

CareerIntelligence

A Self-evaluation designed for Career Planning and Development

Name: Cass Happy

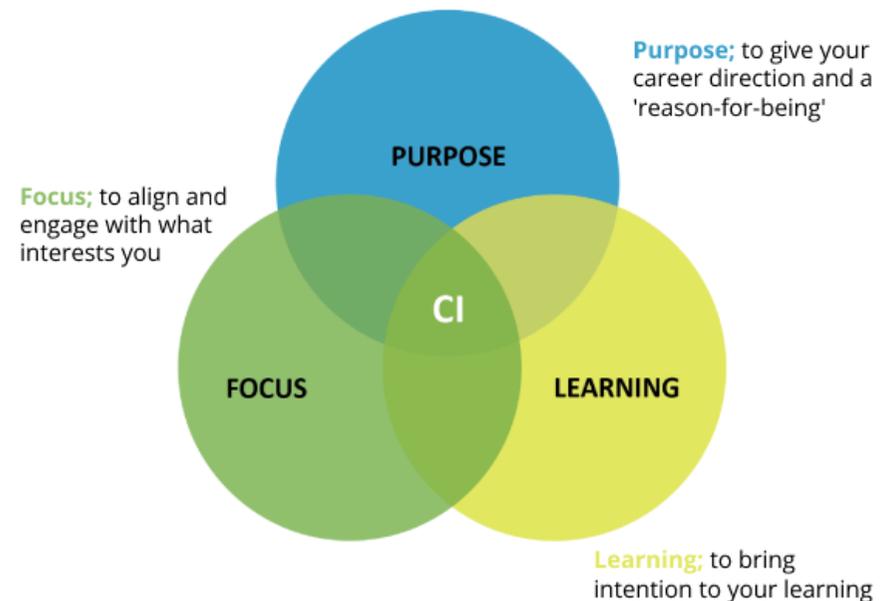
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Welcome to your Career Intelligence report. Your reflections on what matters in work and in life and the evaluation of your skills and personal strengths will provide insights for making career decisions. With your results you can be clearer and more confident about making a career change, identifying an 'ideal' role or realising your career potential.

This summary report, and the insights gained from it, will confirm and strengthen what you may have lost touch with along your career journey. It will be a review of how you relate to your work and what you offer now. Your report provides rich information for you and your coach to work with; to set goals and objectives for career sustainability and professional development. It will help you create the change you want in your working life. This process uncovers your own unique Career Intelligence.

Your report reflects an inside-out approach to career development. It brings connection to the three facets of career intelligence:





Introduction to your report

This summary report reflects how you evaluated yourself and your career. It identifies what matters to you and what motivates you. The insights gained will confirm and strengthen what you may have lost touch with along your own career journey. They will update you on how you relate to your work and what you offer now. Your report provides rich information for you and your coach to work with and to set goals and objectives for career sustainability and professional development. It will help you create the change you want in your working life. We call this Career Intelligence.

Important information

This report has been generated from your self-and-career assessment and is a reflection of the information and responses you have supplied. The report should be viewed as your own thoughts and ideas about you. The Career Intelligence assessment is not a psychometric test. Rather, it is a self and career evaluation.

Career Intelligence Licensed Practitioners are bound by the ethical standards of the professional body that each consultant using your information belongs to. They must comply with these standards and the following practices need to be observed:

- a. The information will be applied only to career or professional development coaching and used as a framework of self-understanding from which career and development objectives can be identified.
- b. The report will be stored in safe custody or destroyed once its purpose has been fulfilled.
- c. The report will not be released to any third party without prior consultation with and the agreement of the assessment-taker.

The above practices are recommended for the following reasons.

- Self-evaluations have a limited 'life' and are generally carried out to meet a specific purpose.
- People change over time and can frequently redress deficiencies or lose previously held motivations and skills.

Career Reflections

The Career Intelligence process draws out reflections on how you see yourself now and what you want. This self-knowledge can then be synthesised into a way forward that should clarify how you can create a more satisfying and rewarding career journey.

Before you began the evaluation process, you were asked to reflect on a career highlight to what you want to learn or gain from doing this assessment. Here are your reflections:

Your career highlight:

I loved being a postie in my teens and gardening with my friend part time recently during school hours

A work situation you are struggling with at the moment:

Office admin, mon-fri, 9am - 2pm



Section One - Aligning your Values

What matters to you in life brings a sense of purpose

Identifying what matters most to you has taken some careful consideration. From an extensive list of words you have selected 3 words that most reflect how you want to live your life now.

Balance - Why is this important to you

Working and raising a family takes balance. I need to work enough to contribute financially but be available to my children outside of school hours for their activities.

	(Low) 0	1	2	3	4	(High) 5
How well are you doing this right now?						

Sustainability - Why is this important to you

The environment is important to look after which is a moral we try to install in our children and to live by

	(Low) 0	1	2	3	4	(High) 5
How well are you doing this right now?						

Respect - Why is this important to you

I believe we need to all treat each other in a manner we would like to be treated ourselves. It's important to accept and respect people and their differences. I feel at times I could treat my children with more respect when I get tired and snappy but also try to accept my own shortcomings

	(Low) 0	1	2	3	4	(High) 5
How well are you doing this right now?						

Values matter

Your values are unique to you and related to your beliefs, principles and ideals. Becoming more aware of your values will help you define who you are, what you want out of life and what type of work and activities you want to be involved with. We separate Life Values from Work Values because they can be very different. Being specific about values that matter in life will help to create the life you want. To align with that, your work values identify how the work you do and the workplace within which you do your work fits congruently.

What matters to you at work

The values you resonate with will help you to define the 'guiding' criteria for development and career decisions. They will help you determine "Best Fit" for a role at work; the conditions that will support you to do your best work and what you would like from your team or managers.

Work environment values

A work environment that is most satisfying and engaging for you and how well the current situation is for you.

Learning - How do you like this demonstrated in the workplace?

A lot of basic repetitive work but some learning on a the more accounts side of things

	(Low) 0	1	2	3	4	(High) 5
How well does your current situation measure up?	█					

Sense of community - How do you like this demonstrated in the workplace?

Weekly morning teas and regular team bonding outings help with this. Everyone mucks in and is busy and does their share

	(Low) 0	1	2	3	4	(High) 5
How well does your current situation measure up?	█					

Work content values

The generic work activities that are most satisfying and engaging for you and how the current role works for you.

Public good or service - How do you like this demonstrated/included in your work?

My job is to support the team so they can focus on design and project management. It's support on a smaller scale than changing the world.

	(Low) 0	1	2	3	4	(High) 5
How well does your current situation measure up?	█					

Tangible services - How do you like this demonstrated/included in your work?

Our staff produce and then deliver spatial designs and revamps, before and afters as their tangible. My service is to aid smooth running of the office

	(Low) 0	1	2	3	4	(High) 5
How well does your current situation measure up?	█					

Work relationship values

How you would like the workplace relationships to be.

People matter - How do you like this demonstrated in the workplace?

Fairness, respect, everyone pulling their weight and being supported

	(Low) 0	1	2	3	4	(High) 5
How well does your current situation measure up?	█					

Comaraderie - How do you like this demonstrated in the workplace?

Everyone makes an effort to be friendly and get along

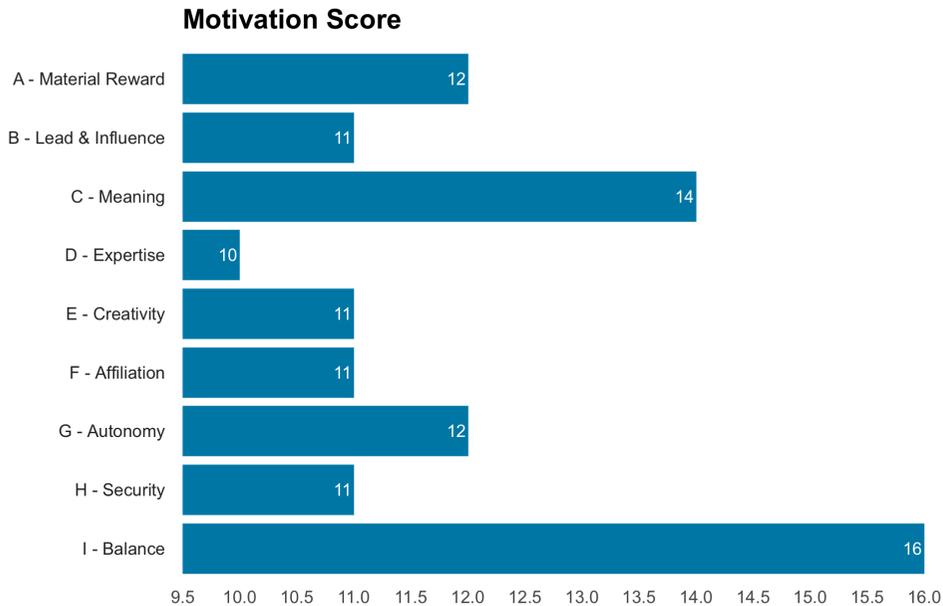
	(Low) 0	1	2	3	4	(High) 5
How well does your current situation measure up?	█					

Reflections on what is happening at work:



Section Two - Defining Career Motivators

Your career motivators need to be met in the work you do. If they are not, you are likely to be frustrated, feel constrained, trapped or de-motivated. It is helpful for your manager or managers to know what motivates you and for you to take personal responsibility for making sure you communicate what you need in order to have the working conditions and focus that suits you best. The following graph demonstrates where your motivation is in each of the categories.



Career Motivators definitions

Material Reward

Tangible rewards such as money and quality lifestyle are the demonstration to these people that what they are doing is worthwhile. They take an interest in the financial aspects of life such as return investments, taxation and bonuses. Their career decisions are primarily based on whether a career or work role will give them the financial reward they want.

Leadership and Influence

Having influence on how people, policy and resources are utilised gives people who score highly with this motivator, great satisfaction. They tend to want a position where they can make the changes they see are needed. They are proactive, appear to be self-confidence and are comfortable using their influence in situations and groups.

Meaning

Contributing to something greater than themselves is a key motivator for these people. They want to work for a cause where what they are doing is making a real difference. This can be in areas with a religious, environmental, emotional, leadership, social or academic focus. The central concern for people motivated to make a contribution.

Expertise

Specialist knowledge, competence and skill are highly important to people with this motivator. They actively acquire increasing levels of knowledge and experience to build on their ability to utilise their expertise. This can be in a wide variety of areas such as scientific, technical, psychology, intellectual, mechanical and medicine. They set high expectations of themselves and enjoy learning.

Creativity

Being innovative and creative in their work gives these people much enjoyment. Areas of science, literature, art, architecture and entrepreneurial endeavours are of interest. They are stimulated by the new and different and love challenges to solve, looking at new ways of doing things or products and services to offer.

Affiliation

Enjoying interaction and the relationships that develop from working together make these people feel good about their work. They value loyalty and working and socialising together. Their commitment is to people and connection, rather than the task. Having colleagues as alliances is critical to job success.

Autonomy

Having the freedom to make their own choices in life is a key motivator for these people. They like to take responsibility for creating their own work structures and processes for achieving their objectives. They like to have control over their lives and resist organisational constraints. Bureaucracy is avoided; they have a high need for independence, self-direction and autonomy.

Security

Having predictable and secure work with little potential risk is important to these people. Organisational change is often difficult and working in contracting or temporary roles is less likely to appeal. They tend to be conservative players in the market and may choose work in larger, more bureaucratic organisations where tenure is valued.

Balance

A strong score indicates a desire to integrate the broader components of these people's lives into a 'whole-of-life' approach. This includes how they are in their family, friends and broader networks and interests. This requires a career that gives flexibility to pursue activities outside of work and health and wellbeing are often key priorities.

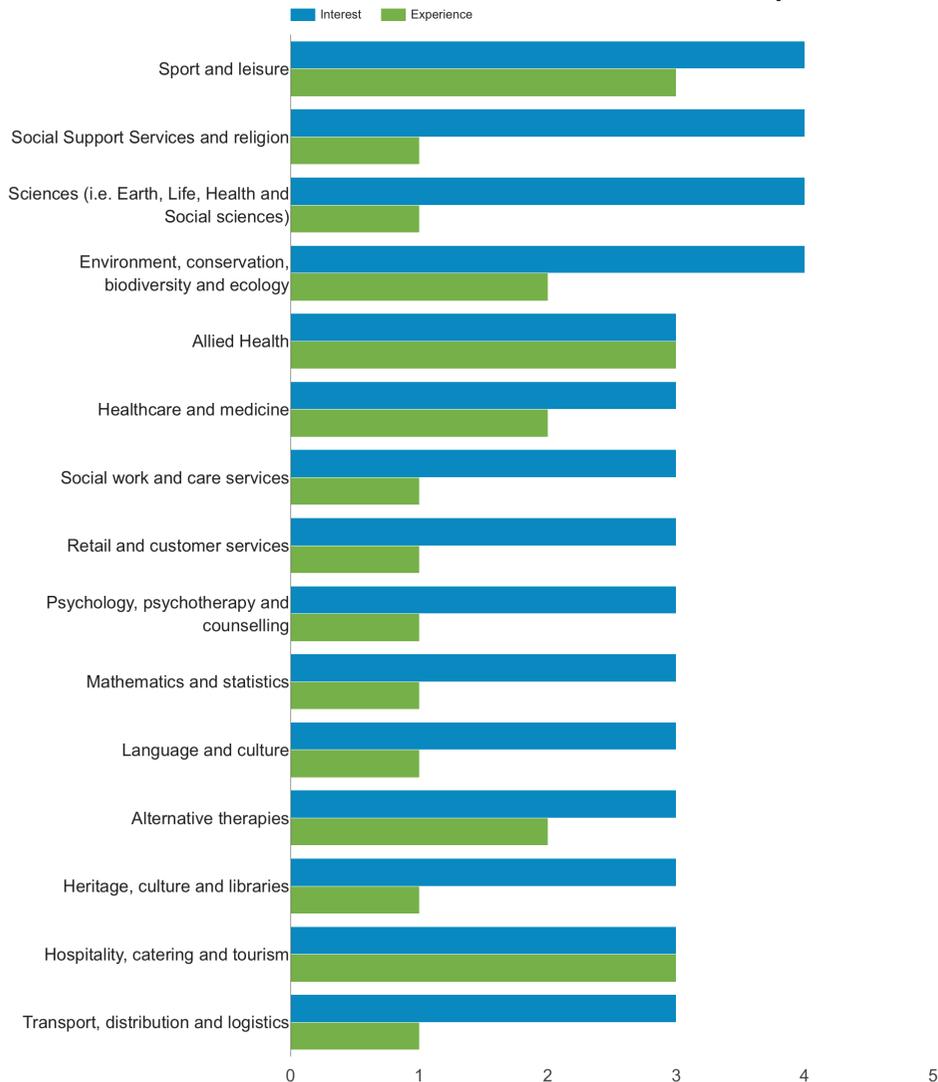


Section Three - Fields of Work Interest

This section reports on the career sectors or **Fields** or **Industries** of your interest.

Your work experience counts and can be transferable between industries. The highest fields of interest indicate sectors that will hold your engagement and interest, and therefore will most likely bring you development opportunities.

An Evaluation of Your Interest and Experience:



Some career options in your 3 top Fields of Work:

Sport and leisure

- Gym Management or Personal Training
- Professional Sports
- Sports Coaching
- Adventure Provider or Guiding
- Adventure or Sport Management
- Travel Guiding or Co-ordination
- Health and Safety in the Environment; e.g., avalanche maintenance, safety systems and policy etc
- Sport Education Teaching

Social Support Services and religion

- Religious Leadership; e.g., Priesthood, Church Ministry etc
- Pastoral Care (of religious communities)
- Refugee Support Services
- Marriage or Funeral Celebrancy
- Human Rights; e.g., civil, race relations, equity and diversity
- Unions and Employee Support Services

Sciences (i.e. Earth, Life, Health and Social sciences)

- Earth Sciences; e.g., geology, meteorology, oceanography and astronomy
- Life Sciences; e.g., cell biology, genetics, molecular biology, botany, microbiology, zoology, evolution, ecology, and physiology
- Health Sciences; e.g., psychology, political science, economics, and sociology
- Social Sciences; e.g., anthropology, archaeology, economics, human geography, linguistics, management science, political science and psychology

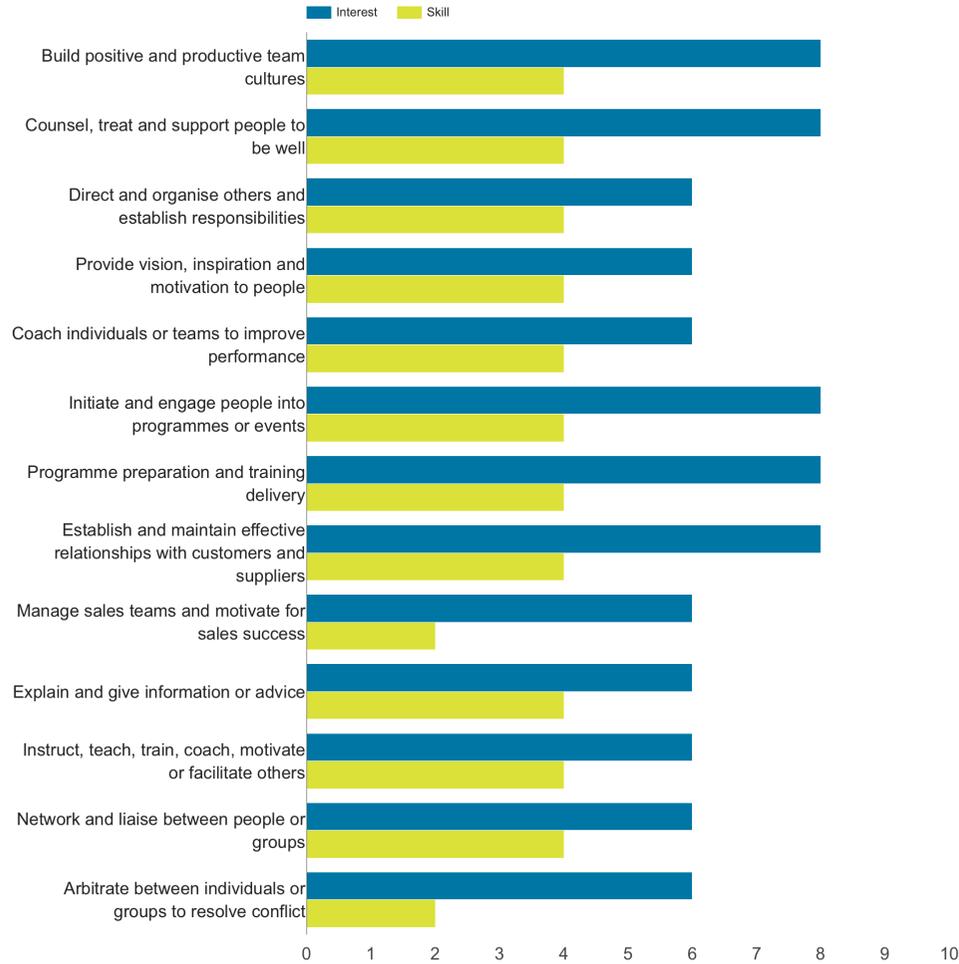


Section Four - Function Interests and Skills

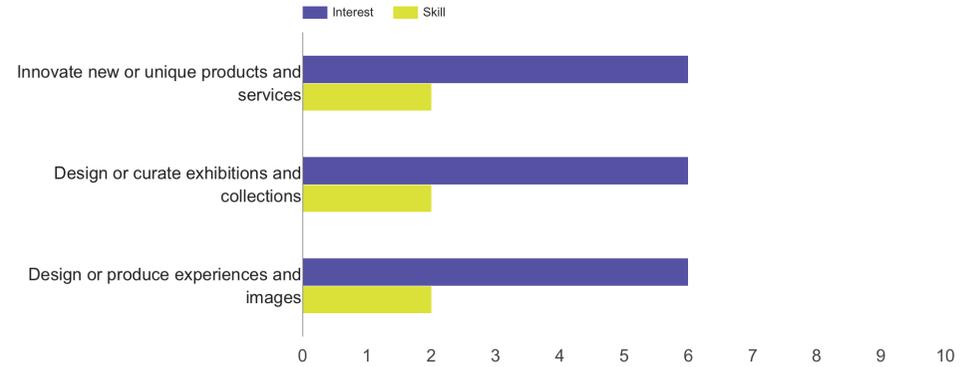
Function Interests and Skills are the work skills you are interested in and developing. Only those Functions Skills you have scored over a 50% interest in will show on this report.

Note that your scores demonstrate the level of interest you have in using each of these skills plus the level of skill you believe you have.

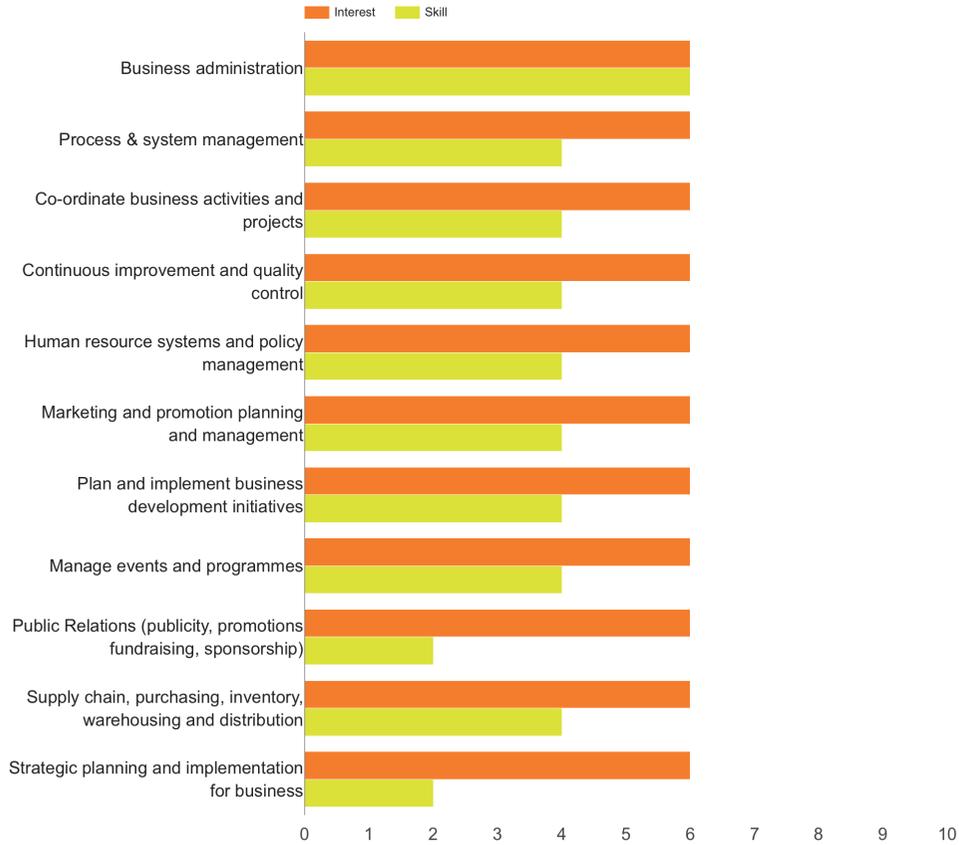
Working With People



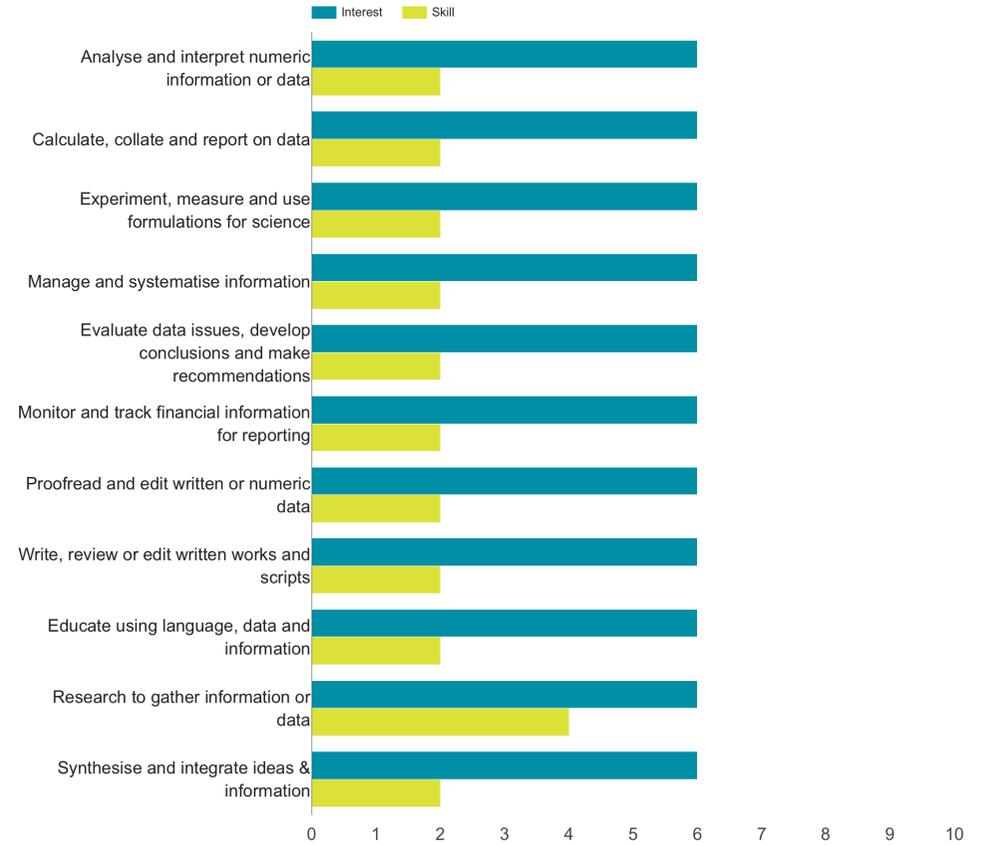
Working With Ideas



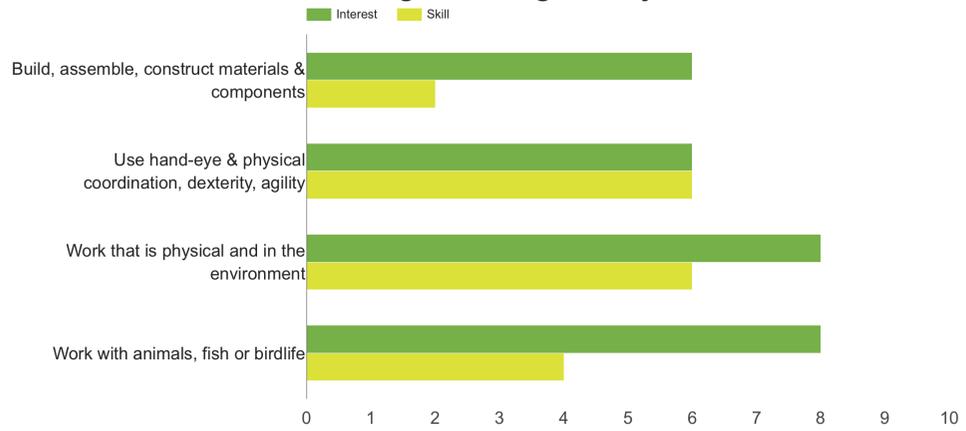
Business Enterprise



Working With Data and Detail

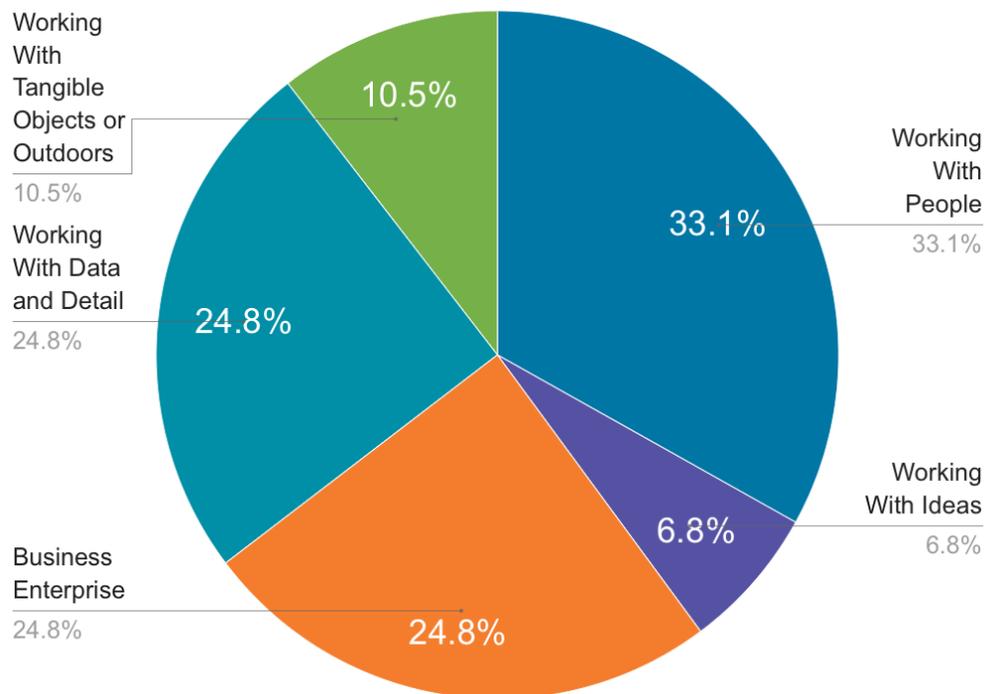


Working With Tangible Objects or Outdoors



How Much Focus You Would Like in Each Functional Area

The pie chart represents the functions you are most interested in working in. It demonstrates how your 'ideal role' responsibilities could be apportioned in order for you to be well aligned and engaged in your work.



Strengths in Each Functional Area

Working With People

- Build positive and productive team cultures
- Counsel, treat and support people to be well
- Initiate and engage people into programmes or events
- Programme preparation and training delivery
- Establish and maintain effective relationships with customers and suppliers

Working With Ideas

- Design or curate exhibitions and collections

Business Enterprise

- Business administration
- Process & system management
- Co-ordinate business activities and projects
- Continuous improvement and quality control

Working With Data and Detail

- Analyse and interpret numeric information or data
- Calculate, collate and report on data
- Experiment, measure and use formulations for science
- Manage and systematise information

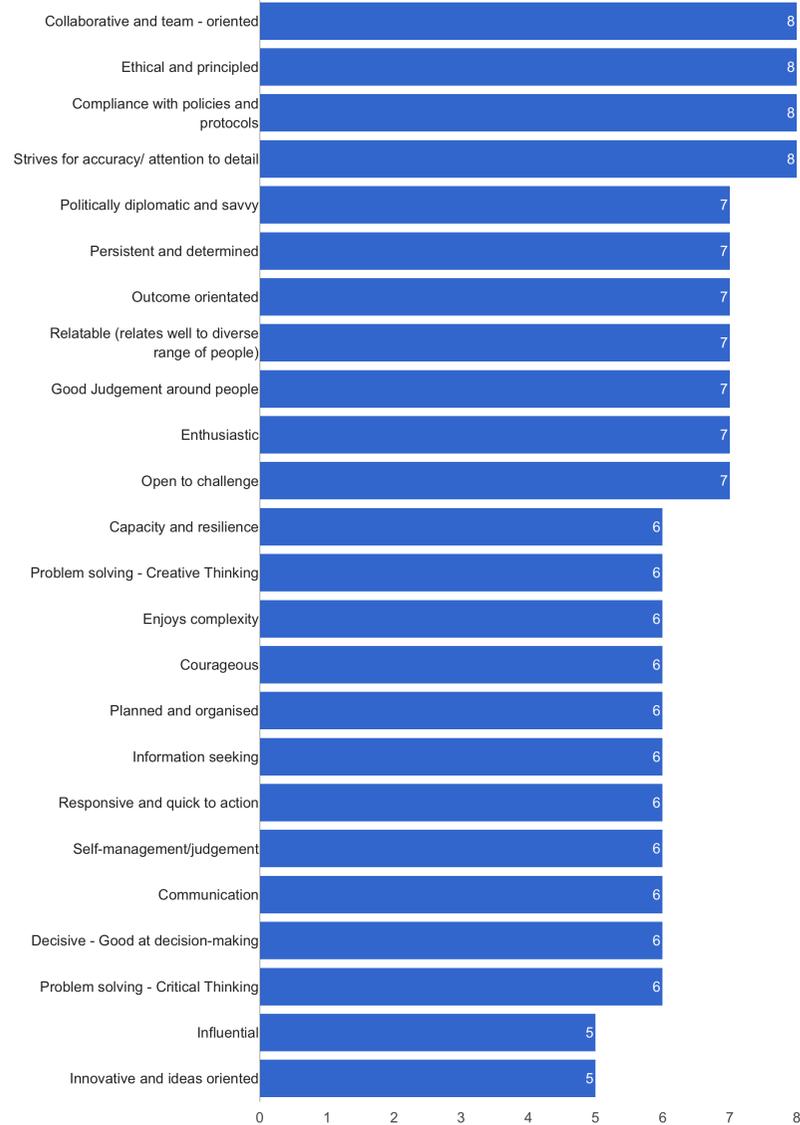
Working With Tangible Objects or Outdoors

- Work that is physical and in the environment
- Work with animals, fish or birdlife



Section Five - Your Competencies

Your core competencies are **personal** traits and abilities that affect your alignment in the workplace and in life. Your self-assessment of these will help you identify which ones are strengths and which you may want to develop.



This self-review of your competencies, is an invaluable exercise before you take the next step in your career. The graph is organised to show the competencies generally required for working roles in order of your confidence with each one.

This will give you a clear gauge on what you have to offer and also where you might need to develop. Sometimes the competencies you are least confident in are not important for the role you are in currently, or want. If they are, then you will need to find ways to develop them.

The competencies you are confident in are the strengths you offer and can be considered as your 'point of difference'.

Reflections on your competencies:



Summarise your insights from your report here by referring back to each section as noted

My career Purpose is to:

(informed by your values and core motivators)

To align my Focus I could:

(informed by your career interests, functions and skills)

My Learning objectives are:

(informed by your competencies and gaps between your interests and your experience and skills)

Final Words

The Career Intelligence self-and-career evaluation offers an inside-out framework for career development. It identifies:

Purpose; gives you a reason-for-being and indicates how you can align with what matters to you in life and at work.

Focus; helps you to ensure you are following your interests to engage and develop.

Learning; using and developing your natural attributes, skills and competencies will help you to realise your potential or greater job satisfaction.

Use your Career Intelligence results to help you to live and work more authentically, doing the work you enjoy most - in work environments that support you to do your best work. It will enable you to make decisions and to take action towards an improved career or workplace scenario - and a more confident and successful work-life.

Notes from my coach: