



ABOUT USM

Report

Prepared For :

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07 February 2018



INTRODUCTION

Compass SettingsSM presents you with your unique **ABOUT USM REPORT**. It is a detailed description of your natural strengths and basic motivational interests along with specific areas of career development, volunteer activities, and further educational opportunities that you may want to consider.



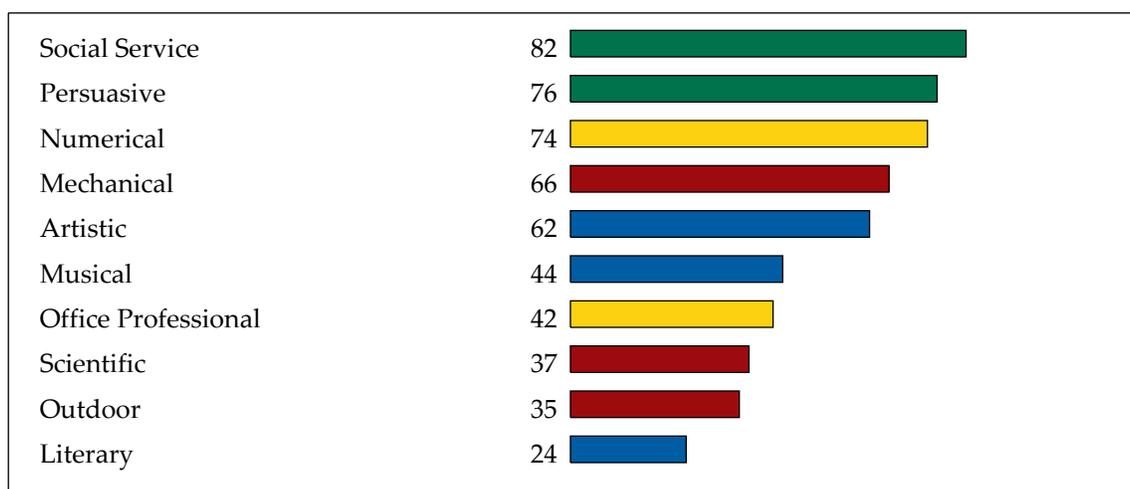
The results of your questionnaire will show you how to integrate your strengths and interests into your daily life and move forward with higher education decisions, course work and career development choices that will keep you energized and motivated to succeed.

The five reports are:

- **INTERESTS:** What makes me tick?
- **ELEVEN ELEMENTS:** The eleven behaviors that define who I am, what my strengths are and how I interact with others.
- **ORGANIZATIONAL FOCUS:** What are my basic filters and strengths?
- **CAREER:** How will my basic strengths and interests match to others in similar careers or jobs?
- **HOW I WANT OTHERS TO DEAL WITH ME:** What I need from others to be most effective?

INTERESTS WITH BASIC COLORS

These are your individual scores. Highest areas of interest: The kinds of activities you like. A score >85 shows a strong interest. High scores show what drives and energizes you. Scores >90 show activities that are more than interests; they are areas that you NEED to be involved in to feel fulfilled.



Artistic: Creating imaginative works of aesthetic value, expressing ideas artistically. Working or performing in the visual arts.

Office Professional: Expertise in office positions that require specific processes and results; include positions within banking, insurance, travel, data processing, communications, government, and similar organizations.

Literary: Creative interest in writing and in sophisticated language skills. Indicates appreciation for abstract ideas conveyed in various mediums and materials.

Mechanical: Hands-on work with a broad range of technical responsibilities from power driven machine operations to high tech electronics. Interests may include design, maintenance, operation or repair of motors and machinery, power driven or automated.

Musical: Involvement with music in its many forms. Interests may include melodies, compositions, attending concerts, supporting the musical arts, or simply appreciating music. Professional musicians would be expected to have a high degree of this interest.

Numerical: Combining numbers analytically and factually to arrive at practical, quantitative conclusions. Utilizing numbers in business bookkeeping, accounting and tax procedures.

Outdoors: Hands-on work in an outdoor or natural environment. These activities can include physical or mental exertion outside of office confines. Some individuals score high because of environmental concerns.

Persuasive: Persuasive interactions with others. Motivating others to accept ideas, actions or opinions through means of persuasion, reasoning or argument.

Scientific: Involvement in professions or avocations that assist others through research. Occupations in health services, technology and medical paraprofessionals, nutritional or pharmaceutical services involving scientific interests.

Social Service: Organized assistance and services to support and advance social conditions of the individual and community through social programs, agencies and organized religious involvement.

ELEVEN ELEMENTS OF BEHAVIOR

How am I wired (DNA)?

Why do I react the way I do?

The Eleven Essential Elements (* Denotes the Birkman term for the Eleven Elements)

1. **RESPECT FOR THE ISSUE AND RESPECT FOR PEOPLE** *Need for Esteem How do I prefer to deal with family, friends, and how do I need them to deal with me on one-to-one personal issues?
2. **SOCIAL RELATIONSHIPS** *Need for Acceptance How do I like to be in social groups? How open am I to sharing ideas in groups with family and friends?
3. **MATERIAL RECOGNITION FOR SELF AND OTHERS** *Need for Advantage How comfortable am I with being competitive? How secure am I in recognizing my need for prestige and competitive activities where winning is important?
4. **EMOTIONAL CONTENT** *Need for Empathy How do I deal with emotions and feelings? How open am I when faced with others' emotions, as well as life experiences based on how I and others feel?
5. **ORGANIZING AND BEING RESPONSIBLE** *Need for Structure How do I deal with details, routines, follow through on projects?
6. **BEING IN CHARGE** *Need for Authority How do I deal with taking charge or being directed by colleagues, mentors, family, and friends?
7. **CHANGE** *Need for Change How do I deal with interruptions, changes, and disruptions in activities, daily routines, and significant plans? How much variety do I need?
8. **PACE AND ACTION** *Need for Activity How energized am I when participating in activities? How do I expend my energy and take action?
9. **MAKING DECISIONS** *Need for Thought How much time do I need before I am ready to make a decision? How much time do I need from others?
10. **PERSONAL INDEPENDENCE AND IDENTITY** *Need for Freedom How much do I want to conform to peers, my family's values, and other norms? How spontaneous can I be with friends, family, and work situations?
11. **EXPECTATION OF SELF AND OTHERS** * Need for Challenge What do I expect from myself? How do I feel about my own worthiness to succeed and be able to be who I really am?

SYMBOLS AND MEANINGS

The following pages contain three different perspectives of how you deal with each of your Eleven Elements of Behavior:

- **MOST EFFECTIVE BEHAVIOR:** This is your productive, socialized behavior that is easy to observe. It is socially acceptable; appropriate, comfortable, and natural. It is YOU at your best.
- **NEEDS:** These are persistent over the years and mostly hidden. Although rarely seen by others, NEEDS are vital because they identify your preferred environment, what you need from others and what motivates you. They are consistent over time and difficult to change. This may be the first time you've become aware of a particular need.
- **STRESS:** This is counter-productive, frustrating behavior that is easy to observe. Seen by others as: defensive; ineffective; reactive; uncomfortable; costly.

ABOUT USM uses a bar to indicate where you are on a continuum for each one of the eleven elements.



On the bar, there will be a small compass with an arrow to indicate your position. Each element will have a description of what behaviors are found at each end of the bar. When your compass falls in the center, it will merely mean that you have some of each of the behaviors found at both ends of the bar and that it will be situations and circumstances that determine which behaviors you will use.



A compass with a red arrow pointing off to the side indicates that there is a disconnect between how your stress behaviors are seen by others and your need. It is a difference that can be important. Neither your effective behavior nor your stress behavior give correct information about your needs to the outside world. This kind of stress differs from your other stress reactions in that it will be in the opposite direction of the black compass indicating your NEED. You will have to learn what you need from others and be able to communicate it so that others can meet your needs.

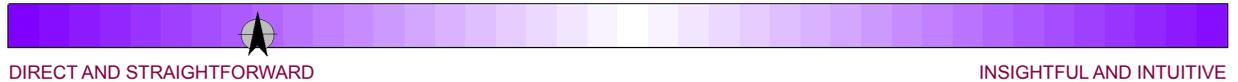
About USM Considerations: **When you are showing signs of STRESS related to a particular element, practice using the positive characteristics found in the MOST EFFECTIVE BEHAVIOR and opposite to your STRESS behavior descriptors. This will help reduce or lessen the negative impact your STRESS behavior has on others!**

The Birkman word for this is the Need for Esteem

RESPECT FOR THE ISSUE AND FOR PEOPLE

Issue vs. Person

MOST EFFECTIVE BEHAVIOR

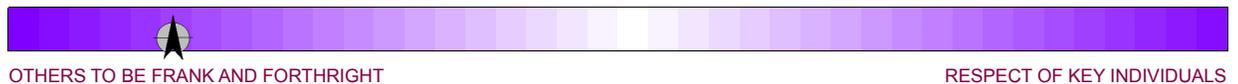


Your natural tendency is to be direct and straightforward in your personal relationships. Objectivity and frankness are among the considerable assets resulting from your ability to minimize self-conscious feelings.

STRENGTHS

- unevasive
- matter-of-fact
- frank and open

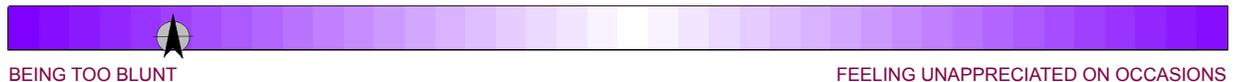
WILL NEED



NEED: In the same way, you are most comfortable when others are frank and direct toward you. When being praised, you need to feel that the compliment is genuine and free of sentiment.

CAUSES OF STRESS: In the presence of shyness or evasiveness you are likely to feel uncomfortable. You do not respond well to subtlety from others, making it sometimes difficult for you to recognize their personal needs and feelings.

TRY TO AVOID



POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

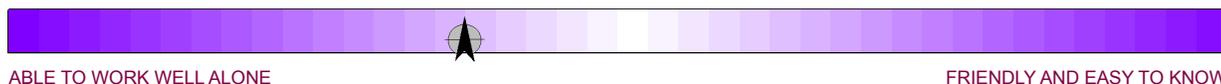
- reduced concern for others
- detachment
- tactless statements

The Birkman word for this is the Need for Acceptance

SOCIAL RELATIONSHIPS

Alone vs. Group

MOST EFFECTIVE BEHAVIOR



ABLE TO WORK WELL ALONE

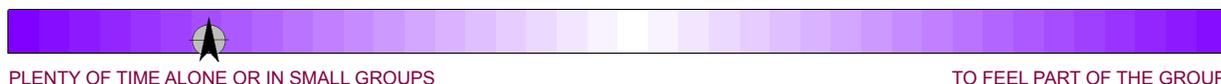
FRIENDLY AND EASY TO KNOW

Among your considerable assets is your ability to think and reason independently of group pressure while at the same time recognizing the importance of group dynamics. As appropriate, you are able to be either independent or involved.

STRENGTHS

- balances group and private activities
- able to be alone
- able to be with others

WILL NEED



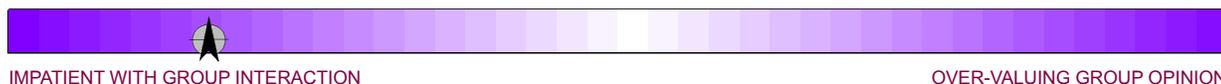
PLENTY OF TIME ALONE OR IN SMALL GROUPS

TO FEEL PART OF THE GROUP

NEED: In order for you to be really comfortable in group settings, it is important that you have plenty of time to yourself, with relief from constant social pressure. It is easiest for you to participate in groups when you identify strongly with their cause.

CAUSES OF STRESS: Without this identity of cause, or when the pressure to participate in group efforts becomes prolonged or intense, you are likely to feel impatient, perhaps even that time spent with the group is wasted.

TRY TO AVOID



IMPATIENT WITH GROUP INTERACTION

OVER-VALUING GROUP OPINION

POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

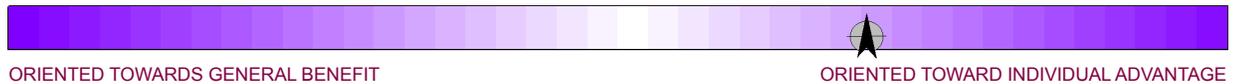
- withdrawal
- impatience
- tendency to ignore groups

The Birkman word for this is the Need for Advantage

RECOGNITION FOR SELF AND OTHERS

We vs. Me

MOST EFFECTIVE BEHAVIOR

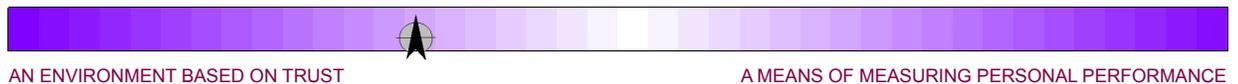


Your self-image of being competitive gives you a decided advantage in promotional activities. You are realistic in your expectations of others, and can use your creativity in the art of winning to protect and promote your personal interests.

STRENGTHS

- likes competition
- opportunity-minded
- resourceful

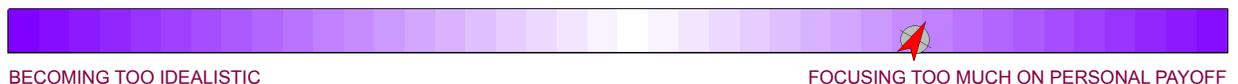
WILL NEED



NEED: While you need to be dealt with on the basis of individual incentive, this should be balanced with opportunities to help others. You need an environment which stresses the element of fair play, but still offers you a sense of advantage.

CAUSES OF STRESS: Since you expect others to be competitive on an "average" level, you can be surprised when they seem to be too self-serving or overly idealistic and impractical. Your response to either is likely to be distrust and suspicion.

TRY TO AVOID



POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

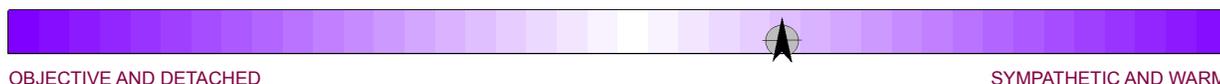
- being impractical
- becoming opportunistic

The Birkman word for this is the Need for Empathy

DEALING WITH EMOTIONS

Logic vs. Feeling

MOST EFFECTIVE BEHAVIOR

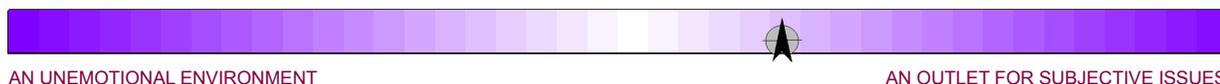


Basically, you prefer to strike a balance between cautious detachment and sincere emotional involvement. But you are able to move freely between those extremes, avoiding excessive emotionalism and complete detachment as well.

STRENGTHS

- objective, yet sympathetic
- warm, yet practical

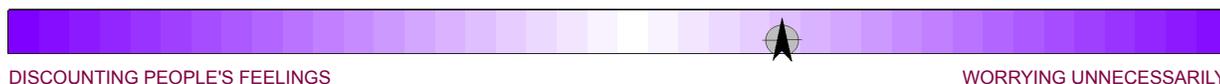
WILL NEED



NEED: You need a similar balance in your surroundings. You are at your best in the presence of people who can combine logic and practicality with a certain amount of sympathy and understanding for personal feelings.

CAUSES OF STRESS: Extremes in other people are likely to put some pressure on your own moderation. Too much emotionalism from others can add to your anxiety and tension; while you may tend to magnify your own problems when others are too detached.

TRY TO AVOID



POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

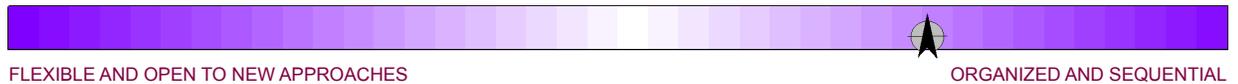
- dejection
- becoming too impersonal
- loss of optimism

The Birkman word for this is the Need for Structure

ORGANIZING AND BEING RESPONSIBLE

Flexibility vs. Structure

**MOST
EFFECTIVE
BEHAVIOR**

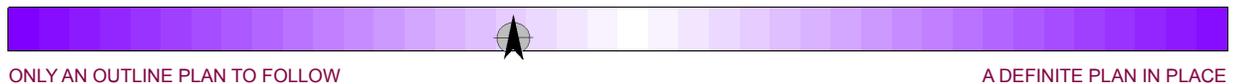


Focusing your attention on methods and procedures, you place great value on policies which have been tried and proven. You recognize the importance of attending to detail, being generally careful and thorough.

STRENGTHS

- systematic
- detail-oriented
- procedure-minded

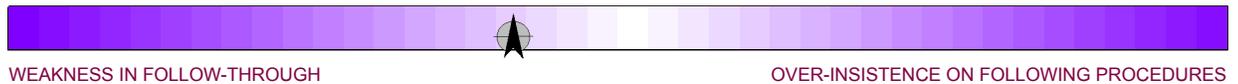
**WILL
NEED**



NEED: Your activities should involve a balance of familiar and predictable situations with opportunities for expression of your initiative. In any case, it is important for you to maintain a sense of control.

CAUSES OF STRESS: When pushed to change your plan of action, you may experience more pressure than other people. Also, too much attention to details can cause you to lose sight of the broad objectives.

**TRY
TO
AVOID**



POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

- de-emphasis on system
- over-controlling

The Birkman word for this is the Need for Authority

BEING IN CHARGE

Suggest vs. Tell

MOST EFFECTIVE BEHAVIOR



LOW-KEY IN THE EXERCISE OF AUTHORITY

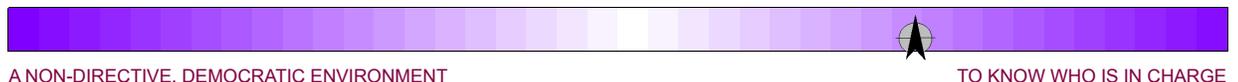
DIRECTIVE AND COMMANDING

You show a healthy respect for established authority, whether verbal or in the form of formal procedure and control. It is relatively easy for you to take charge and direct activities, and see to it that pre-arranged plans are executed.

STRENGTHS

- self-assertive
- seeks to influence and excel
- enjoys exercising authority

WILL NEED



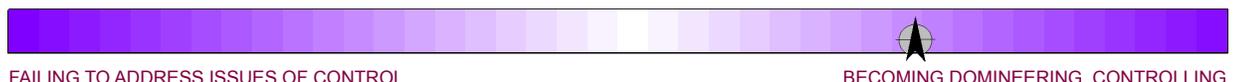
A NON-DIRECTIVE, DEMOCRATIC ENVIRONMENT

TO KNOW WHO IS IN CHARGE

NEED: From others, you need personal and clear instructions as to what they expect to have done. You respect people who appear to you to be natural authority figures, and expect them to enforce strictly the boundaries of authority.

CAUSES OF STRESS: You can easily lose your respect for those in positions of authority when it seems that they are having difficulty showing strength. Your morale and enthusiasm suffer in these situations.

TRY TO AVOID



FAILING TO ADDRESS ISSUES OF CONTROL

BECOMING DOMINEERING, CONTROLLING

POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

- provocative statements
- undue assertiveness
- becoming bossy or domineering

The Birkman word for this is the Need for Change

DEALING WITH CHANGE

Focused vs. Variety

MOST EFFECTIVE BEHAVIOR



CONCENTRATES ATTENTIONS WELL

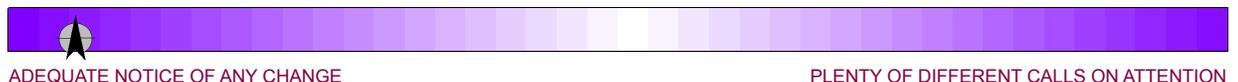
LIKES A VARIETY OF SIMULTANEOUS TASKS

You are easily stimulated by the prospect of novelty and adventure. As the author of change, you tend to be always on the alert for ways to improve situations and activities in which you are involved.

STRENGTHS

- responsive
- attentive
- adaptive

WILL NEED



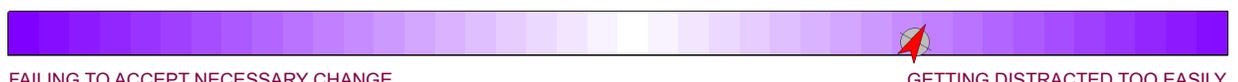
ADEQUATE NOTICE OF ANY CHANGE

PLENTY OF DIFFERENT CALLS ON ATTENTION

NEED: However, your environment must allow you the freedom of choice in order for you to get maximum benefit from your strengths. You are at your best in surroundings that encourage individual initiative so that you can determine your own routine.

CAUSES OF STRESS: Changes which are unexpectedly forced upon you may cause you to respond adversely. The flexibility which characterizes your strength may become a handicap under these conditions.

TRY TO AVOID



FAILING TO ACCEPT NECESSARY CHANGE

GETTING DISTRACTED TOO EASILY

POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

- problems in focusing attention
- reduced self-discipline
- impatience

The Birkman word for this is the Need for Activity

PACE AND ACTION

Thought vs. Action

MOST EFFECTIVE BEHAVIOR



LIKES TO REFLECT BEFORE ACTING

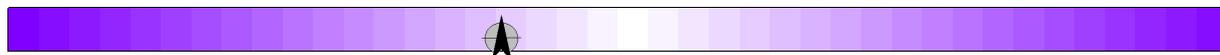
TAKES DIRECT ACTION TO GET THINGS DONE

Your high energy level affords you the considerable assets of vigorous and persuasive reasoning and a generally forceful and enthusiastic approach to everything you do. You find it easy to be physically active on a regular basis.

STRENGTHS

- enthusiastic
- energetic
- forceful

WILL NEED



PERSONAL CONTROL OVER SCHEDULING

A BUSY SCHEDULE

NEED: However, you prefer to be in control regarding the spending of your energies. It is best when your environment neither places the demands of a heavy schedule upon you, nor emphasizes thought and reflection to the exclusion of personal action.

CAUSES OF STRESS: External demands on your energies, either physical or mental, are likely to be frustrating to you. When you are denied the opportunity to balance planning with action, your naturally high energy level may result in unexpected fatigue.

TRY TO AVOID



PUTTING THINGS OFF

FAILING TO DELEGATE WHEN NECESSARY

POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

- edginess
- feeling fatigued

The Birkman word for this is the Need for Thought

MAKING DECISIONS

Decisive vs. Thoroughly Examining

MOST EFFECTIVE BEHAVIOR

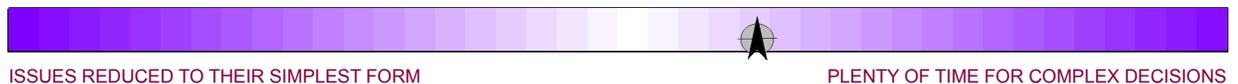


With one eye on the future and one eye on the present, you tend to make decisions in a moderate but effective manner. You are definitely not impulsive, but you also recognize that you don't have to have all the data before you can make a decision.

STRENGTHS

- thoughtfully decisive
- considers future and immediate consequences

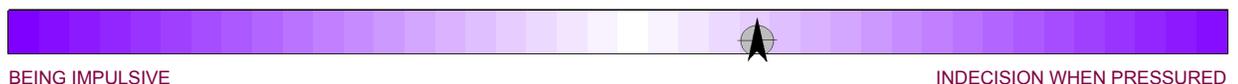
WILL NEED



NEED: The moderate nature of your decision-making style indicates that you can be comfortable handling situations that require quick judgments and decisions, and problems that are more complex, as long as sufficient information is available for consideration.

CAUSES OF STRESS: On pressure assignments which require quick and decisive action, insecurity can make you overly cautious because you want to see all possibilities and consequences. On the other hand, you can become quite impatient waiting on decisions from others.

TRY TO AVOID



POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

- delaying actions
- impatience

The Birkman word for this is the Need for Freedom

INDEPENDENCE

Conventional vs. Independent

MOST EFFECTIVE BEHAVIOR



UNDERSTANDS HOW MOST PEOPLE THINK

INDIVIDUALISTIC IN OUTLOOK

You have a strong sense of individuality, characterized by your rather independent outlook. You are comfortable in situations that allow you to be spontaneous and self-expressive, and do not need strong approval from others to justify your thoughts and actions.

STRENGTHS

- inner sense of freedom
- individualistic
- spontaneous

WILL NEED



A PREDICTABLE ENVIRONMENT

OPPORTUNITIES FOR INDIVIDUALITY

NEED: The notion that most people share your independent attitudes indicates that you have a greater-than-average need to sense support and encouragement of your personal freedom.

CAUSES OF STRESS: Since you are not necessarily bound by convention and precedent, you can easily over-react to situations which stress these things, becoming individualistic for its own sake and misjudging the thoughts and feelings of others.

TRY TO AVOID



DISCOMFORT WITH UNUSUAL IDEAS

BEING DIFFERENT FOR ITS OWN SAKE

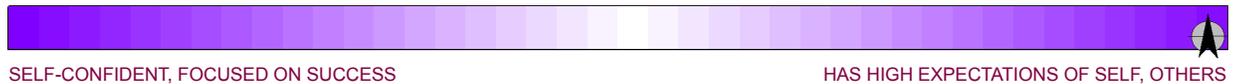
POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

- unpredictable behavior
- over-emphasis on independence
- too ready to blaze trails

The Birkman word for this is the Need for Challenge

EXPECTATION OF MYSELF AND OTHERS

MOST EFFECTIVE BEHAVIOR

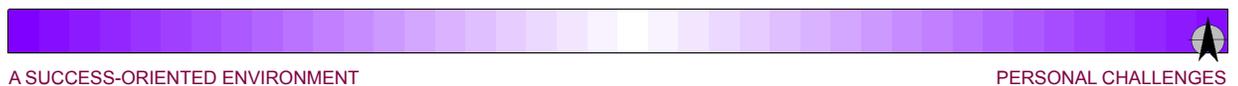


More than most people, you tend to focus on your personal shortcomings rather than your strengths. As a result, you are able to take a great deal of pride in your accomplishments, and respond well to difficult or demanding tasks and goals.

STRENGTHS

- driven
- strong-willed
- high expectations

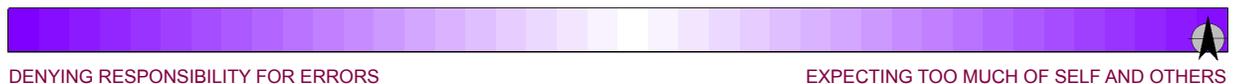
WILL NEED



NEED: You tend to place a lot of conditions on your personal acceptance, so establishing your worth is largely a matter of achievement. Personally challenging situations enhance your strengths.

CAUSES OF STRESS: You are likely too inclined to blame yourself for failure. On occasions you tend to think that renewed personal effort will resolve problems that may not be of your making in the first place.

TRY TO AVOID



POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

- becoming too self-critical
- strong emotional tension
- feelings of inadequacy

HOW I WANT PEOPLE TO DEAL WITH ME

- In working with others, he is straightforward; he is primarily independent, and given to a few close, personal relationships.
- When giving or accepting direction, he is self-assertive. He enjoys debate and active, participative discussion.
- As to competitiveness and stamina, he is competitive and bottom line oriented; he prefers warm, genuine relationships; he feels defeated and dejected when relationships go awry. He is very strong-willed, demanding, sometimes unconsciously oppositional.
- When organizing or planning, he questions everything. He won't blindly follow instructions unless the wisdom of doing so is obvious; he must maintain a sense of personal freedom. Cautious and thoughtful but usually comfortable with making decisions. He needs more time and information for important decisions.

Suggestions for communicating and talking with me:

The ones with an * are particularly important.

*Provide him with difficult tasks, but help set reasonable, reachable goals.	Dealing with Expectation of Myself and Others: Challenge
Keep communications direct and impersonal. Be as straightforward as possible when giving praise, almost matter-of-fact.	Dealing with Respect for the Issue and for People: Esteem
Capitalize on his willingness to play devil's advocate.	Dealing with Social Relationships: Acceptance
*Keep debates controlled and positive.	Dealing with Being in Charge: Authority
*Provide a balance of team and individual goals.	Dealing with Recognition: Advantage
Address the positive sides of issues.	Dealing with Emotions: Empathy
*Freely explain the reasoning in making changes.	Dealing with Change: Change
*Steer away from situations that are confining, restrictive or regulated.	Dealing with Independence and Identify: Freedom
Lead with a balance of thoughtfulness and decisiveness but be sure he has time to think about important decisions.	Dealing with Making Decisions: Thought

BASIC COLORS: FILTERS AND STRENGTHS

Each one of us has four colors as part of our make-up. They describe how we understand and interact with the world. Basic Colors indicates the work environment in which you are likely to be the most successful, based upon these foundation colors. The two bottom colors typically identify the work environment that is likely to be the best fit for you. These colors also tell you the general work environment in which you are going to feel the most motivated and most comfortable.

	Intensity	Intensity
Yellow -- Administrator		
Red -- Expeditor		
Blue -- Planner		
Green -- Communicator		

The bottom color bar is your longest and strongest bar; this is this environment in which you will feel the most motivated. The longer the bar, the more clearly you resonate with the environment associated with this color. The second longest bar is a supporting one. Depending on the length of the second bar, both of these two bottom bars are likely to be environments in which you would thrive. The top two color bars, particularly when they are dramatically shorter than the bottom two bars, may represent environments in which you are likely to be less motivated or less comfortable. And it is possible these can be “blind spots” for you. They aren’t dominant in your life and, therefore, you may ignore them.

SOME THINGS TO THINK ABOUT:

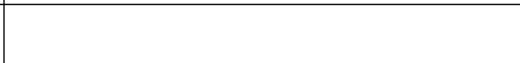
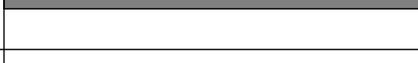
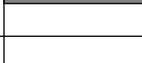
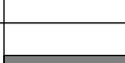
- What is it about the environment of your longest bar that appeals to you?
- In what ways would you be motivated when you are in this type of environment?
- Do you agree that you would be less comfortable or less motivated if you were in an environment of one of the two top bars? If so, why?
- In what ways would it benefit you to try to be in an environment of one of the two bottom colored bars?
- What careers interest you? Do the environments of these careers line up with what you know about the environments of your bottom two bars? How will this help?



JOB FAMILIES AND TITLES

This report matches you to others in job families and titles. The length of the lines indicates the degree of match to others in these fields in terms of importance and interest. Included below are your top 7 areas, as well as your bottom 3 areas (denoted by an *). It is important to note that if you decide to work in one of these 3 bottom areas, you may function effectively but may do it in a way that may seem "out of the box" for most others in those areas. This may cause unanticipated reactions from others.

Career Opportunities Based On Interests & Strengths

<p>Construction & Extraction Performing hands-on work functions related to the building of structures or the removal of materials from natural settings for use in construction or other applications</p>	
<p>Management Planning, directing, and coordinating high-level activities within an organization</p>	
<p>Community & Social Services Counseling, rehabilitating, and/or supporting social and psychological matters of individuals, groups, or communities</p>	
<p>Installation, Maintenance, & Repair Performing hands-on work functions related to the installation, maintenance, and repair of various machinery, systems, vehicles, and other serviceable equipment</p>	
<p>Production Producing, creating, and/or manufacturing a variety of products (e.g., food, lumber, electrical equipment, fabrics, metals, plastics, stones, fuel) through the operating of specialized tools and/or equipment</p>	
<p>Engineering & Architecture Applying principles and technology of chemistry, physics, and other scientific disciplines into the planning, designing, and overseeing of physical systems and processes</p>	
<p>Healthcare Practitioner & Technician Providing medical care and treatment in an effort to achieve optimal mental and physical patient well-being</p>	
<p>* Computer & Mathematical Science Designing, developing, and maintaining databases, software, hardware, networks, and other information/logic systems</p>	
<p>* Life, Physical, & Social Science Applying scientific knowledge and expertise to specific life, physical, or social science domains</p>	
<p>* Transportation & Material Moving Piloting, driving, operating, or navigating transport vehicles or material moving machinery (e.g., aircraft, automobiles, water vessels, construction cranes, locomotives, tractors)</p>	



Dictionary for the Job Families

Arts, Design, Sports, Media, & Entertainment

Creating and/or expressing ideas or demonstrating talents through various media for entertainment, informational, or instructional purposes. Duties may include acting, dancing, singing, designing graphics, operating media equipment, translating text, writing literature, producing/directing movies or plays, public speaking, radio announcing, competing in sporting events, news reporting, among other specific functions within the media.

Business & Finance

Analyzing and evaluating business/financial information for the purposes of documenting, making recommendations and/or ensuring adherence to business protocol. Duties may include preparing financial reports, developing investment strategies, analyzing general business trends, or assessing risk/liability, to streamline the operations of an organization.

Community & Social Services

Counseling, rehabilitating, and/or supporting social and psychological matters of individuals, groups, or communities. Duties may include helping individuals maximize their mental and emotional well-being, cope with addictions, and lead healthy lifestyles, as well as providing spiritual, moral, or vocational guidance.

Computer & Mathematical Science

Designing, developing, and maintaining databases, software, hardware, networks, and other information/logic systems. Duties may include collecting/organizing data, computer programming, providing technical support, web design, and configuring communication systems, among other data-driven functions.

Construction & Extraction

Performing hands-on work functions related to the building of structures or the removal of materials from natural settings for use in construction or other applications. Duties may include bricklaying, carpentry, masonry, roofing, plumbing, inspecting integrity of structures according to building codes, mining, drilling, and disposal of construction by-products, using specialized tools and equipment.

Education, Training, & Library

Teaching/training individuals or groups of people academic, social, or other formative skills using various techniques/methods. Duties may include instructing children, adolescents, adults, individuals with special needs, or other specific samples within a formal or informal setting, creating instructional materials and educational content, and providing necessary learning resources.

Engineering & Architecture

Applying principles and technology of chemistry, physics, and other scientific disciplines into the planning, designing, and overseeing of physical systems and processes. Duties may include creating, testing, developing, and maintaining tools, machines, electrical equipment, buildings/structures, or other physical entities.

Food Preparation & ServingRelated

Preparing and cooking foods and/or serving patrons in dining establishments or other settings. Duties may include checking food quality, mixing drinks/ingredients, cleaning dishware, taking orders, planning menus, and other food/serving-related functions.

Healthcare Practitioner & Technician

Providing medical care and treatment in an effort to achieve optimal mental and physical patient well-being. Duties may include assessing patient health, diagnosing illnesses, performing surgery, prescribing medication, implementing prevention strategies, conducting/reviewing laboratory diagnostics, and supervising medical support staff. Most of these occupations require a graduate education.

Installation, Maintenance, & Repair

Performing hands-on work functions related to the installation, maintenance, and repair of various machinery, systems, vehicles, and other serviceable equipment. Duties may include diagnosing, adjusting, servicing, and overhauling engines, telecommunications and/or security systems, heating, vacuuming, and air-conditioning units, and electronics.

(continued to next page)

Legal

Researching, litigating, and documenting matters relating to the law, specializing in litigation, arbitration, transcription, investigation, or negotiation of legal issues. Duties may include representing clients in legal proceedings, examining legal statutes, documenting agreements, drafting contracts, investigating cases, and transcribing hearings.

Life, Physical, & Social Science

Applying scientific knowledge and expertise to specific life, physical, or social science domains. Duties may include researching, collecting/analyzing qualitative and quantitative data, conducting experimental studies, devising methods to apply laws and theories to industry and other fields (e.g., mental health, agriculture, chemistry, meteorology, plant and animal life, human behavior and culture).

Management

Planning, directing, and coordinating high-level activities within an organization. Duties may include managing personnel, creating budgets, developing and implementing strategies, creating organizational policies, and supervising company operations. These managerial functions are similar in nature across various industries and fields (e.g. engineering, sales, human resources, medical).

Office & Administrative Support

Providing clerical support within an organization. Duties may include preparing statements, tracking accounts, record keeping, bill collecting, making phone calls, scheduling appointments, entering data, providing customer service, ordering and tracking inventory, handling monetary transactions, among other administrative support tasks.

Production

Producing, creating, and/or manufacturing a variety of products (e.g., food, lumber, electrical equipment, fabrics, metals, plastics, stones, fuel) through the operating of specialized tools and/or equipment. Duties may include baking pastries, binding books, cutting, shaping, and assembling furniture, assembling electronics, shaping molten glass, fabricating jewelry, welding metal components, among other specific production tasks.

Protective Service

Serving and protecting the best interests of the community, environment, and/or individuals, adhering to federal, state, and local laws. Duties may include investigating criminal cases, regulating traffic and crowds, fire fighting, ticketing/arresting perpetrators, inspecting baggage or cargo, responding to emergency situations, patrolling designated areas, guarding establishments, and providing other security measures.

Sales & Related

Selling goods or services to a wide range of customers across various industries. Duties may include selling retail, appliances, furniture, auto parts, medical services, insurance, real estate, financial or consulting services, securities and commodities, as well as other products/services.

Transportation & Material Moving

Piloting, driving, operating, or navigating transport vehicles or material moving machinery (e.g., aircraft, automobiles, water vessels, construction cranes, locomotives, tractors). Duties include flying commercial airplanes, directing air traffic, driving public or school buses, taxis, trucks, ambulances, commanding motor-driven boats, inspecting freight and cargo, conducting trains, operating forklifts, among other transportation and material moving tasks.

