



ABOUT U SM

Report

Prepared For :



07 October 2015



INTRODUCTION

Compass Settings SM presents you with your unique **ABOUT U SM 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.



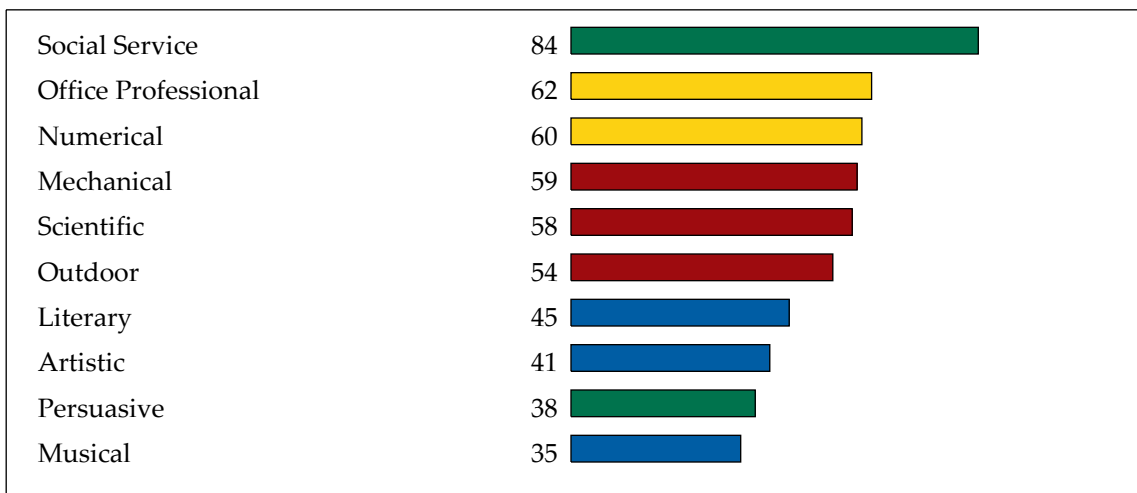
The results of your questionnaire will show you how to integrate your strengths and interests into your daily life and move forward with higher education decisions, course work and career development choices that will keep you energized and motivated to succeed.

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)

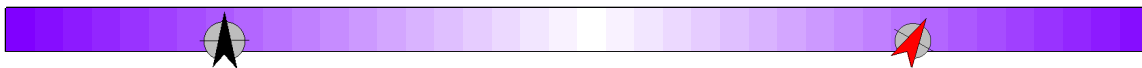
1. **RESPECT FOR THE ISSUE AND RESPECT FOR PEOPLE** *Need for Esteem How do I prefer to deal with family, friends, and how do I need them to deal with me on one-to-one personal issues?
2. **SOCIAL RELATIONSHIPS** *Need for Acceptance How do I like to be in social groups? How open am I to sharing ideas 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 U SM 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.

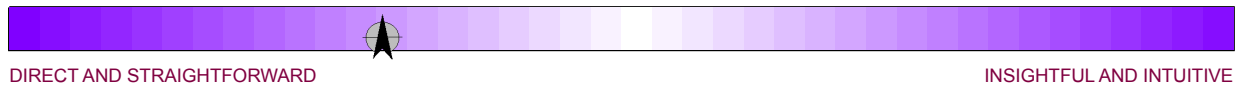
About U SM Considerations: **When you are showing signs of STRESS related to a particular element, practice using the positive characteristics found in the MOST EFFECTIVE BEHAVIOR and opposite to your STRESS behavior descriptors. This will help reduce or lessen the negative impact your STRESS behavior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

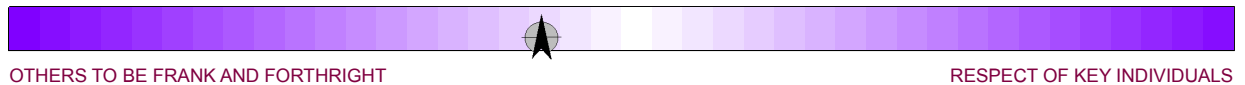


You have an important strength in handling personal relationships by virtue of being able to balance sensitivity and directness. By nature, you are neither too frank nor too reserved.

STRENGTHS

- direct without being blunt
- sensitive, yet at ease
- straightforward, yet insightful

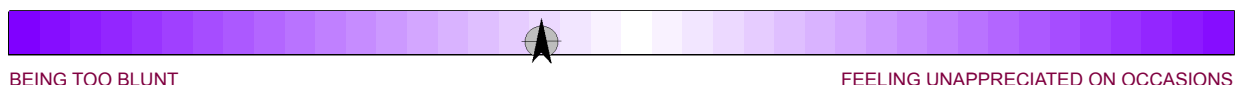
WILL NEED



NEED: Likewise, you respond best when others strike a similar balance between sensitivity and openness when relating to you. Respect and approval on a personal basis help motivate you.

CAUSES OF STRESS: When other people are overly sensitive, you feel uneasy - possibly to the point of discomfort. By the same token, your feelings can sometimes be hurt when you think that others are not responding to your personal needs.

TRY TO AVOID



POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

- undue sensitivity
- over-directness

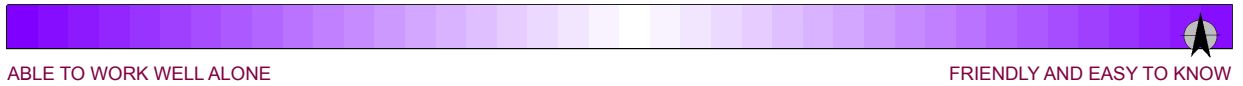


The Birkman word for this is the Need for Acceptance

SOCIAL RELATIONSHIPS

Alone vs. Group

MOST EFFECTIVE BEHAVIOR



ABLE TO WORK WELL ALONE

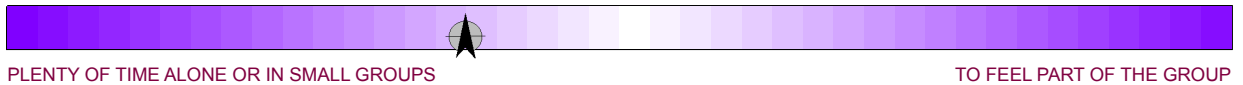
FRIENDLY AND EASY TO KNOW

Your natural friendliness toward others keeps you interested and involved in the activities of groups. As a rule, you are accepting of people and are at ease in most social situations. Genuine social awareness is one of your real strengths.

STRENGTHS

- sociable
- communicative
- at ease in groups

WILL NEED



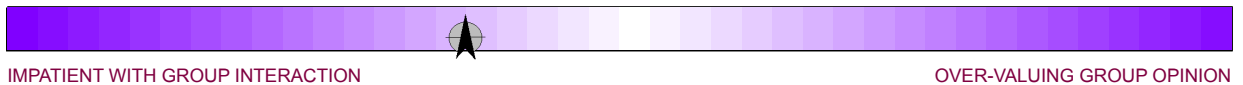
PLENTY OF TIME ALONE OR IN SMALL GROUPS

TO FEEL PART OF THE GROUP

NEED: However, it is necessary for you to have a reasonable amount of time to spend by yourself or in the company of one or two other people. A balance of group and private activities is best, as this allows you to maintain your sense of well-being.

CAUSES OF STRESS: Too much time spent on solitary activities can result in feelings of loneliness; but you may also find yourself anxious to relieve the pressure of continuous social or group activities.

TRY TO AVOID



IMPATIENT WITH GROUP INTERACTION

OVER-VALUING GROUP OPINION

POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

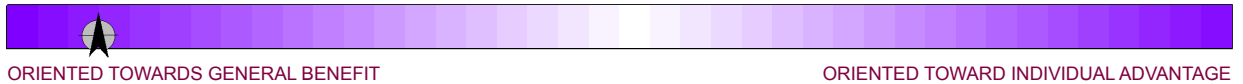
- withdrawal
- over-eagerness to please the group

The Birkman word for this is the Need for Advantage

RECOGNITION FOR SELF AND OTHERS

We vs. Me

MOST EFFECTIVE BEHAVIOR

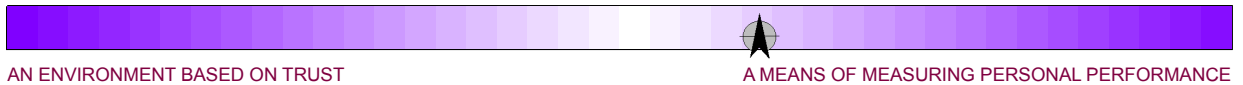


As a predominantly idealistic person, you value cooperative effort and the concepts of trust, loyalty and team spirit. You can think and reason in terms of intangible benefits, and prefer to minimize face-to-face, competitive rivalry.

STRENGTHS

- trustful
- loyal
- service-oriented

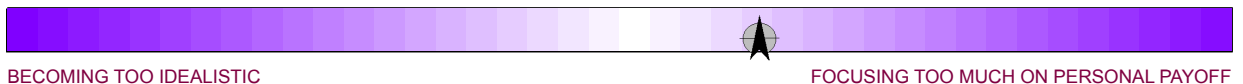
WILL NEED



NEED: Underneath, you expect a certain amount of competition, and need some reassurance concerning your personal advancement. While you value team effort, it is good for you to receive recognition for individual effort.

CAUSES OF STRESS: Your respectful attitudes can complicate matters when you are involved in face-to-face conflicts, since your feelings and opinions are stronger than they appear to be. Also, you can find others who are opportunistic or unrealistic a source of discomfort.

TRY TO AVOID



POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

- becoming distrustful
- becoming impractical



The Birkman word for this is the Need for Empathy

DEALING WITH EMOTIONS

Logic vs. Feeling

**MOST
EFFECTIVE
BEHAVIOR**



OBJECTIVE AND DETACHED

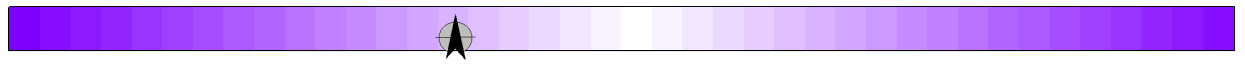
SYMPATHETIC AND WARM

You tend to be seen by others as full of genuine feeling, caring and involved. The warmth and sincerity of your sympathy is largely the result of your insight into your own and other people's feelings.

STRENGTHS

- warm
- sympathetic
- genuine in feelings

**WILL
NEED**



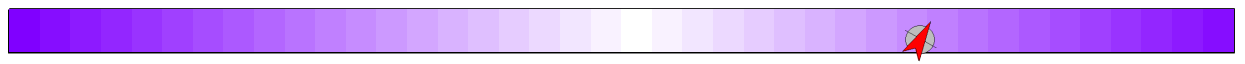
AN UNEMOTIONAL ENVIRONMENT

AN OUTLET FOR SUBJECTIVE ISSUES

NEED: However, you need a bit more balance in your environment. You respond best to people who can mix a sympathy and understanding of emotions with a basic practical and objective outlook.

CAUSES OF STRESS: Since you don't expect other people to have quite the degree of insight into feelings that you have, you may over-react when you sense that they are excessively involved in your feelings. However, people that are too detached can add to your frustration, causing you to magnify your own problems.

**TRY
TO
AVOID**



DISCOUNTING PEOPLE'S FEELINGS

WORRYING UNNECESSARILY

POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

- becoming too objective
- feeling dispirited

The Birkman word for this is the Need for Structure

ORGANIZING AND BEING RESPONSIBLE

Flexibility vs. Structure

MOST EFFECTIVE BEHAVIOR

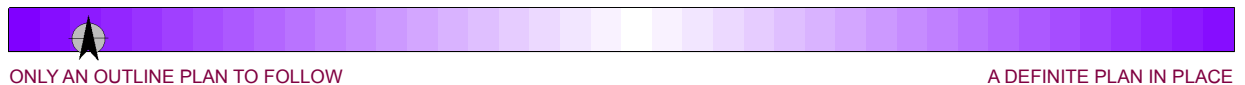


You possess a genuine flexibility which allows you to think and plan independently of established system and procedure. A readiness to try out new methods highlights the strength of your self-starting, self-motivating approach.

STRENGTHS

- acts on own initiative
- enjoys planning
- flexible

WILL NEED



NEED: Similarly, you are at your best in surroundings which minimize the imposition of structure on your activities. Freedom from close control allows maximum use of your strengths.

CAUSES OF STRESS: The asset of flexibility can at times become a liability as well. If important details are overlooked during the planning process, you are prone to experience frustration resulting from last-minute patching and fixing.

TRY TO AVOID



POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

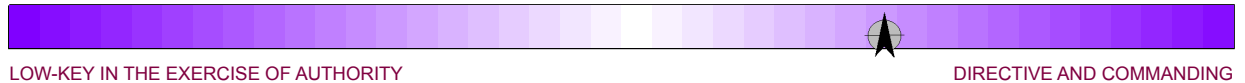
- weakened follow-through
- resistance to routine
- neglect of system and order

The Birkman word for this is the Need for Authority

BEING IN CHARGE

Suggest vs. Tell

MOST EFFECTIVE BEHAVIOR

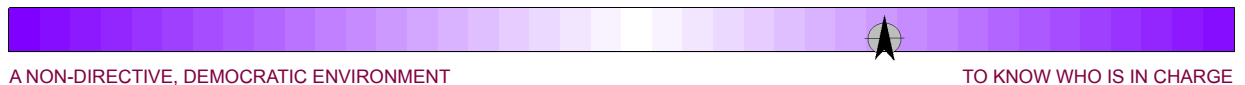


You show a healthy respect for established authority, whether verbal or in the form of formal procedure and control. It is relatively easy for you to take charge and direct activities, and see to it that pre-arranged plans are executed.

STRENGTHS

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

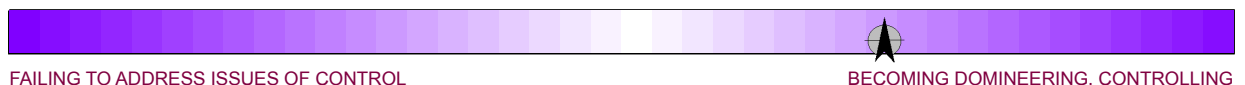
WILL NEED



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



POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

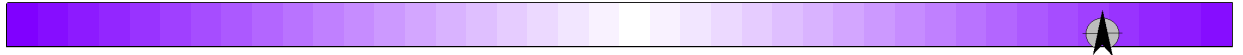
- provocative statements
- undue assertiveness
- becoming bossy or domineering

The Birkman word for this is the Need for Change

DEALING WITH CHANGE

Focused vs. Variety

MOST EFFECTIVE BEHAVIOR



CONCENTRATES ATTENTIONS WELL

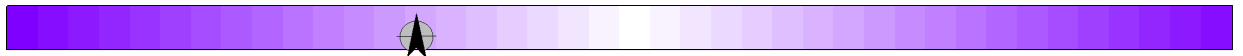
LIKES A VARIETY OF SIMULTANEOUS TASKS

Being always ready to start new things, you enjoy handling a variety of tasks at the same time. You have definite assets in your adaptability, responsiveness and attentiveness, tending to be very much a catalyst of change.

STRENGTHS

- easy to stimulate
- flexible
- attentive

WILL NEED



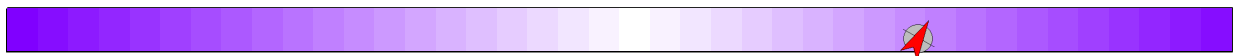
ADEQUATE NOTICE OF ANY CHANGE

PLENTY OF DIFFERENT CALLS ON ATTENTION

NEED: In some contrast to your strengths, your surroundings should provide you a balance of variety and novelty with ample opportunity to schedule your own activities. Forced changes should involve your input as much as possible.

CAUSES OF STRESS: You may find it more and more difficult to discipline yourself as changes are imposed upon you. Your strengths are very much related to the extent to which you have control over your own routine.

TRY TO AVOID



FAILING TO ACCEPT NECESSARY CHANGE

GETTING DISTRACTED TOO EASILY

POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

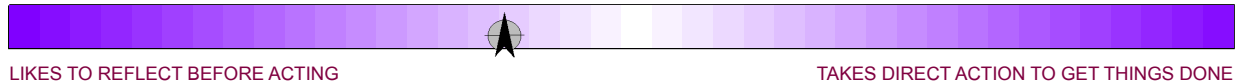
- resistance to abrupt change
- annoyance with delays

The Birkman word for this is the Need for Activity

PACE AND ACTION

Thought vs. Action

MOST EFFECTIVE BEHAVIOR

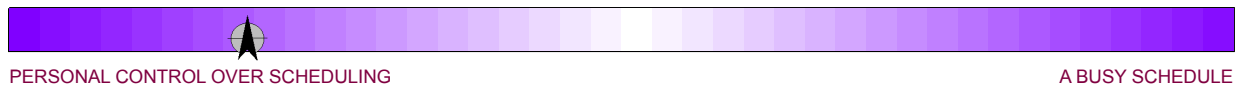


You view yourself as having an above average supply of energy and act accordingly. However, you usually do not jump into things without some prior thought, but at the same time realize that accomplishment comes only through action.

STRENGTHS

- enthusiastic while conserving energy
- balance of vigor and thought
- active and reflective in combination

WILL NEED



NEED: A schedule that is relaxed and flexible provides you with the greatest opportunity to exercise your natural abilities. You need plenty of time for reflective thought before taking action.

CAUSES OF STRESS: The pressure of a heavy schedule which doesn't allow you the time you need for thinking and planning is likely to result in discouragement and fatigue.

TRY TO AVOID



POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

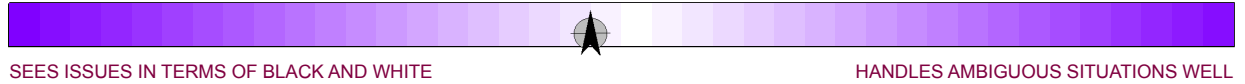
- putting things off
- feeling discouraged
- getting tired

The Birkman word for this is the Need for Thought

MAKING DECISIONS

Decisive vs. Thoroughly Examining

MOST EFFECTIVE BEHAVIOR

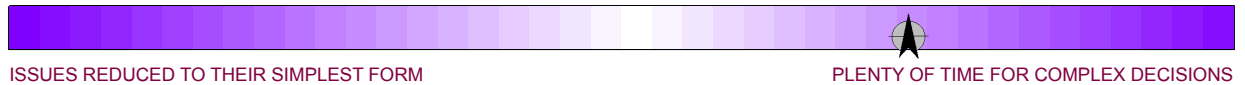


With primary emphasis on a thoughtful and reflective approach to decision-making, you like to consider distant as well as immediate consequences of your decisions. However, decisions concerning usual and routine matters can be made rather quickly.

STRENGTHS

- thoughtfully decisive
- thinks before acting
- direct, but reflective

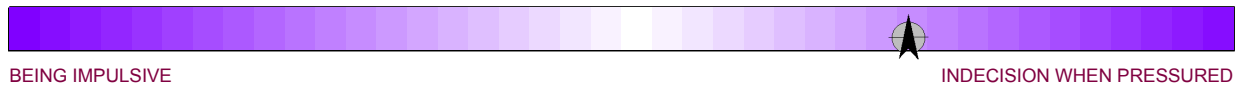
WILL NEED



NEED: Preferably, your responsibilities and activities should not require quick and decisive action. Under pressure, you need to feel that you have exhausted all possibilities and consequences.

CAUSES OF STRESS: Pressure mounts when you are hurried in your actions and when you are rushed in making judgments. Your need for careful thought makes you dread the unforeseen, and can result in needlessly postponing or evading a decision.

TRY TO AVOID



POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

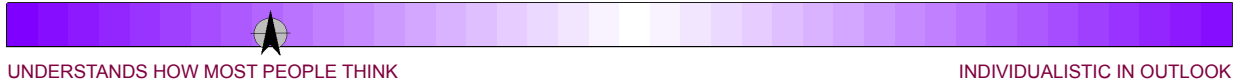
- becoming indecisive
- fear of the unknown
- unnecessary caution



The Birkman word for this is the Need for Freedom

INDEPENDENCE
 Conventional vs. Independent

MOST EFFECTIVE BEHAVIOR

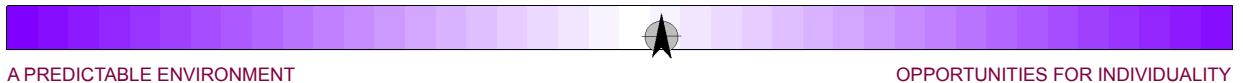


Consistent and cooperative are characteristics which describe your general nature. With your insight into how people think and feel, you make a valuable team member, placing a great deal of importance on convention and restraint.

STRENGTHS

- restrained
- consistent
- cooperative

WILL NEED



NEED: However, there are times when you prefer an approach based on the "personal touch." You need opportunities to express this individuality from time to time, as long as you can do so against a background of order and predictability.

CAUSES OF STRESS: Notice that your need implies a balanced situation. You may be prone to feelings of insecurity when your environment lacks predictability; but inner tensions can mount if you are denied some freedom of thought and action.

TRY TO AVOID



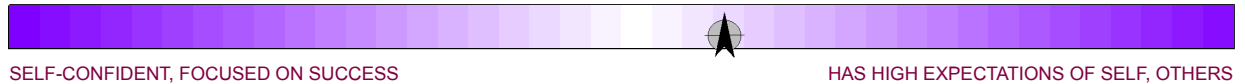
POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

- anxiety
- emphasis on undue restraint

The Birkman word for this is the Need for Challenge

EXPECTATION OF MYSELF AND OTHERS

MOST EFFECTIVE BEHAVIOR

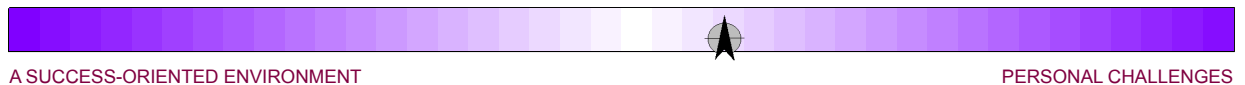


Generally, you have the asset of a balanced outlook on yourself and other people - sort of an "I'm OK, you're OK" attitude. You recognize that everyone has strengths and weaknesses, and are therefore able to be neither too critical nor too self-confident.

STRENGTHS

- accepting but strong-willed
- balance of confidence and caution
- enthusiastic

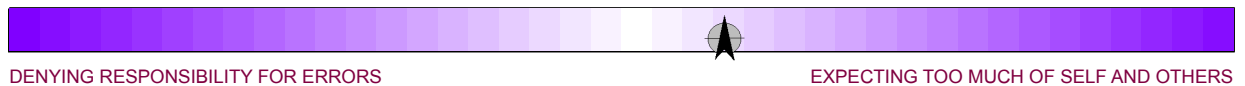
WILL NEED



NEED: This same balance is comfortable for you in your environment. You will feel most at ease among people who share your general outlook, and who tend to provide mutual support and encouragement.

CAUSES OF STRESS: People who are freely critical of others or who exhibit an excess of self-confidence can trouble or otherwise annoy you. Depending on the circumstances, your reaction may be either to become oppositional or to become overly self-critical.

TRY TO AVOID



POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

- becoming overly self-critical
- tendency to worry unnecessarily
- defensive feelings



HOW I WANT PEOPLE TO DEAL WITH ME

- In working with others, she appreciates privacy more than her behaviors indicate; though she is outgoing, she can be independent and operate without full support of the group as needed.
- When giving or accepting direction, she requires flexible rules and procedures; she is self-assertive. She enjoys debate and active, participative discussion.
- As to competitiveness and stamina, she needs immediate as well as distant rewards and benefits; she generally demonstrates warm, sympathetic attitudes and feelings toward others. She is a thinker.
- When organizing or planning, she resists imposed changes, but is alert and ready to start new things; Generally decisive and matter-of-fact, weightier issues lead her to worry.

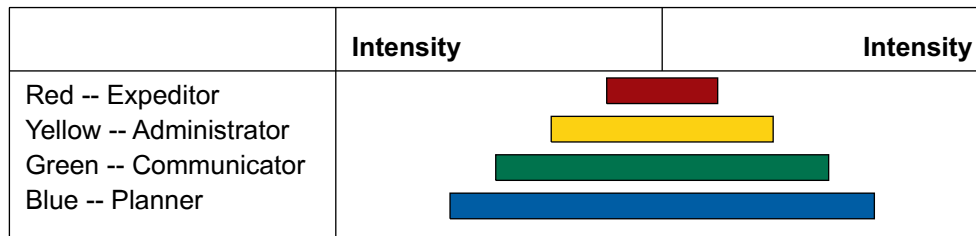
Suggestions for communicating and talking with me:

The ones with an * are particularly important.

Provide some freedom of action balanced with inclusion in group activities and plans.	Dealing with Social Relationships: Acceptance
* Avoid being restrictive, even when giving instructions. "Insist" as little as possible.	Dealing with Organizing: Structure
Keep debates controlled and positive.	Dealing with Being in Charge: Authority
Apply rules and standards uniformly to get maximum cooperation.	Dealing with Recognition: Advantage
* Give detached, practical and objective support.	Dealing with Emotions: Empathy
Provide an environment which does not require nonstop activity, and definitely avoid placing her in hectic or hurried situations.	Dealing with Pace and Action: Activity
* Allow changes to be a matter of choice where possible.	Dealing with Change: Change
Offer suggestions and friendly assistance when she is dealing with matters of consequence.	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.



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

Education, Training, & Library Teaching/training individuals or groups of people academic, social, or other formative skills using various techniques/methods	
Life, Physical, & Social Science Applying scientific knowledge and expertise to specific life, physical, or social science domains	
Community & Social Services Counseling, rehabilitating, and/or supporting social and psychological matters of individuals, groups, or communities	
Management Planning, directing, and coordinating high-level activities within an organization	
Sales & Related Selling goods or services to a wide range of customers across various industries	
Arts, Design, Sports, Media, & Entertainment Creating and/or expressing ideas or demonstrating talents through various media for entertainment, informational, or instructional purposes	
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	
* Legal Researching, litigating, and documenting matters relating to the law, specializing in litigation, arbitration, transcription, investigation, or negotiation of legal issues	
* Computer & Mathematical Science Designing, developing, and maintaining databases, software, hardware, networks, and other information/logic systems	
* Transportation & Material Moving Piloting, driving, operating, or navigating transport vehicles or material moving machinery (e.g., aircraft, automobiles, water vessels, construction cranes, locomotives, tractors)	

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.

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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.

