



ABOUT U SM

Report

Prepared For :



28 August 2017



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.



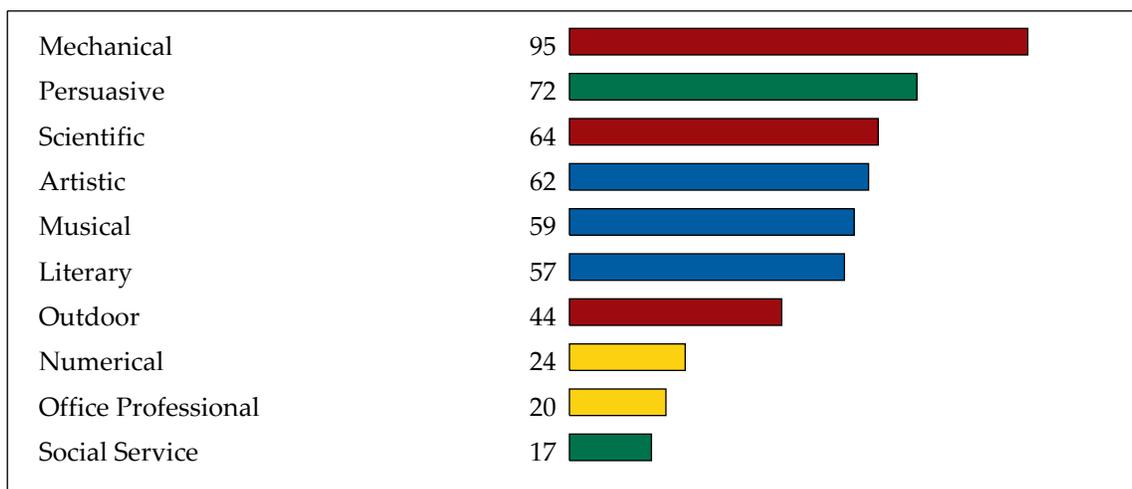
The results of your questionnaire will show you how to integrate your strengths and interests into your daily life and move forward with higher education decisions, course work and career development choices that will keep you energized and motivated to succeed.

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



Among your considerable assets is your ability to deal with others on the basis of openness and frankness, balanced with insight into their feelings. This makes it easy for you to avoid being either blunt or evasive.

STRENGTHS

- at ease, yet insightful
- balance of sensitivity and openness
- direct without being blunt

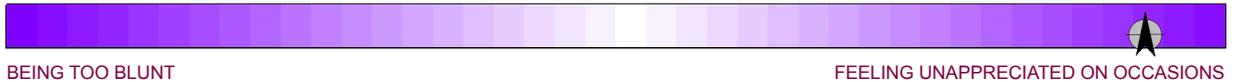
WILL NEED



NEED: It is important to you that other people respect and appreciate you. You are at your best when you sense that others are genuinely aware of your feelings.

CAUSES OF STRESS: Because your need is in some contrast to your usual style, other people may not be aware of your feelings. When this happens, you are likely to suspect that they are insensitive or indifferent toward you.

TRY TO AVOID



POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

- shyness
- over-sensitivity
- embarrassment



The Birkman word for this is the Need for Acceptance

SOCIAL RELATIONSHIPS

Alone vs. Group

MOST EFFECTIVE BEHAVIOR

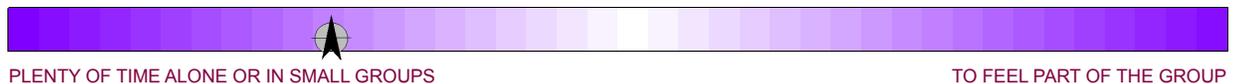


Your generally pleasant and outgoing manner makes you at ease and comfortable in group activities. Your warm and accepting attitude helps you meet people easily, an asset which is put to good use in social situations.

STRENGTHS

- sociable
- at ease in groups
- communicative

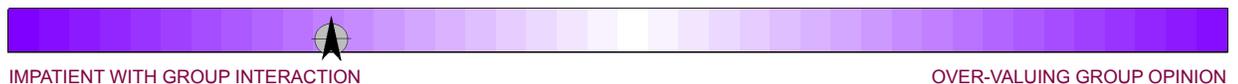
WILL NEED



NEED: The comfort you display in social settings conceals your underlying need to spend a considerable amount of time by yourself or in the company of one or two other significant individuals.

CAUSES OF STRESS: Continuous pressure to be involved in social or group situations can upset your sense of well-being. Without sufficient time to yourself you are likely to become withdrawn, possibly to an extent that will surprise yourself and others.

TRY TO AVOID



POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

- withdrawal
- tendency to ignore groups
- becoming impatient

The Birkman word for this is the Need for Advantage

RECOGNITION FOR SELF AND OTHERS

We vs. Me

MOST EFFECTIVE BEHAVIOR

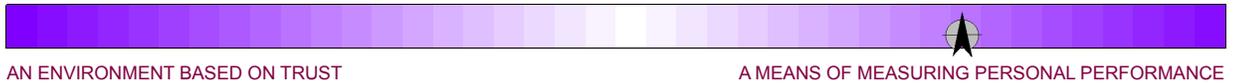


You are to some extent competitive, and can be determined and forceful. These characteristics are definite strengths as you use them in trustful, cooperative and well-meaning ways.

STRENGTHS

- resourceful but cooperative
- trusting, yet careful
- balances idealism and realism

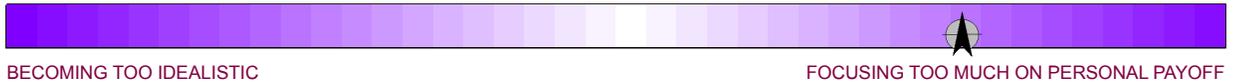
WILL NEED



NEED: However, it is clear that you are of the opinion that other people are very competitive and concerned with personal advancement. This implies a need on your part to have your achievements recognized, and to sense a competitive advantage over others.

CAUSES OF STRESS: Being kept informed is vital to maintaining your need for advantage. You can easily become distrustful and opportunistic when you feel that advantage slipping, and you have little patience with the impracticality of extreme idealism.

TRY TO AVOID



POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

- over-emphasizing quick success
- becoming opportunistic
- self-promotional attitudes

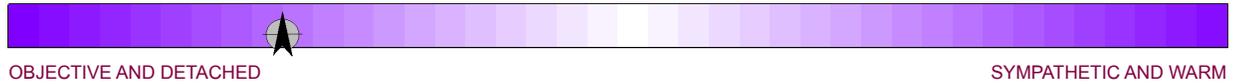


The Birkman word for this is the Need for Empathy

DEALING WITH EMOTIONS

Logic vs. Feeling

MOST EFFECTIVE BEHAVIOR

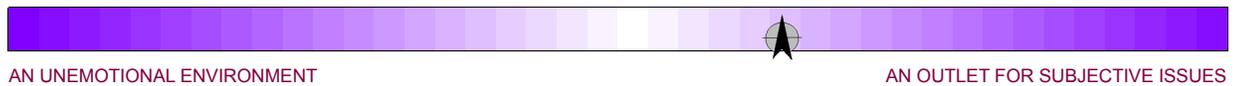


Although you can display your feelings openly, you are primarily low-key and matter-of-fact. This allows you to focus on the logical and practical side of issues, and remain detached from situations involving emotional complexity.

STRENGTHS

- practical
- logical
- objective

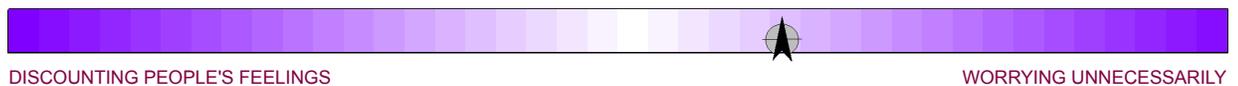
WILL NEED



NEED: However, your need in this area is somewhat different. You prefer that other people treat you in a way that combines logic and objectivity with a reasonable amount of sympathy and understanding toward your feelings.

CAUSES OF STRESS: This balance of practicality and sensitivity from others is very important. People who are too detached may cause you to magnify your own problems; while excessive emotionalism may add to your anxiety and tension.

TRY TO AVOID



POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

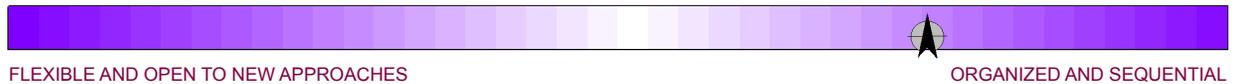
- detachment
- getting discouraged

The Birkman word for this is the Need for Structure

ORGANIZING AND BEING RESPONSIBLE

Flexibility vs. Structure

MOST EFFECTIVE BEHAVIOR

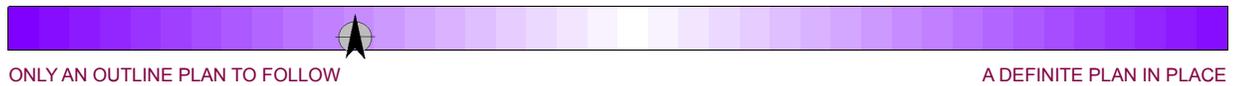


Placing a high value on system and order, you display definite strength in your preference to work from a plan. You can attend to detail, anticipate difficulties and include contingencies in your planning.

STRENGTHS

- systematic
- procedural
- concerned with detail

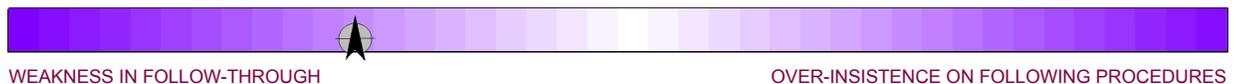
WILL NEED



NEED: It is important to note that your strengths are maximized to the extent that your plan is of your own making. Even though you will put systems and procedures in place, you need occasional opportunities to bend your own rules.

CAUSES OF STRESS: Since you try to put first things first, you logically emphasize systems and control. External interference in your plan can frustrate and distract you. You may over-react to pressures that threaten your personal freedom.

TRY TO AVOID



POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

- over-generalizing
- neglect of order and system
- weakened follow-through

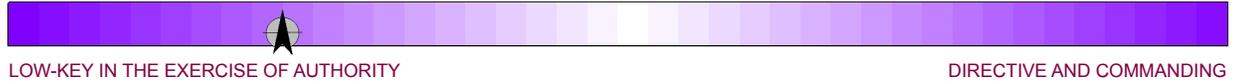


The Birkman word for this is the Need for Authority

BEING IN CHARGE

Suggest vs. Tell

MOST EFFECTIVE BEHAVIOR

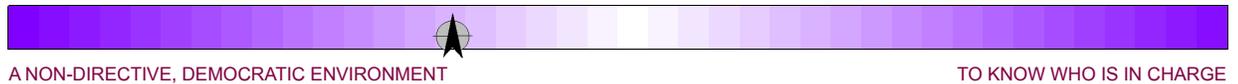


You have indicated that you have the feelings and attitudes of those who prefer to be free of close authority. This suggests that you are most effective when there is a minimum of controls placed upon you, which helps keep relationships pleasant.

STRENGTHS

- deferent and agreeable
- pleasant
- low-key

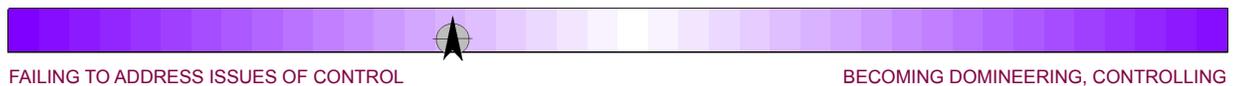
WILL NEED



NEED: However, you clearly recognize the importance of control and authority in your environment. This implies a need for some balance. You are most at ease in surroundings that maintain direction and control in a fair and equitable way.

CAUSES OF STRESS: Because of your need for balance, you may find yourself annoyed by others who are too assertive, or becoming unusually aggressive in situations that seem to lack direction.

TRY TO AVOID



POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

- becoming argumentative
- difficulty speaking up

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

A sense of novelty and adventure distinguishes the strength you display in your readiness to start new things. You have an above-average resilience to change, an asset which stems from your adaptability to fresh and stimulating activities.

STRENGTHS

- easy to stimulate
- responsive and attentive
- adaptive

WILL NEED



ADEQUATE NOTICE OF ANY CHANGE

PLENTY OF DIFFERENT CALLS ON ATTENTION

NEED: In the same way, you respond best to situations and surroundings which offer frequent changes of activity. You get positive reinforcement from an environment that allows you to move around.

CAUSES OF STRESS: Excessive emphasis on routine can easily put you under pressure. Without the stimulation of novelty and change you are likely to become restless and annoyed.

TRY TO AVOID



FAILING TO ACCEPT NECESSARY CHANGE

GETTING DISTRACTED TOO EASILY

POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

- annoyance at delays
- problems with self-discipline
- inability to concentrate

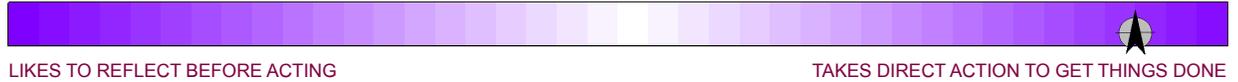


The Birkman word for this is the Need for Activity

PACE AND ACTION

Thought vs. Action

MOST EFFECTIVE BEHAVIOR

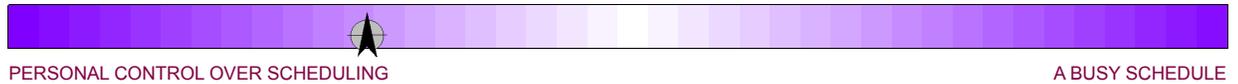


You display a high energy level and in fact enjoy being active on a regular basis. Adding to this strength is the fact that you can summon reserves of energy when your schedule demands it.

STRENGTHS

- energetic
- enthusiastic
- vigorous reasoning

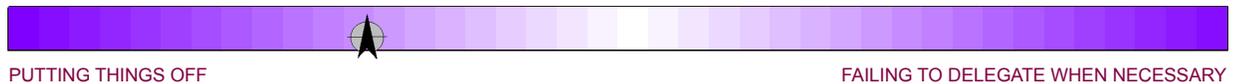
WILL NEED



NEED: Your naturally high energy level encourages you to take on many activities and projects, making it easy for you overlook the body's need for rest and recuperation. For optimum performance, you need time for re-energizing.

CAUSES OF STRESS: When conditions become hurried or you are not provided with the opportunity to think through a process first, you are likely to feel rushed and perhaps less effective.

TRY TO AVOID



POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

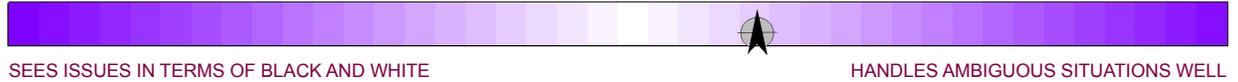
- postponing direct action
- magnifying boredom of projects
- favoring thought over action

The Birkman word for this is the Need for Thought

MAKING DECISIONS

Decisive vs. Thoroughly Examining

MOST EFFECTIVE BEHAVIOR

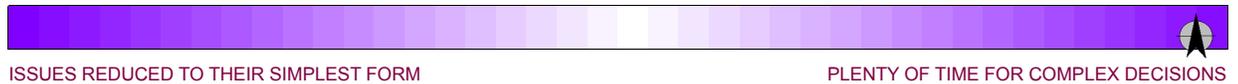


With primary emphasis on a thoughtful and reflective approach to decision-making, you like to consider distant as well as immediate consequences of your decisions. However, decisions concerning usual and routine matters can be made rather quickly.

STRENGTHS

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

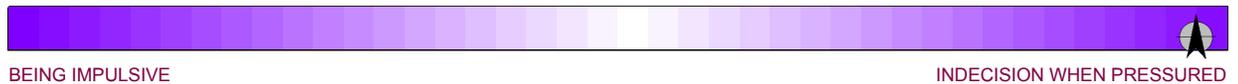
WILL NEED



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

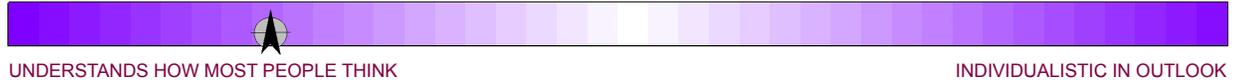


The Birkman word for this is the Need for Freedom

INDEPENDENCE

Conventional vs. Independent

MOST EFFECTIVE BEHAVIOR

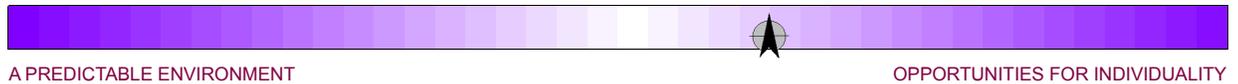


Consistent and cooperative are characteristics which describe your general nature. With your insight into how people think and feel, you make a valuable team member, placing a great deal of importance on convention and restraint.

STRENGTHS

- restrained
- consistent
- cooperative

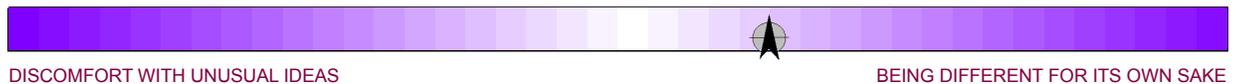
WILL NEED



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



Your natural confidence serves to give you a pleasant and quietly persuasive demeanor. Others tend to regard you as being charming and gracious, largely a result of your positive self-image, with which you capitalize on your personal strengths.

STRENGTHS

- personal charm
- pleasant and accepting
- confident in abilities

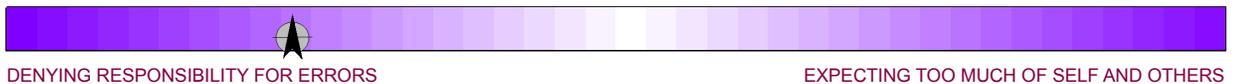
WILL NEED



NEED: Your self-confidence can hide your very real need to be in situations and surroundings that do not place unrealistic demands on your abilities. Also, your relationships should be emotionally supportive and non-punishing.

CAUSES OF STRESS: Often, people with such a strong positive self-image find it difficult to accept blame, because it results in unpleasant feelings about self. Any criticism of you should be balanced with praise.

TRY TO AVOID



POSSIBLE STRESS REACTIONS WHEN NEEDS ARE NOT MET:

- unrealistic expectations
- sidestepping uncomfortable situations
- avoiding critical self-evaluation



HOW I WANT PEOPLE TO DEAL WITH ME

- In working with others, he is self-conscious underneath, and wants to be held in high regard; he is more private than appearances indicate; his friendly nature belies his ability to take his own course of action.
- When giving or accepting direction, he is methodical and persevering, except when pressed into boring and unexciting tasks; he is outwardly pleasant.
- As to competitiveness and stamina, his cooperative behavior conceals a need for individualized, personalized benefits; he is positive in outlook, but his enthusiasm lessens under pressure. He is enthusiastic and responsive but prefers a deliberate pace that allows him ample thinking time. Generally pleasant and confident, he will need extra support in difficult situations.
- When organizing or planning, he is responsive and attentive, adapting more easily than most to changes in routine; he is generally restrained, but will appreciate opportunities to act on his own initiative. While he worries unnecessarily during the process of making decisions, he firmly commits to final decisions once they are made.

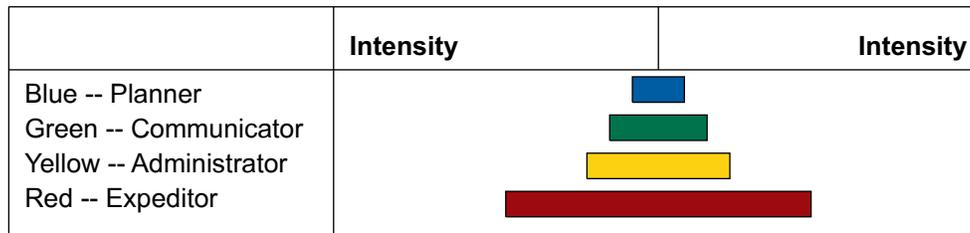
Suggestions for communicating and talking with me:

The ones with an * are particularly important.

Avoid corrections which are emotionally punishing.	Dealing with Expectation of Myself and Others: Challenge
*Make a point of patiently listening to his explanations and discussions.	Dealing with Respect for the Issue and for People: Esteem
Allow him some independence and autonomy.	Dealing with Social Relationships: Acceptance
Introduce a sense of adventure to compensate for tedious projects.	Dealing with Organizing: Structure
Encourage him to share his opinions and ideas; provide opportunities for him to express his real feelings and views privately.	Dealing with Being in Charge: Authority
Where possible, provide rewards of a personal nature.	Dealing with Recognition: Advantage
Provide positive reassurance to keep his performance up to par.	Dealing with Emotions: Empathy
Give time for planning and thinking projects through before acting but be sure that timelines are understood and met.	Dealing with Pace and Action: Activity
*Provide varied but scheduled work activities.	Dealing with Change: Change
Encourage occasional independence.	Dealing with Independence and Identify: Freedom
*Provide extra help when decisions must be changed.	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	
Computer & Mathematical Science Designing, developing, and maintaining databases, software, hardware, networks, and other information/logic systems	
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	
Engineering & Architecture Applying principles and technology of chemistry, physics, and other scientific disciplines into the planning, designing, and overseeing of physical systems and processes	
Protective Service Serving and protecting the best interests of the community, environment, and/or individuals, adhering to federal, state, and local laws	
Arts, Design, Sports, Media, & Entertainment Creating and/or expressing ideas or demonstrating talents through various media for entertainment, informational, or instructional purposes	
Education, Training, & Library Teaching/training individuals or groups of people academic, social, or other formative skills using various techniques/methods	
Healthcare Practitioner & Technician Providing medical care and treatment in an effort to achieve optimal mental and physical patient well-being	
* Food Preparation & Serving-Related Preparing and cooking foods and/or serving patrons in dining establishments or other settings	
* Office & Administrative Support Providing clerical support within an organization	
* Management Planning, directing, and coordinating high-level activities within an organization	



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.

