitor financial markets and the performance of individual securities
- Analyze company finances to provide recommendations for public offerings, mergers, and acquisitions
- Evaluate cost and revenue of agreements

Wholesale and Manufacturing Sales Representatives

PERSUADING, ORGANIZING

Average Earnings: \$62,890

Projected Growth: 4%

Wholesale and manufacturing sales representatives sell goods for wholesalers or manufacturers to businesses, government agencies, and other organizations. They contact customers, explain the features of the products they are selling, negotiate prices, and answer any questions that their customers may have about the products.

Wholesale and manufacturing sales representatives typically do the following:

- Identify prospective customers by using business directories, following leads from existing clients, and attending trade shows and conferences
- Contact new and existing customers to discuss their needs and explain how specific products and services can meet these needs
- Help customers select products to meet customers' needs, product specifications, and regulations
- Emphasize product features that will meet customers' needs, and exhibit the capabilities and limitations of their products
- Answer customers' questions about the prices, availability, and uses of the products they are selling
- Negotiate prices and terms of sales and service agreements
- Prepare sales contracts and submit orders for processing
- Collaborate with colleagues to exchange information, such as information on selling strategies and marketing information
- Follow up with customers to make sure that they are satisfied with their purchases and to answer any questions or concerns they might have

Human Resources Specialist

HELPING, PERSUADING,
ORGANIZING

Average Earnings: \$62,290

Projected Growth: 8%

Human resources specialists recruit, screen, and interview job applicants and place newly hired workers in jobs. They also may handle compensation and benefits, training, and employee relations.

Human resources specialists typically do the following:

- Consult with employers to identify hiring needs
- Interview job applicants about their relevant experience, education, and skills
- Check applicants' references and backgrounds
- Inform applicants about job details, such as duties, benefits, and working conditions
- Hire or refer qualified applicants
- Run or help with new employee orientation
- Keep employment records and process paperwork

Flight Attendant

HELPING, PERSUADING,
ORGANIZING

Average Earnings: \$61,640

Projected Growth: 21%

Flight attendants provide routine services and respond to emergencies to ensure the safety and comfort of airline passengers.

Flight attendants typically do the following:

- Participate in preflight briefings with pilots to discuss cabin conditions and flight details
- Conduct preflight inspections of emergency equipment
- Demonstrate the location and use of safety equipment and emergency equipment
- Ensure that passengers have their seatbelts fastened when required and that all other safety requirements are observed
- Serve beverages and snacks
- Sell and serve beverages and meals, if available
- Take care of passengers, particularly those with special needs
- Reassure passengers during the flight, such as when the aircraft hits turbulence
- Administer and coordinate emergency medical care, if needed
- Direct passengers, including for evacuating the aircraft in an emergency

Librarians and Library Media Specialists

Librarians and library media specialists help people find information and conduct research for personal and professional use. Their job duties may change based on the type of setting they work in, such as public, school, or medical libraries.

HELPING, PERSUADING,
ORGANIZING

Average Earnings: \$61,190

Projected Growth: 6%

Librarians and library media specialists typically do the following:

- Create and use databases of library materials
- Organize library materials so they are easy to find
- Help library patrons to conduct research to evaluate search results and reference materials
- Research new books and materials by reading book reviews, publishers' announcements, and catalogs
- Maintain existing collections and choose new books, videos, and other materials for purchase
- Plan programs for different audiences, such as story time for children
- Teach classes about information resources
- Research computers and other equipment for purchase, as needed
- Train and supervise library technicians, assistants, other support staff, and volunteers
- Prepare library budgets

Court Reporter

Court reporters create word-for-word transcriptions at trials, depositions, administrative hearings, and other legal proceedings. Simultaneous captioners provide similar transcriptions for television or for presentations in other settings, such as press conferences and business meetings, for people who are deaf or hard of hearing.

PERSUADING, ORGANIZING

Average Earnings: \$60,380

Projected Growth: 1%

Court reporters and simultaneous captioners typically do the following:

- Attend depositions, hearings, proceedings, and other events that require verbatim transcripts
- Capture spoken dialogue with special equipment, such as stenography machines and digital recording devices
- Report speakers' identification, gestures, and actions
- Read or play back portions of events or legal proceedings upon request
- Ask speakers to clarify inaudible statements or testimony
- Review notes they have taken, including the spelling of names and technical terminology
- Provide copies of transcripts and recordings to the parties involved
- Transcribe television or movie dialogue for the benefit of viewers
- Provide real-time transcription of presentations in public forums for people who are deaf or hard of hearing

Lodging Manager

HELPING, PERSUADING,
ORGANIZING

Average Earnings: \$59,430

Projected Growth: 18%

Lodging managers ensure that guests have a pleasant experience at a hotel, motel, or other type of facility with accommodations. Lodging managers also plan, direct, or coordinate activities to ensure that the facility is efficient and profitable.

Lodging managers typically do the following:

- Inspect guest rooms, public areas, and grounds for cleanliness and appearance
- Ensure that company standards for guest services, décor, and housekeeping are met
- Answer questions from guests about the lodging facility's policies and services
- Interview, hire, train, and sometimes fire staff members
- Monitor staff performance to ensure that guests are happy and that the facility is well run
- Coordinate the facility's front-desk activities and resolve problems
- Set budgets, approve expenditures, and allocate funds to various departments
- Keep track of how much money the facility is making

Private Detective or Investigator

PERSUADING, ORGANIZING

Average Earnings: \$59,380

Projected Growth: 6%

Private detectives and investigators search for information about legal, financial, and personal matters. They offer many services, such as verifying people's backgrounds and statements, finding missing persons, and investigating computer crimes.

Private detectives and investigators typically do the following:

- Interview people to gather information
- Search online, public, and court records to uncover clues
- Conduct surveillance
- Collect evidence for clients
- Check for civil judgments and criminal history

Property, Real Estate, or Community Association Manager

PERSUADING, ORGANIZING

Average Earnings: \$59,230

Projected Growth: 3%

Property, real estate, and community association managers oversee many aspects of residential, commercial, or industrial properties. They ensure that the property is well maintained, has a nice appearance, operates smoothly, and preserves its resale value.

Property, real estate, and community association managers typically do the following:

- Meet with prospective tenants or owners and show them properties
- Discuss the lease and explain the terms of occupancy or ownership
- Collect monthly fees from tenants or individual owners
- Inspect building facilities, including the grounds and equipment
- Arrange for new equipment or repairs as needed
- Pay bills or delegate bill payment for such expenditures as insurance, maintenance, payroll, and taxes
- Contract for landscaping, maintenance, trash removal, and other services
- Investigate and settle complaints, disturbances, and violations
- Keep records of rental activity and owner requests
- Prepare budgets and financial reports
- Comply with anti-discrimination laws, such as the Americans with Disabilities Act and the Federal Fair Housing Amendment Act, when advertising or leasing properties

Funeral Service Occupations

HELPING, PERSUADING, ORGANIZING

Average Earnings: \$58,900

Projected Growth: 8%

Funeral service workers organize and manage the details of a ceremony honoring a deceased person.

Funeral service workers typically do the following:

- Offer counsel and comfort to families and friends of the deceased
- Provide information on funeral service options
- Arrange for removal of the deceased's body
- Prepare the remains (the deceased's body) for the funeral
- File death certificates and other legal documents with appropriate authorities

Tax Examiner or Collector or Revenue Agent

PERSUADING, ORGANIZING

Average Earnings: \$56,780

Projected Growth: -7%

Tax examiners and collectors, and revenue agents determine how much is owed in taxes and collect tax from individuals and businesses on behalf of federal, state, and local governments. They review tax returns, conduct audits, identify taxes owed, and collect overdue tax payments.

Tax examiners and collectors, and revenue agents typically do the following:

- Review filed tax returns to determine whether credits and deductions claimed are allowed by law
- Contact taxpayers to address problems and to request supporting documentation
- Conduct field audits and investigations of income tax returns to verify information or to update tax liabilities
- Evaluate financial information, using their understanding of accounting procedures and knowledge of changes to tax laws and regulations
- Keep records on each active case including telephone numbers and actions taken
- Notify taxpayers of overpayment or underpayment and issue a refund or request additional payment

Insurance Sales Agent

HELPING, PERSUADING, ORGANIZING

Average Earnings: \$49,840

Projected Growth: 6%

Insurance sales agents contact potential customers and sell one or more types of insurance. These agents explain various insurance policies and help clients choose the plans that suit them.

Insurance sales agents typically do the following:

- Contact potential clients to expand their own customer base
- Interview prospective clients to get information about their financial situation and discuss existing coverage
- Explain the features of various insurance policies
- Analyze clients' current policies and suggest additions or other changes
- Customize insurance programs to suit individual clients
- Handle policy sales and renewals
- Assist clients with the insurance claims process
- Maintain client records

Meeting or Convention Planner

HELPING, PERSUADING,
ORGANIZING

Average Earnings: \$49,470

Projected Growth: 18%

Meeting, convention, and event planners arrange all aspects of events and professional gatherings. They arrange meeting locations, transportation, and other details.

Meeting, convention, and event planners typically do the following:

- Meet with clients to understand the purpose of the event
- Plan the scope of the event, including its time, location, and cost
- Solicit bids from venues and service providers
- Inspect venues to ensure that they meet the client's requirements
- Coordinate event services such as rooms, transportation, and food
- Monitor event activities to ensure that the client and the attendees are satisfied
- Review event bills and approve payments

Real Estate Broker or Sales Agent

PERSUADING, ORGANIZING

Average Earnings: \$48,770

Projected Growth: 5%

Real estate brokers and sales agents help clients buy, sell, and rent properties. Although brokers and agents do similar work, brokers are licensed to manage their own real estate businesses. Sales agents must work with a real estate broker.

Real estate brokers and sales agents typically do the following:

- Solicit potential clients to buy, sell, and rent properties
- Advise clients on prices, mortgages, market conditions, and related information
- Compare properties to determine a competitive market price
- Generate lists of properties for sale or rent, including details such as location and features
- Promote properties through advertisements, open houses, and listing services
- Take prospective buyers or renters to see properties
- Present purchase offers to sellers for consideration
- Mediate negotiations between buyer and seller
- Ensure that terms of purchase contracts are met
- Prepare documents, such as closing statements, purchase agreements, and leases

Bookkeeping, Accounting, or Auditing Clerk

PERSUADING, ORGANIZING

Average Earnings: \$45,560

Projected Growth: -5%

Bookkeeping, accounting, and auditing clerks produce financial records for organizations. They record financial transactions, update statements, and check financial records for accuracy.

Bookkeeping, accounting, and auditing clerks typically do the following:

- Use bookkeeping software, spreadsheets, and databases
- Enter (post) financial transactions into the appropriate computer software
- Receive and record cash, checks, and vouchers
- Put costs (debits) and income (credits) into the software, assigning each to an appropriate account
- Produce reports, such as balance sheets (costs compared with income), income statements, and totals by account
- Check for accuracy in figures, postings, and reports
- Reconcile or note and report any differences they find in the records

Financial Clerk

PERSUADING, ORGANIZING

Average Earnings: \$44,760

Projected Growth: -3%

Financial clerks do administrative work for many types of organizations. They keep records, help customers, and carry out transactions that involve money.

Financial clerks typically do the following:

- Keep and update financial records
- Calculate bills and charges
- Offer customer assistance
- Carry out financial transactions

Travel Agent

PERSUADING, ORGANIZING

Average Earnings: \$43,810

Projected Growth: 20%

Travel agents sell transportation, lodging, and admission to entertainment activities to individuals and groups planning trips. They offer advice on destinations, plan trip itineraries, and make travel arrangements for clients.

Travel agents typically do the following:

- Arrange travel for business and vacation clients
- Determine clients' needs and preferences, such as schedules and costs
- Plan and arrange tour packages, excursions, and day trips
- Find fare and schedule information
- Calculate total travel costs
- Book reservations for travel, hotels, rental cars, and special events, such as tours and excursions
- Describe trips to clients and advise about local customs and attractions
- Give details on required documents, such as passports and visas, and on complying with cross-border entry requirements, such as health and safety protocols
- Make alternative booking arrangements if changes arise before or during the trip

Medical Records or Health Information Technician

PERSUADING, ORGANIZING

Average Earnings: \$40,350

Projected Growth: 11%

Medical records and health information technicians, commonly referred to as health information technicians, organize and manage health information data by ensuring that it maintains its quality, accuracy, accessibility, and security in both paper files and electronic systems. They use various classification systems to code and categorize patient information for insurance reimbursement purposes, for databases and registries, and to maintain patients' medical and treatment histories.

Health information technicians typically do the following:

- Review patients' records for timeliness, completeness, accuracy, and appropriateness of data
- Organize and maintain data for clinical databases and registries
- Track patient outcomes for quality assessment
- Use classification software to assign clinical codes for insurance reimbursement and data analysis
- Electronically record data for collection, storage, analysis, retrieval, and reporting
- Maintain confidentiality of patients' records

Secretary or Administrative Assistant

PERSUADING, ORGANIZING

Average Earnings: \$39,680

Projected Growth: -8%

Secretaries and administrative assistants do routine clerical and organizational tasks. They arrange files, prepare documents, schedule appointments, and support other staff.

Secretaries and administrative assistants typically do the following:

- Answer telephones and take messages or transfer calls
- Schedule appointments and update event calendars
- Arrange staff meetings
- Handle incoming and outgoing mail and faxes
- Prepare memos, invoices, or reports
- Edit documents
- Maintain databases and filing systems
- Perform basic bookkeeping

Bill or Account Collector

PERSUADING, ORGANIZING

Average Earnings: \$37,700

Projected Growth: -8%

Bill and account collectors try to recover payment on overdue bills. They negotiate repayment plans with debtors and help them find solutions to make paying their overdue bills easier.

Bill and account collectors typically do the following:

- Find consumers and businesses who have overdue bills
- Track down consumers who have an out-of-date address by using the Internet, post office, credit bureaus, or neighbors—a process called “skip tracing”
- Inform debtors that they have an overdue bill and try to negotiate a payment
- Explain the terms of sale or contract with the debtor, when necessary
- Learn the reasons for the overdue bills, which can help with the negotiations
- Offer credit advice or refer a consumer to a debt counselor, when appropriate

Information Clerk

HELPING, PERSUADING, ORGANIZING

Average Earnings: \$37,450

Projected Growth: 0%

Information clerks do routine clerical tasks such as maintaining records, collecting data, and providing information to customers.

Information clerks typically do the following:

- Prepare routine reports, claims, bills, or orders
- Collect and record data from customers, staff, and the public
- Answer questions from customers and the public about products or services
- File and maintain paper or electronic records

Customer Service Representative

HELPING, PERSUADING, ORGANIZING

Average Earnings: \$36,920

Projected Growth: -4%

Customer service representatives work with customers to resolve complaints, process orders, and provide information about an organization’s products and services.

Customer service representatives typically do the following:

- Listen to customers’ questions and concerns and provide answers or responses
- Provide information about products and services
- Take orders, calculate charges, and process billing or payments
- Review customer accounts and make changes, if necessary
- Handle returns or complaints
- Record details of customer contacts and actions taken
- Refer customers to supervisors or more experienced employees

Tellers

Tellers are responsible for accurately processing routine transactions at a bank. These transactions include cashing checks, depositing money, and collecting loan payments.

PERSUADING, ORGANIZING

Average Earnings: \$36,310

Projected Growth: -12%

Tellers typically do the following:

- Count the cash in their drawer at the start of their shift
- Accept checks, cash, and other forms of payment from customers
- Answer questions from customers about their accounts
- Prepare specialized types of funds, such as traveler's checks, savings bonds, and money orders
- Exchange dollars for foreign currency
- Order bank cards and checks for customers
- Record all transactions electronically throughout their shift
- Count the cash in their drawer at the end of their shift and make sure the amounts balance

Library Technician or Assistant

Library technicians and assistants help librarians with all aspects of running a library. They assist patrons, organize library materials and information, and do clerical and administrative tasks.

HELPING, PERSUADING, ORGANIZING

Average Earnings: \$34,050

Projected Growth: -4%

Library technicians and assistants typically do the following:

- Loan library materials to patrons and collect returned materials
- Sort and reshelve returned books, periodicals, and other materials
- Catalogue and maintain library materials
- Handle interlibrary loans
- Register new patrons and issue library cards
- Answer routine reference questions from patrons
- Teach patrons how to use library resources
- Maintain computer databases used to locate library materials
- Perform routine clerical tasks such as answering phones and organizing files
- Help plan and participate in special programs, such as used-book sales, story times, or outreach programs

Receptionist

Receptionists do administrative tasks, such as answering phones, greeting visitors, and providing general information about their organization.

HELPING, PERSUADING, ORGANIZING

Average Earnings: \$29,950

Projected Growth: 0%

Receptionists typically do the following:

- Answer the telephone and take messages or forward calls
- Schedule and confirm appointments and maintain calendars
- Greet customers, clients, and other visitors
- Check in visitors and direct or escort them to their destinations
- Inform other employees of visitors' arrivals or cancellations
- Enter customer information into the organization's database
- Copy, file, and maintain paper or electronic documents
- Handle incoming and outgoing correspondence

Retail Sales Worker

Retail sales workers help customers find products they want and process customers' payments. There are two types of retail sales workers: retail salespersons, who sell retail merchandise, such as clothing, furniture, and automobiles; and parts salespersons, who sell spare and replacement parts and equipment, especially car parts.

PERSUADING, ORGANIZING

Average Earnings: \$29,180

Projected Growth: 0%

Retail sales workers typically do the following:

- Greet customers and offer them assistance
- Recommend merchandise based on customers' wants and needs
- Explain the use and benefit of merchandise to customers
- Answer customers' questions
- Show how merchandise works, if applicable
- Add up customers' total purchases and accept payment
- Inform customers about current sales, promotions, and policies about payments and exchanges

Cashier

Cashiers process payments from customers purchasing goods and services.

PERSUADING, ORGANIZING

Average Earnings: \$27,260

Projected Growth: -10%

Cashiers typically do the following:

- Greet customers
- Scan or register customers' purchases
- Accept payments from customers and give change and receipts
- Bag or wrap customers' purchases
- Process returns and exchanges of merchandise
- Answer customers' questions and provide information about store policies
- Help customers sign up for store rewards programs or credit cards
- Count the money in their register at the beginning and end of each shift

Judge or Hearing Officer

HELPING, PERSUADING

Average Earnings: \$128,710

Projected Growth: -1%

Judges and hearing officers apply the law by overseeing the legal process in courts. They also conduct pretrial hearings, resolve administrative disputes, facilitate negotiations between opposing parties, and issue legal decisions.

Judges and hearing officers typically do the following:

- Research legal issues
- Read and evaluate information from documents, such as motions, claim applications, and records
- Preside over hearings and listen to and read arguments by opposing parties
- Determine if the information presented supports the charge, claim, or dispute
- Decide if the procedure is being conducted according to the rules and law
- Apply laws or precedents to reach judgments and to resolve disputes between parties
- Write opinions, decisions, and instructions regarding cases, claims, and disputes

Sales Manager

PERSUADING

Average Earnings: \$127,490

Projected Growth: 5%

Sales managers direct organizations' sales teams. They set sales goals, analyze data, and develop training programs for organizations' sales representatives.

Sales managers typically do the following:

- Resolve customer complaints regarding sales and service
- Prepare budgets and approve expenditures
- Monitor customer preferences to determine the focus of sales efforts
- Analyze sales statistics
- Project sales and determine the profitability of products and services
- Determine discount rates or special pricing plans
- Develop plans to acquire new customers or clients through direct sales techniques, cold calling, and business-to-business marketing visits
- Assign sales territories and set sales quotas
- Plan and coordinate training programs for sales staff

Human Resources Manager

Human resources managers plan, coordinate, and direct the administrative functions of an organization. They oversee the recruiting, interviewing, and hiring of new staff; consult with top executives on strategic planning; and serve as a link between an organization's management and its employees.

HELPING, PERSUADING

Average Earnings: \$126,230

Projected Growth: 7%

Human resources managers typically do the following:

- Plan and coordinate an organization's workforce to best use employees' talents
- Link an organization's management with its employees
- Plan and oversee employee benefit programs
- Serve as a consultant to advise other managers on human resources issues, such as equal employment opportunity and sexual harassment
- Coordinate and supervise the work of specialists and support staff
- Oversee an organization's recruitment, interview, selection, and hiring processes
- Handle staffing issues, such as mediating disputes and directing disciplinary procedures

Training or Development Manager

Training and development managers plan, coordinate, and direct skills- and knowledge-enhancement programs for an organization's staff.

HELPING, PERSUADING

Average Earnings: \$120,130

Projected Growth: 7%

Training and development managers typically do the following:

- Oversee training and development staff
- Assess employees' needs for training
- Align training with the organization's goals
- Create and manage training budgets
- Develop and implement training programs
- Review and select training materials from a variety of vendors
- Update training programs to ensure that they are relevant
- Teach training methods and skills to instructors and supervisors
- Evaluate the effectiveness of training programs and instructors

Top Executive

Top executives plan strategies and policies to ensure that an organization meets its goals. They coordinate and direct work activities of companies and organizations.

PERSUADING

Top executives typically do the following:

Average Earnings: \$98,980

Projected Growth: 6%

- Establish and carry out departmental or organizational goals, policies, and procedures
- Direct and oversee an organization's financial and budgetary activities
- Manage general activities related to making products and providing services
- Consult with other executives, staff, and board members about general operations
- Negotiate or approve contracts and agreements
- Appoint department heads and managers
- Analyze financial statements, sales reports, and other performance indicators
- Identify places to cut costs and to improve performance, policies, and programs

Postsecondary Education Administrator

Postsecondary education administrators oversee student services, academics, and faculty research at colleges and universities. Their job duties vary depending on the department in which they work, such as admissions, student affairs, or the registrar's office.

HELPING, PERSUADING

Postsecondary education administrators who work in **admissions** decide which applicants should be admitted to the school. They typically do the following:

Average Earnings: \$96,910

Projected Growth: 7%

- Determine how many students to admit to the school
- Meet with prospective students and encourage them to apply
- Review applications to determine which students should be admitted
- Analyze data about applicants and admitted students

Social or Community Service Manager

Social and community service managers coordinate and supervise programs and organizations that support public well-being. They direct workers who provide these services to the public.

HELPING, PERSUADING

Social and community service managers typically do the following:

Average Earnings: \$74,000

Projected Growth: 12%

- Work with community members and other stakeholders to identify necessary programs and services
- Oversee administrative aspects of programs to meet the objectives of the stakeholders
- Analyze data to determine the effectiveness of programs
- Suggest and implement improvements to programs and services
- Plan and manage outreach activities for increased awareness of programs
- Write proposals for social services funding

Training or Development Specialist

HELPING, PERSUADING

Average Earnings: \$61,570

Projected Growth: 8%

Training and development specialists plan and administer programs that train employees and improve their skills and knowledge.

Training and development specialists typically do the following:

- Assess training needs through surveys, interviews with employees, or consultations with managers or instructors
- Design and create training manuals, online learning modules, and course materials
- Review training materials from multiple sources and choose appropriate materials
- Deliver training to employees using a variety of instructional techniques
- Assist in evaluating training programs
- Perform administrative tasks such as monitoring costs, scheduling classes, setting up systems and equipment, and coordinating enrollment

Social or Human Service Assistant

HELPING, ORGANIZING

Average Earnings: \$37,610

Projected Growth: 12%

Social and human service assistants provide client services, including support for families, in a wide variety of fields, such as psychology, rehabilitation, and social work. They assist other workers, such as social workers, and they help clients find benefits or community services.

Social and human service assistants typically do the following:

- Help determine what type of aid their clients need
- Work with clients and other professionals, such as social workers, to develop a treatment plan
- Help clients find assistance with daily activities, such as eating and bathing
- Research services, such as food stamps and Medicaid, that are available to clients
- Coordinate services provided to clients
- Help clients complete paperwork to apply for assistance programs
- Check in with clients to ensure that services are provided appropriately

Registered Nurse

Registered nurses (RNs) provide and coordinate patient care, educate patients and the public about various health conditions, and provide advice and emotional support to patients and their families.

HELPING, ORGANIZING

Average Earnings: \$77,600

Projected Growth: 6%

Registered nurses typically do the following:

- Assess patients' conditions
- Record patients' medical histories and symptoms
- Observe patients and record the observations
- Administer patients' medicines and treatments
- Set up plans for patients' care or contribute information to existing plans
- Consult and collaborate with doctors and other healthcare professionals
- Operate and monitor medical equipment
- Help perform diagnostic tests and analyze the results
- Teach patients and their families how to manage illnesses or injuries
- Explain what to do at home after treatment

Emergency Management Director

Emergency management directors prepare plans and procedures for responding to natural disasters and other emergencies. They also help lead the response during and after emergencies, often in coordination with public safety officials, elected officials, nonprofit organizations, and government agencies.

HELPING, PERSUADING

Average Earnings: \$76,730

Projected Growth: 3%

Emergency management directors typically do the following:

- Assess hazards and prepare plans to respond to emergencies and disasters in order to minimize risk to people and property
- Meet with public safety officials, private companies, and the public regarding emergency response plans
- Organize emergency response training for staff, volunteers, and other responders
- Coordinate the sharing of resources and equipment within and across communities to assist in responding to an emergency
- Analyze and prepare damage assessments following disasters or emergencies
- Review emergency plans of individual organizations, such as medical facilities, to ensure their adequacy
- Apply for federal funding for emergency management planning, responses, and recovery, and report on the use of funds allocated
- Review local emergency operations plans and revise them if necessary
- Maintain facilities used during emergency operations

School and Career Counselors and Advisors

HELPING

Average Earnings: \$60,510

Projected Growth: 10%

School counselors help students develop academic and social skills and plans for after graduation. Career counselors and advisors help students and other clients develop skills, explore an occupation, or choose an educational program that will lead to a career.

School counselors typically do the following:

- Help students understand and overcome social or behavioral challenges
- Analyze data to identify factors, such as poor attendance, that negatively affect academic performance
- Advise individuals and small groups based on their needs
- Work with students to develop skills that support learning, such as effective time management and study habits
- Evaluate students' abilities and interests through aptitude assessments and interviews
- Collaborate with teachers and families to help students plan academic, career, and social goals
- Teach students and school staff about specific topics such as bullying and drug use
- Present options to students for educational or vocational plans after graduation
- Maintain records as required
- Report cases of possible neglect or abuse and refer students and parents to resources for additional support

Probation Officer or Correctional Treatment Specialist

HELPING, PERSUADING, ORGANIZING

Average Earnings: \$60,250

Projected Growth: 0%

Probation officers and correctional treatment specialists assist in rehabilitating law offenders in custody or on probation or parole.

Probation officers and correctional treatment specialists typically do the following:

- Interview probationers and parolees, their friends, and their relatives in an office or at a residence to assess progress
- Evaluate probationers and parolees to determine the best course of rehabilitation
- Connect probationers and parolees with resources, such as job training
- Test clients for drugs and, if necessary, offer substance abuse counseling
- Complete prehearing investigations and testify in court or before parole boards regarding clients' backgrounds and progress
- Write reports and maintain case files on clients

Social Worker

Social workers help individuals, groups, and families prevent and cope with problems in their everyday lives. Clinical social workers diagnose and treat mental, behavioral, and emotional problems.

HELPING, PERSUADING

Average Earnings: \$50,390

Projected Growth: 9%

Social workers typically do the following:

- Identify people and communities in need of help
- Assess clients' needs, situations, strengths, and support networks to determine their goals
- Help clients adjust to changes and challenges in their lives, such as illness, divorce, or unemployment
- Research, refer, and advocate for community resources, such as food stamps, childcare, and healthcare, to assist and improve a client's well-being
- Respond to crisis situations such as child abuse and mental health emergencies
- Monitor clients' situations, and follow up to ensure that they have improved
- Maintain case files and records
- Provide psychotherapy services

Mental Health Counselor or Marriage and Family Therapist

Marriage and family therapists help people manage problems with their family and other relationships.

HELPING

Average Earnings: \$49,880

Projected Growth: 14%

Marriage and family therapists typically do the following:

- Encourage clients to discuss their emotions and experiences
- Help clients process their reactions and adjust to difficult changes in their life, such as divorce and layoffs
- Guide clients through the process of making decisions about their future
- Help clients develop strategies and skills to change their behavior and to cope with difficult situations
- Refer clients to other resources or services in the community, such as support groups or inpatient treatment facilities
- Complete and maintain confidential files and mandated records

Arbitrator, Mediator, or Conciliator

HELPING, PERSUADING

Average Earnings: \$49,410

Projected Growth: 6%

Arbitrators, mediators, and conciliators facilitate negotiation and dialogue between disputing parties to help resolve conflicts outside of the court system.

Arbitrators, mediators, and conciliators typically do the following:

- Facilitate communication between disputants to guide parties toward mutual agreement
- Clarify issues, concerns, needs, and interests of all parties involved
- Conduct initial meetings with disputants to outline the arbitration process
- Settle procedural matters such as fees, or determine details such as witness numbers and time requirements
- Set up appointments for parties to meet for mediation or arbitration
- Interview claimants, agents, or witnesses to obtain information about disputed issues
- Prepare settlement agreements for disputants to sign
- Apply relevant laws, regulations, policies, or precedents to reach conclusions
- Evaluate information from documents such as claim applications, birth or death certificates, and physician or employer records

Health Educator or Community Health Worker

HELPING, PERSUADING

Average Earnings: \$48,860

Projected Growth: 12%

Health education specialists teach people about behaviors that promote wellness. They develop strategies to improve the well-being of individuals and communities. Community health workers advocate for residents' needs with healthcare providers and social service organizations. They implement wellness strategies by collecting data and discussing health concerns with members of specific populations. Although the two occupations often work together, the responsibilities of health education specialists and community health workers are distinct.

Community health workers typically do the following:

- Assess the health needs of individuals and communities
- Develop programs, materials, and events to teach people about health topics, such as managing existing conditions
- Evaluate the effectiveness of programs and educational materials
- Help people find health services or information
- Provide training programs for community health workers or other healthcare providers
- Supervise staff who implement health education programs
- Collect and analyze data to learn about a particular community and improve programs and services
- Advocate for improved health resources and policies that promote health

Preschool or Childcare Center Director

Preschool and childcare center directors supervise and lead staffs, design program plans, oversee daily activities, and prepare budgets. They are responsible for all aspects of their center's program, which may include before- and after-school care.

HELPING, PERSUADING,
ORGANIZING

Average Earnings: \$47,310

Projected Growth: 8%

Preschool and childcare center directors typically do the following:

- Supervise preschool teachers and childcare workers
- Hire and train new staff members
- Provide professional development opportunities for staff
- Establish policies and communicate them to staff and parents
- Develop educational programs and standards
- Maintain instructional excellence
- Assist staff in communicating with parents and children
- Meet with parents and staff to discuss students' progress
- Prepare budgets and allocate program funds
- Ensure that facilities are maintained and cleaned according to state regulations

Recreation Worker

Recreation workers design and lead activities to help people stay active, improve fitness, and have fun. They work with groups in summer camps, fitness and recreational sports centers, nursing care facilities, nature parks, and other settings. They may lead such activities as arts and crafts, sports, music, dramatics, or games.

HELPING, PERSUADING

Average Earnings: \$29,680

Projected Growth: 10%

Recreation workers typically do the following:

- Plan, organize, and lead activities for groups or recreation centers
- Explain the rules of activities and instruct participants at a variety of skill levels
- Enforce safety rules to prevent injury
- Modify activities to suit the needs of specific groups, such as seniors
- Administer basic first aid if needed
- Organize and set up the equipment that is used in recreational activities

Teacher Assistant

Teacher assistants work with a licensed teacher to give students additional attention and instruction.

HELPING, ORGANIZING

Average Earnings: \$29,360

Projected Growth: 5%

Teacher assistants typically do the following:

- Reinforce lessons by reviewing material with students one-on-one or in small groups
- Follow school and class rules to teach students proper behavior
- Help teachers with recordkeeping, such as taking attendance and calculating grades
- Get equipment or materials ready to help teachers prepare for lessons
- Supervise students outside of the classroom, such as between classes, during lunch and recess, and on field trips

Bartender

Bartenders mix drinks and serve them directly to customers or through wait staff.

HELPING, PERSUADING

Average Earnings: \$26,350

Projected Growth: 18%

Bartenders typically do the following:

- Greet customers, offer menus, and inform them of specials
- Take customers' food and drink orders
- Pour and serve wine, beer, and other drinks
- Mix drinks according to recipes
- Check customers' identification to ensure that they are of legal drinking age
- Clean bars, tables, and work areas
- Collect payment from customers and return change
- Engage with customers
- Manage the operation of the bar and restock liquor and bar supplies
- Monitor the level of intoxication of customers

Waiter or Waitress

HELPING, PERSUADING,
ORGANIZING

Average Earnings: \$26,000

Projected Growth: 10%

Waiters and waitresses take orders and serve food and beverages to customers in dining establishments.

Waiters and waitresses typically do the following:

- Greet customers, explain daily specials, and answer questions related to the menu
- Take orders from customers for food and beverages
- Relay food and beverage orders to the kitchen, such as via a point-of-sale system
- Prepare certain menu items, such as assembling garnishes or brewing coffee
- Carry trays of food or drinks from the kitchen to the dining tables
- Check on customers to confirm satisfaction and assist with other requests
- Clear tables after customers finish dining, or as needed
- Prepare customers' itemized checks, take payment, and return change
- Set up dining areas and stock service areas

Choosing the Right Career

Now that you've reviewed some possible careers, you may be wondering where to go next. Perhaps your list of suggested careers seems overwhelming and confusing. Perhaps you saw some career ideas that sounded interesting, but you're not sure how to proceed, or how to decide which is really best for you. This section is designed to give you a roadmap that you can use to navigate forward as you explore your career possibilities.

As you continue in your career search, it will be crucial that you have a system for evaluating your opportunities. You need a well-defined approach to looking at various careers and deciding whether they are worth further exploration. You've already taken the first step by assessing your interests, but now the task is to take that self-knowledge and translate it into a game plan for exploring your career options.

The first step is to clearly understand your criteria for the career path you seek. You don't need to know exactly which career is right for you, but you do need to know what you are looking for. You must understand the factors which are more important to your happiness and satisfaction in a career. Equally, you must understand the aspects of a career that you want to avoid, so that you don't end up in a job that frequently requires you to do things that are not a good fit.

This section will suggest some criteria that you may want to use as part of your career exploration process. These are based on your interest profile, but you will probably find that some of the suggested criteria seem more relevant to you than others. You may also find that you want to add to what is given here. Use these suggestions as a starting point to build your own system of evaluating possible careers.

What Makes Your Ideal Career?

In choosing a career, you want to be mindful of the factors that are most important to you. Many of these factors will be based on your interests and personality, but some will be unique to you. This section will provide you with some guidance in the factors that may be important to you in your career search.

Satisfying your core needs

An ideal career should satisfy your most fundamental motivations to work. Although everyone wants to feel a sense of purpose, we all differ in how we like to feel that we contribute. To understand what sort of career will be satisfying, you must understand the factors that create satisfaction for you.

Below, you will see a list of the factors that are most likely to be important to you in a career. Generally, if a career has all or most of these factors, you will find the day-to-day work satisfying. As you explore different careers, you can use this list as a sort of checklist for each potential career. The more closely a career seems to fit your list of core needs, the more likely you'll be happy with it in the long term.

Your Core Needs:

- Use my charisma and powers of persuasion to motivate and influence other people
- Set exciting goals and take risks to achieve success
- Increase my power and standing within my field
- Promote novel ideas and impact key decisions to make my mark on the world
- Use my organizational skills to maintain rational, orderly systems
- Work within rules and expectations
- Follow clear processes to achieve measured outcomes
- Ensure correct and accurate results

Doing tasks and activities that suit you

One of the most important aspects of job satisfaction is the extent to which your daily work fits with your preferred types of activities. Although this may seem obvious, it can be easy to overlook the mundane day-to-day aspects of a job that sounds exciting in the abstract. Before you decide a job is right for you, be sure you understand what the everyday tasks of that job entail, and compare these tasks with your preferred tasks listed below.

Your Preferred Tasks:

- Selling products or services
- Leading or managing a team
- Pitching ideas or initiatives
- Starting a new business or other venture
- Speaking in front of groups of people
- Influencing people to your way of thinking
- Managing data, files, or other forms of information
- Keeping things in order
- Developing organizational systems
- Following clear procedures
- Ensuring accuracy and correctness
- Maintaining efficient and well-ordered processes

Avoiding what you don't like

Almost as important as understanding what tasks you enjoy is understanding which tasks and activities you would prefer to avoid. If some parts of a job are very appealing to you, but other aspects are boring, irritating, or otherwise unpleasant, it's unlikely you'll be happy in that job over the long term.

For each career you're considering, take stock of the typical daily activities and make sure that you will not have to spend significant time on tasks you don't enjoy. Although nobody has a job that they love all the time, it is important to avoid career paths that require a lot of time spent on activities that you simply aren't suited to.

Tasks to Avoid:

- Working with tools or machines
- Working with plants or animals
- Repairing or maintaining things, especially mechanical systems
- Building, constructing, or crafting things
- Being athletic or physical
- Making something tangible, practical and useful
- Researching scientific principles and theories
- Gathering and analyzing data
- Developing and testing hypotheses
- Using logic and reason to form conclusions
- Reading and learning to increase knowledge and understanding
- Applying expertise to devise innovative solutions
- Working with forms, colors, patterns, or other visual elements
- Working with aesthetic or expressive media like dance, music, or drama
- Creating a visually appealing presentation or design
- Coming up with an original idea with few or no guidelines to follow
- Working on what inspires you at the moment, rather than a predetermined task
- Being imaginative, creative, and original

Asking the important questions

As you explore careers, you will be asking many questions. You are probably already wondering about common concerns, like how much money you might make, how much education or training you will need, or how easy it might be to find a job in a particular field.

But it's also important that you ask questions that are personal to you and your interests. These questions will help you dial in to the careers that will suit your personality. Here, we suggest some questions that you may want to ask about each career you are seriously considering.

You might answer these questions by doing research online, in books, magazines, or trade journals, or by interviewing people in the field. You may find that the answers to some questions are not a clear “yes” or “no,” and that’s fine. The goal is not to get black-and-white answers to every question, but to gain a better and more complete understanding of whether a career is a good fit for you.

Your Key Questions:

- Will this career allow me to influence and motivate other people?
- Will I feel powerful and important in this career?
- Will this career allow me to take risks and pursue exciting achievements?
- Will this career give me a platform to share my ideas and persuade other people to my point of view?
- Will this career allow me to use my organizational skills?
- Will I be able to identify and follow clear processes and procedures in this career?
- Will I be working with orderly, logical systems in this career?
- Will my success in this career depend on my accuracy, correctness, and ability to follow specific instructions?

The Next Step

You've just made an excellent start to your career search process by exploring your interests, talents, preferences, and values. Give yourself a pat on the back!

Although choosing a career isn't an easy process, it can be an incredibly rewarding one when done right. By doing an objective assessment of who you are and what you are suited to, you've already gotten off to a huge head start.

You've digested a lot of information, so take a while to sit with it. When you're ready, come back to your list of careers and pick out the ones that sound most appealing. Click on the "Read more" link next to each of these careers to learn more about them. Use this as a jumping-off point to begin your own research.

You have plenty of work ahead of you to find your ideal career, but you should now feel well prepared to get started. We wish you the best of luck in your search!