

**Student Workbook**

**choosing a career that’s**

**right for you**

**Name**

**School**

**School Year**

**Date**

**MyCareerMatch Workbook**

**Match who you are with what you’ll love to do**

This workbook is designed to help you decide **‘what you want to be’** now that you know **‘who**

**you are’** and **‘what careers’** best match your personality profile.

The secret to career satisfaction lies in doing what you enjoy most. Careers that match your

personality style make the best use of your natural gifts and talents and will give you the

greatest happiness in your life.

Since your natural talents are the single most important part of you to understand and use in

designing your career, it is important to get this part right.

**Whatever I do I’m gonna ROCK! …**

Whatever career and occupation you choose, be the best you can be. To **‘ROCK’**, you must

bring passion, commitment and hard work. Any personality style can succeed, but the one

thing that all successful people have in common… whether it’s sports, arts or business… is

that they are fully committed and determined to be the best.

This is a quality you must adopt for yourself to achieve your goals.

**HOW TO USE**

* Work your way through the questionnaire & fill in all the blue highlighted fields.
* Save your work as you go.
* Use the “Save As” format and rename to save on your computer.

**Four Personality Styles - D.P.S.A ®**

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**People have four basic personality styles**. When blended together in varying percentages, they make you who you are. **One style is not better than the other**. These styles define the way you act, think, learn, socialise and behave. You are “wired” with these traits from birth. It’s like a default factory setting. MyCareerMatch calls these styles, **Driver, Promoter, Supporter** and **Analyser.**

Who you are is of course more than just four styles; it’s also how you were raised, your home life and family heritage, your ethnic and reli­gious upbringing, your education and learning environment. If you imagine that who you are is like an iceberg, then the part people see above the water line is your personality style

**Brief description of each style**

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**Drivers** have a high desire to achieve. They are self-motivated, independent, and highly individualistic. They like a fast paced environment. They enjoy the competition and the challenge. Most of all they want to be in control. They want to do it their way.

**Promoters** are independent, outgoing individuals who like socialising and meeting people. They are enthusiastic and optimistic. They enjoy conversations and being the centre of attention. They make friends easily and are inspirational and popular.

**Supporters** are dependable, practical and kind people. They’re patient. They want to help others. They prefer to work in teams and they dislike rapid change. They prefer a secure and constant environment that’s free of conflict.

**Analysers** are perfectionists who look to systems, rules and order within a structured environment. They are accurate and precise. They are reserved, detailed and logical and follow the rules and standards.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Your Personal Profile**  **Step 1:**  Using the style intensity graph on Page 3 of your Career Report, write down the percentages of each of your four styles.  For example the graph on the right indicates that this person is a PROMOTER DRIVER. The style intensity graph indicates: Driver 75%, Promoter 100%, Supporter 40%, Analyser 40%  **Write down your intensity percentages**   |  |  | | --- | --- | | DRIVER |  | | PROMOTER |  | | SUPPORTER |  | | ANALYSER |  | |  |
| MyCareerMatch Page 3 Graph |

|  |  |
| --- | --- |
| **Step 2:**  Using your percentages, plot them on the chart on the  next page by placing a cross in the appropriate percentage segment under each of the four styles.  **Step 3:**  Use one or two words from each segment, commencing with your highest percentage to your lowest percentage and write  a sentence that describes you.  If two are the same percentage then the order is D P S A  The example on the right indicates a Promoter, Driver, Supporter, Analyser styles and the key words that describe  this person are;  ***“I am an inspiring extrovert (P 100%), who is assertive, goal oriented (D 75%), energetic (S 40%) and confident (A 40%)”*.**  **LOW SCORING SUPPORTERS**  If you have a low Supporter percentage it doesn’t mean that  you don’t help or encourage others, it just means that you  are more decisive and action oriented than people with high Supporter scores. |  |

**Words that Describe Me**

**See instructions Page 4**

Write a sentence that best describes you starting with “I am” …

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SCORE**  From each of the percentage segments crossed on your chart, select one or two words that most describe you, and write a sentence using those words. | **DRIVER** | **PROMOTER** | **SUPPORTER** | **ANALYSER** |
| **D** | **P** | **S** | **A** |
|  |  |  |  |  |
|  | Strong willed | Outgoing | Caring | Thorough |
| **100%** | Determined | Bubbly | Easy-going | Organised |
|  | Results focused | Fun | Likeable | Precise |
|  |  |  |  |  |
|  | Decisive | Talkative | Well-organized | Fussy |
| **85%** | Competitive | Enthusiastic | Patient | Accurate |
|  | Confident | Positive | Trusting | Efficient |
|  |  |  |  |  |
|  | Resourceful | Inspiring | Dependable | Sensible |
| **75%** | Practical | Generous | Calm | Follow rules |
|  | Innovative | Persuasive | Steady | Careful |
|  |  |  |  |  |
|  | Strong-minded | Social | Good listener | Neat |
| **65%** | Straight forward | Carefree | Relaxed | Polite |
|  | Purposeful | Friendly | Loyal | Sensitive |
|  |  |  |  |  |
|  | Reasonable | Sensible | Active | Gritty |
| **50%** | Cooperative | Fair | Inspiring | Orderly |
|  | Easygoing | Tolerant | Eager | Persistent |
|  |  |  |  |  |
|  | Helpful | Logical | Bouncy | Daring |
| **40%** | Gentle | Precise | Edgy | Confident |
|  | Low‐key | Organised | Restless | Creative |
|  |  |  |  |  |
|  | Down-to-earth | Tidy | Lively | Clever |
| **25%** | Peaceful | Fussy | Quick | Unique |
|  | Shy | Unemotional | Jumpy | Courageous |
|  |  |  |  |  |
|  | Humble | Quiet | Hotheaded | Cheerful |
| **15%** | Patient | Thoughtful | Excitable | Innovative |
|  | Sensitive | Shy | Passionate | Outgoing |

**My Personal Profile**

From your MyCareerMatch Report list four (4) statements that describes you the most from each of the following sections.

**My work related strengths are**

|  |  |
| --- | --- |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |

**Qualities I bring to a job**

|  |  |
| --- | --- |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |

**Things I like**

|  |  |
| --- | --- |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |

**What people admire about me**

|  |  |
| --- | --- |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |

**Personality Strengths and Weaknesses**

As you can see from the chart below each of the four styles has its own strengths and weaknesses.

The key to success in life and career is to know what your own strengths and weaknesses are. Some people are good at doing some things and others are not. By knowing what you’re good at you can focus on these to build your career. You should also know your weaknesses because these could upset others, let you down and may even get you into trouble.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Strengths** |  | **Weaknesses** |  |
| **DRIVER** | Strong Willed  Determined  Independent  Optimistic  Practical  Productive  Decisive  Leader  Confident |  | Unforgiving  Opinionated  Domineering  Inconsiderate  Unemotional  Impatient  Independent  Insensitive  Hard to please |  |
| **PROMOTER** | Friendly  Compassionate  Carefree  Talkative  Outgoing  Enthusiastic  Warm  Personable  Fun  Generous  Expressive |  | Unstable  Undisciplined  Restless  Loud  Exaggerates  Disorganised  Untimely  Gossipy  Impulsive  Unfocused  Excitable |  |
| **SUPPORTER** | Likeable  Diplomatic  Caring  Calm  Dependable  Efficient  Practical  Reliable  Good Listener |  | Stingy  Fearful  Indecisive  Unmotivated  Timid  Unenthusiastic  Quiet  Protective  Unchanging |  |
| **ANALYSER** | Sensitive  Perfectionist  Idealist  Loyal  Self-sacrificing  Thorough  Orderly  Logical  Cautious  Precise |  | Self-centered  Moody  Critical  Negative  Impractical  Unsociable  Inflexible  Picky  Rigid |  |

**My Behaviour**

In the space below write down the strengths and weaknesses that you think applies to you.

Be honest here and look at yourself objectively. From the list on Page 7, choose up to four (4) behaviours that you think describes both your strengths and weaknesses

**My Strengths**

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

**My Weaknesses**

**My Natural Skills**

In the space below write down 4 natural talents that you have.

These talents and gifts are the things that you do well and that are easy for you or come naturally, like drawing, singing, or if you can fix things or have a skill with animals, people or sports.

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

**How I Can Make a Difference**

You can make a difference by using your natural gifts and talents in ways that bring out the best in you and others.

**At work**

You make a difference AT WORK by focusing on what you are good at, and acquiring skills and qualifications in areas you excel in, so that you can be the best you can be.

**At home**

You make a difference AT HOME and in your PERSONAL RELATIONSHIPS by knowing the key elements of your personality and how your strengths and weaknesses affect others.

**In your community**

You can make a difference IN YOUR COMMUNITY by volunteering in areas you feel

comfortable and where your natural abilities are seen and appreciated as making a difference to the lives of others.

**In the space below, list the four areas that MEAN THE MOST TO YOU and where you feel you could MAKE A DIFFERENCE – at work, at home and/or in your community.**

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

**My Learnt Skills**

In the space below write down 4 skills that you had to learn to use.

Skills are things that didn’t come naturally to you and that you had to learn in order to master them. For instance few people are born being able to add, subtract, play and instrument, or speak another language.

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

**My Hobbies**

In the space below write down 4 hobbies or ‘out of’ school activities that you do.

Your hobbies are no less important than your skills and talent. You usually take up a hobby that you enjoy doing and are passionate about. Hobbies tell you what you love to do. You may think that hobbies are just spare time activities but hobbies can play a big part in your career pathway.

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

**My Family and Friends**

Identify the Dominant personality styles of people close to you.

How do these people act most of the time? Are they good with people or better with tasks? Do they get things done quickly or do they take their time? Are they outgoing and fun or do they keep to themselves? Are they ready for new adventurers or do they like things to stay the same?

Not sure, then refer to style descriptions on Page 2 of this workbook and select which describes the person below the most.

|  |  |
| --- | --- |
| **PERSON YOU KNOW** | **THEIR PERSONALITY STYLE** |
| MOTHER |  |
| FATHER |  |
| BROTHER or SISTER |  |
| BROTHER or SISTER |  |
| BEST FRIEND #1 |  |
| BEST FRIEND #2 |  |
| FAVOURITE TEACHER |  |
| CAREER ADVISER |  |

**Career Opportunities**

Suitability for a job is determined by a number of factors including a person’s behavioural style. People who choose a career based on their **natural talents** are likely to be more productive and happier at work. Those who take on jobs that are not in harmony with their personal style can find it difficult. The right job lets the individual use their talents in ways that come naturally.

It’s important to note that there are successful people of all styles in all occupations however; certain occupations are more satisfying to each particular style.

**For Drivers the ideal career is where they can make decisions, set goals and measure results**.

* They enjoy power, control and independence.
* They function best when carrying out responsibilities with authority.
* They don’t like too much detail and are big picture people.
* They are comfortable with change and accept responsibility for their actions.

D

**For Promoters the ideal career involves people.**

* They are outgoing extroverts who enjoy the company of others.
* They are creative and have an ability to communicate and persuade others.
* They enjoy working with people, motivating, representing, lobbying and influencing others.
* Promoters are friendly optimistic people who enjoy being stylish and optimistic.

P

**For Supporters the ideal careers are those that involve people, service and information**.

* They are easy going people
* They enjoy working in a secure team environment that requires repetitive tasks or processes.
* They enjoy following routines and instructions and like to help others solve problems.
* They are naturally cautious and function best in a stable non-confrontational environment.

S

**For Analysers the ideal careers are those involving details, facts and information**.

* They are no nonsense people who are naturally inclined to gather information.
* They are detail oriented who don’t mind working by themselves.
* They enjoy the challenge of collecting facts and details and providing precise reports.
* They are capable people who follow procedures in a conscientious and conservative manner.

A

**Career Matching**

This exercise demonstrates the type of career that best suits your style based on what you are

attracted to.

If you are attracted to **PEOPLE** then you should be in a job that requires you to work with people and communicate, help, service, care for and educate. It should involve variety and projects where your enthusiasm, leadership and motivational talent can be used.

If you are attracted to **TASKS** then careers that involve, administration, sciences, technical, research, education, medical, finance, statistics, IT, construction, mechanical, agriculture. Jobs that are more related to systems and processes, rules and procedures. Careers where information and research are required, where analysis and design are utilised.

Many of you will be a combination of **two styles**. This means that you can do both types of work when required but you favour your **DOMINANT** style ahead of your BACKUP style. As an example if you are a Promoter Analyser you are good with PEOPLE and TASKS. Jobs where you need to explain and promote technical products or services. You have a skill of making the complicated easy to understand.

**Good with Tasks**

**Drivers**

&

**Analysers**

**Good with People**

**Promoters**

&

**Supporters**

P

D

S

A

**What are you attracted to?**

1. My **Dominant** style is attracted to: **Tasks** or **People \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

2. My **Backup** style is attracted to: **Tasks** or **People \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Choosing a Career**

What jobs interest you?

What school subjects interest you?

What school subjects are you good at?

What subjects do you need to do the jobs you’re interested in?

Which of the jobs that interest you are listed in your Career Report?

**How to Decide**

**Use these rules when choosing subjects:**

**ABILITY** - choose subjects you are good at.

**INTEREST** - choose subjects you enjoy.

**MOTIVATION** - choose subjects you really want to learn.

**GOOD FIT** - choose subjects that match your natural talents and gifts

**How TO decide**

Recognise this as an important decision and take time to consider all your options.

Ask yourself the following questions:

* What subjects are available?
* What subjects interest me?
* What subjects am I good at?
* What subjects do I need for further study?

In most cases, the best subjects to take are the ones you like the most. From these subjects you are more likely to do well and therefore get higher marks. If you really don’t like a subject, you probably won’t do as well.

**How NOT TO decide**

**Do not choose a subject because:**

* **Your friends are taking it**.

Your friends may have different abilities, interests and motivations to you.

* **Your favourite teacher is teaching it**.

Teachers often change classes or even schools.

* **You want to go on a particular excursion**.

You could endure years of misery for the sake of that excursion.

* **You’ve heard it’s a “bludge” subject**.

If someone tells you a subject is a bludge, chances are that they are bludging and will probably do poorly.

* **You need to do it even though you hate it**.

If you need to do a subject to get into a particular course, there will be a lot of that subject within the course!

* **Boys/girls don’t do that subject**.

There are no separate subjects for boys and girls.

**Action Planner**

**Career Goals**

Most people have never asked themselves the simple question: **“If I could be anything, what**

**would I be?”** Now is a good time to state your career goals. Use the space below to write down

your **dream career job or position** that reflects the ideal way you would make a living.

Remember to be realistic.

**My dream career / job / position is:**

**What education do I need to do my ideal job?**

Take a look at your Career Goals and determine what level of education, skills and training you will

need to succeed in your prospective career. When writing your education goals keep these four

points in mind.

1. **What type of degree or certification will I need to succeed in my chosen career?** (i.e. diploma, certificate, general degree, specialist degree, masters, doctorate).
2. **What skills will I need to learn?** (i.e. language, organisational, sales, technical, artistic,

communication).

1. **What hands on training will I require?** (i.e. computer, medical, legal, cosmetics).
2. **What people and resources can help me to achieve my career goals?** (i.e. work experience, volunteer work, teachers, career advisers, councillors, student organisations, universities, TAFE, trade schools, Google, parents, relatives, people who are doing the job I want to do)

**Write down the education, skills or training you need**

**CAREER ANCESTRY**

**Discover your family’s career ancestry**

**If your relative has had more than one job, enter the two most recent, or longest employed.**

|  |  |
| --- | --- |
| **AUNT** | |
|  | |
|  | |

|  |  |
| --- | --- |
| **SISTER** | |
|  | |
|  | |

|  |  |
| --- | --- |
| **AUNT** | |
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| --- | --- |
| **GRANDDAD** | |
|  | |
|  | |

|  |  |
| --- | --- |
| **GRANDMA** | |
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|  |  |
| --- | --- |
| **MY NAME IS:** | |
|  |
|  |
|  |
| **CAREERS I’M CONSIDERING** |
| 1. |
| 2. |
| 3. |
| 4. |

|  |  |
| --- | --- |
| **DAD** | |
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| **MUM** | |
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| **GRANDDAD** | |
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| --- | --- |
| **UNCLE** | |
|  | |
|  | |

|  |  |
| --- | --- |
| **BROTHER** | |
|  | |
|  | |

|  |  |
| --- | --- |
| **UNCLE** | |
|  | |
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|  |  |
| --- | --- |
| **GRANDMA** | |
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|  | |