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OCCUPATIONAL
INTEREST PROFILE

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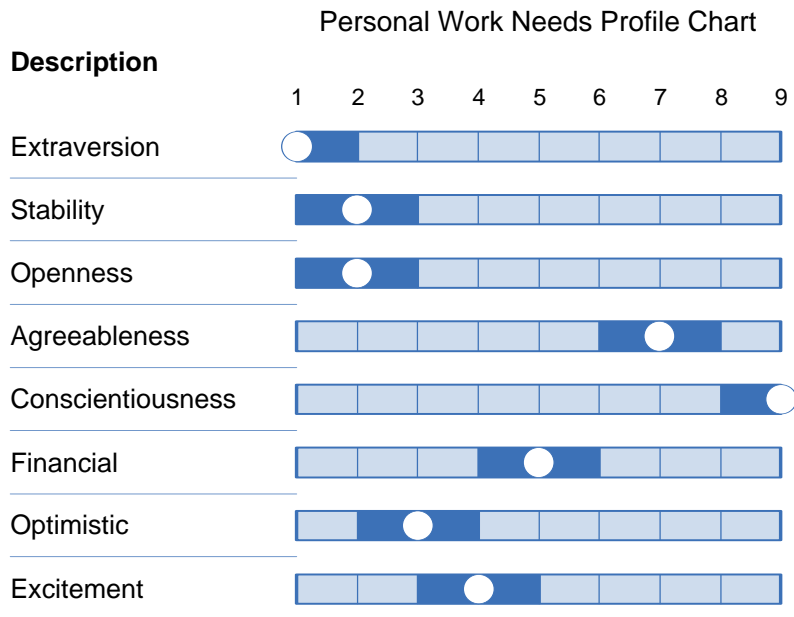
Tom Thumb

31/03/2005

This report contains information which is confidential to Tom Thumb and should be disclosed to others only with Tom's Thumb's permission. The report information remains the property of Tom. The report does not try to tell Tom Thumb what he should do, but instead tries to encourage him to think about what he might enjoy doing. It attempts to highlight Tom's main areas of interest and his strengths and weaknesses. It suggests how these may affect his career and training choice's and tries to encourage him to think about his interests in relation to work. This report can be used to facilitate guidance and development discussions and should be used in conjunction with additional relevant information.

PERSONAL WORK NEEDS PROFILE CHART

Below is a chart of Tom Thumb's personal work needs. Most people will be about medium in their needs and Tom Thumb's high and low needs are those which set him apart from others around him. The meaning of the chart is explained in the narrative below the chart.



PERSONAL QUALITIES

HOW Tom Thumb DEALS WITH PEOPLE

His responses suggest that he may come across as a fairly quiet and reserved person. It is unlikely that he will make the first move when getting to know new people and, as a result, it may take him some time to make new friends. Once he has developed a relationship with someone, however, they will be good, trusted friends that he feels close to. He may actively dislike working in busy, crowded environments and may prefer to avoid jobs where he has to work with lots of people. He may dislike meeting new people, and have little interest in making "small-talk". As such, he probably prefers to work alone rather than work as part of a team. However, when required to work in a group setting, he will not hold back from expressing views. Sometimes this may be done in quite a forceful manner without due concern for others' sensitivities. Because he tends to be most comfortable when working alone he is unlikely to enjoy jobs which involve a lot of teamwork and may be better suited to work that enables him to work independently of others.

Somewhat more trusting than most, he may initially prefer to take people at face value rather than question their motives. As a result he is generally prepared to accept what others say, without being unduly credulous. While not prone to be cynical or sceptical, his trust may nonetheless rapidly evaporate if people give him good reason to doubt their motives. Being inclined to believe that most people are basically sincere and good-hearted, he may expect others to be reliable and trustworthy. Having a fairly philanthropic and charitable attitude, he will be inclined to try to help friends and colleagues when possible. Expecting the same in return, he may be disappointed if others fail to live up to these expectations. Fairly open in his relationships, he is disinclined to be calculating and manipulative with other people. As a result he may be suited to roles that involve building trusting relationships with colleagues or clients.

He describes himself as a relatively dominant person who is inclined to take control of situations. On occasion, he may be a little too direct and "to the point", resulting in others seeing him as a little forceful and overly assertive. Fairly confident in his own views and opinions, he may be disinclined to 'take no for an answer'. This self-assured persona may however be compensating for a tendency towards self-doubt. Whilst people may regard him as confident, he may not in reality feel quite as secure as they believe him to be. Willing to question other people's views and opinions, he may inadvertently upset people from time to time. As a consequence, on occasion, some people might see him as being a little blunt. While not actively seeking the company of others, he will not shy away from confronting people when it is in his interest to do so. However, there is a risk that he may be inclined to push for his own goals without always giving sufficient consideration to other's thoughts and feelings. As a result, on occasion, he may need to be a little more diplomatic and tactful in his relations with colleagues. Having an interest in jobs that involve organising others, he may wish to look for a role that involves some managerial responsibility. If he chooses to seek a managerial role, he may need to look to the long term, because only a few careers provide early management opportunities (e.g. retailing and the hotel and catering industries). Therefore, he may wish to explore what managerial experience he could gain in more junior (non-managerial) positions.

Tom Thumb's THINKING STYLE

He presents himself as a very conscientious and diligent person who exercises a high level of self-discipline and control. Systematic and organised, he is likely to believe it is important

to follow set rules and procedures to the letter. Keen on planning ahead, it is very unlikely that he will act on impulse or do things on the spur of the moment. When he makes a decision, he likes to look at all the options and carefully think them through before he makes up his mind. There is a risk that this approach may mean that he may have a tendency to dismiss what others have to say if it does not fit with his way of perceiving things. He appears to have a very strong sense of duty and responsibility and will always make sure that he finishes something, even if he finds it tedious or boring. He is happy to work with detail, being concerned to ensure that everything is done correctly and nothing has been overlooked. Jobs that involve working in a very methodical and detailed way are likely to appeal to him. He may wish to consider office work, accounts, or roles in the financial sector.

A realistic, down to earth person, he is motivated to approach problems in a concrete, pragmatic way. He is likely to enjoy working with his hands; making, mending or repairing things. Being disinclined to theorise, he may reject abstract, theoretical ideas, unless they have an obvious utility. He is likely to be more interested in knowing whether things work, rather than understanding how and why they work. Therefore, he may be inclined to think that much academic debate is a waste of time. Being focused on real world issues, he may have little interest in intellectual pursuits for their own sake. He is likely to find roles where he can see the tangible outcomes of his efforts rewarding, particularly if the products of his labour have some practical use.

He appears to be a little more cautious and safety-conscious than many people and, as a result, he may wish to avoid taking risks when the benefits are not clear. He may be disinclined to do needlessly dangerous things and it is likely that in general he may feel that it is not sensible to take undue risks. While some of his more bold and venturesome colleagues may on occasion view him as being a little lacking in a sense of adventure. This is likely to reflect a preference for stability and constancy in his daily life. When considering career choices he may wish to bear in mind his reluctance for taking avoidable risks. As a result, he may prefer roles which do not involve having to constantly take decisive action in very fast changing environments where the stakes are high. Obviously, however, if he has a very strong interest in an area where risk-taking is valued, then he may still wish to consider this career as an option.

Tom Thumb's COPING STYLE

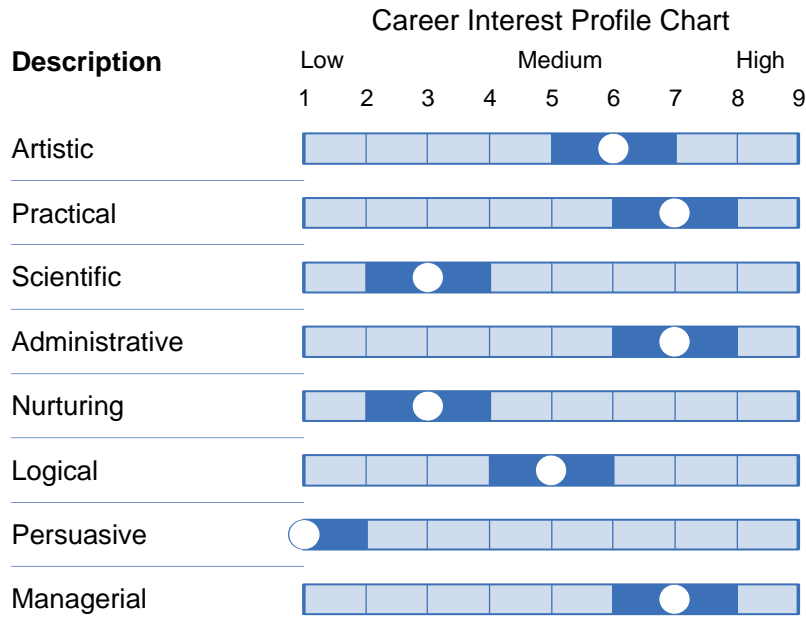
He characterises himself as being more sensitive and easily upset than many people. As a result he may find himself taking offence at the things other people say or do, even if they did not intend to upset him. Others may see him as being a little emotional and somewhat temperamental. Rather prone to worry, he has a tendency to anticipate the potential dangers and pitfalls that may lay ahead. Rather lacking in self-confidence, he may often find himself brooding over past set-backs and failures and he may have difficulty forgetting about them and leaving them behind him. His concern to avoid failure is likely to motivate him to produce work of a high standard. Being inclined to self-criticism, he is likely to find himself working most effectively in supportive environments in which he is not placed under excessive pressure. His capacity to cope with pressure is likely to increase as he becomes more familiar with the job demands.

While not unduly inclined towards pessimism, failures and set-backs may nonetheless undermine his expectations of success. When everything is going well, he is likely to take as optimistic as most in his approach to life. However, when things go wrong, he may be inclined to admit defeat a little more quickly than some. As he may on occasion be inclined to view set-backs as obstacles, rather than as challenges to be overcome, a working environment which offers encouragement and support will bring the best out of him. As a

result, he may find roles which require perseverance in the face of set-backs to be somewhat dispiriting.

Tom Thumb's CAREER INTEREST PROFILE CHART

Below is a chart of Tom Thumb's career interests. Most people have scores around the middle so it is the high and the low interests which tells us about how Tom differs from the 'average' person.



- Artistic** Activities involving creative/artistic skills

- Practical** Activities involving engineering, machine tools, the use of machinery

- Scientific** Activities involving the understanding of natural and physical sciences

- Administrative** Activities involving administration and well established procedures

- Nurturing** Activities centred on helping and caring for others

- Logical** Activities involving problem solving and analytical skills

- Persuasive** Activities involving persuasive skills and interaction with customers

- Managerial** Activities involving management and the control of others

PRIMARY OCCUPATIONAL INTERESTS

The following is based on Tom Thumb's top two occupational interests.

PRACTICAL/MECHANICAL

Activities involving engineering, machine tools, the use of machinery and other practical occupations.

Tom appears to be interested in how things work. As such he may enjoy mending machinery, repairing domestic appliances, office equipment, etc., and he may be attracted to related areas of work. Achieving a sense of satisfaction from making things, he may wish to consider building trades and jobs in the construction industry; particularly if he likes the idea of working out of doors. He is likely to be attracted to roles in production, manufacturing and engineering and at a higher level he may wish to consider professional engineering roles such as civil or structural engineering. He is likely to be interested in practical and mechanical occupations and, depending upon his physical aptitudes and abilities, may be attracted to work that requires manual dexterity, physical strength or stamina. He is likely to prefer jobs where he can see the products of his labour, obtaining a sense of satisfaction from making or producing things. As such he may wish to consider craft based occupations.

ADMINISTRATIVE/CLERICAL

Activities involving administration and well established procedures.

Tom has expressed an interest in clerical and administrative work and as a result he may enjoy working in many office based jobs. He may wish to seek out jobs that involve working in an organised, methodical way and following set procedures and systems. Such work may involve data processing, filing, etc., and is likely to require some IT skills. Alternatively, he may be attracted to secretarial work, or at a higher level, he may enjoy working as a PA or be interested in setting up, or monitoring office systems and procedures. He may also wish to consider other roles that have a strong clerical component to them, such as working as a lawyer or paralegal. Given that many jobs in the modern workplace have a significant administrative component to them, there should be a wide range of roles that he may wish to consider, in organisations ranging from the public sector, through small companies to large multinational corporations. When choosing a job he may wish to match his interest in office based work with his other occupational interests. For example, if he has an interest in sales roles he may be attracted to call-centre work, estate agency, etc. or other positions that combine a sales orientation with clerical/administrative work.

FINANCIAL MOTIVATION

Placing as much value on economic success as most others, money may be a motivating factor for him. While acknowledging that money cannot buy happiness, he may nonetheless appreciate some of the things that money can buy. As a result, when considering a career he may wish to balance the likely financial rewards with the intrinsic value of his work.

SUGGESTIONS FOR VOCATIONAL EXPLORATION

Below is a list of careers which are linked to Tom Thumb's career interests and ability. If Tom looks at all the jobs listed there should be at least some which he will wish to follow up, and find out more about.

This list is based on Tom Thumb's highest career interest:

High Skill Requirement

Civil Engineer
Mechanical Engineer (Graduate)
Metallurgist/Material Scientist
Production (Chartered) Engineer
Geologist
Mining Engineer

Moderate-High Skill Requirement

Engineering Technician
Aircraft Engineer
Geological Technician
Civil Engineering
Technician
Leather Technologist
Textile Technician

Moderate Skill Requirement

Carpenter
Plumber
Auto Mechanic/Motorcycle Mechanic
Baker
Heating and Ventilation Engineer
Engineering Craft Machinist
Printer
Tailor/Dressmaker
Leather Technologist
Textile Technician

Low-Moderate Skill Requirement

Building Trades (e.g. Bricklayer, Plasterer etc.)
Baker
Vehicle Body Builder/Repairer
Engineering Machine Operator
Painter Leather/Textile Craft Worker
Wood Machinist
Assembler/Packer (Light Industry)
Sheet Metal Worker/Welder
Production Line Worker

This list is based on a combination of Tom Thumb's top two interests:

High Skill Requirement

Production Manager
Production (Chartered) Engineer
Town Planner
Farm Manager

Moderate-High Skill Requirement

Surveyor
Construction Site Manager
Draughts Person
Town Planning Technician
Transport Manager

Moderate Skill Requirement

Low-Moderate Skill Requirement

Warehouse Operative
Printer
Museum Assistant

This list is based on Tom Thumb's second highest interest:

High Skill Requirement

Solicitor
Company (Chartered) Secretary
Local Government/NHS Administrator
Human Resource Executive
Executive Officer (Civil Service)
Accountant
Freight Forwarder
Estate Agent
Farm Manager

Moderate-High Skill Requirement

Administrative Officer (Civil Service)
Librarian/Information Officer
Human Resource Assistant
Local Government/NHS Administrator
Postal Executive
Accountant
Building Society/Bank Manager
Insurance Claims Executive
Estate Agent
Travel Agent/Tour Operator
Farm Manager

Moderate Skill Requirement

Administrative Assistant (Civil Service)
Local Government
Administrative Assistant
Personal Assistant
Word Processor
Insurance Claims Executive
Human Resource Assistant
Library Assistant
Bank/Building Society Cashier

Low-Moderate Skill Requirement

Word Processor
Administrative Assistant
Data Input Operator
Bookkeeper
Cashier
Telephonist
Receptionist
Filing Clerk
Warehouse Worker