



# DiscoverMe

Career Guidance – Blueprint D-DD



Private & Confidential

## POPULAR OCCUPATIONS

In listing occupations that are popular among D/DD's, it is important to note that there are successful people of all profiles in all occupations. However, the following are careers D/DD's may find particularly satisfying and some of the reasons why. This is by no means a comprehensive listing but is included to suggest possibilities you may not have previously considered. Although all of these occupations offer the potential for career satisfaction, the future demand for some careers is anticipated to be greater than for others. Based upon our research, the occupations that are italicised in the lists below are forecast to enjoy the fastest rate of growth over the next several years.

### BUSINESS

- Auditor
- Office manager
- Accountant
- Manager/supervisor
- Word processing specialist
- Insurance underwriter
- Logistics and supply manager
- Regulatory compliance officer
- Chief information officer
- Accountant/actuary
- Property manager: commercial/residential
- Bill and account collector
- Construction manager
- Purchasing agent and contract specialist
- Cost estimator
- Insurance claims examiner
- Statistician
- Technical writer
- Association manager and adviser
- Real estate appraiser

D/DD's often enjoy careers in business and excel in the areas of managing systems and keeping things running smoothly. They usually prefer traditional, established organisation or businesses and by their presence provide a stabilising effect on an operation. They are efficient and thorough in keeping track of costs and revenues and do not allow errors or omissions to go unchecked or uncorrected. As managers, they provide clear definition of roles and established ways of doing things for their employees. They often prefer businesses that produce tangible products or services.

### SALES/SERVICE

- Police office/Detective
- IRS agent
- Government employee
- Military officer
- Real estate agent
- Sports equipment/merchandise sales
- Corrections officer
- Industrial safety and health engineer
- Fire prevention and protection specialist
- Ship and boat captain
- Commercial airplane pilot
- Probation officer

- Landscaping manager
- Flight engineer
- Postmaster and mail superintendent
- Environmental compliance inspector
- Immigration and customs inspector
- Architectural drafter
- Farmer
- Gunsmith
- Musical instrument maker
- Flight navigator

Careers in civil service often appeal to D/DD's desire to serve their community. They enjoy maintaining systems that serve or protect all people. They work well within a structured environment, and can take and give direction and supervision well. D/DD's apply their knowledge and past experience to efficiently and decisively handle current problems. They have good memories for facts and details and use practical judgment in all they do. They tend to enjoy sales of real products with which they have personal experience.

## FINANCE

- Bank examiner
- Investment securities officer
- Tax preparer and examiner
- Stockbroker
- Estate planner
- Credit analyst
- Budget analyst
- Cost estimator
- Treasurer, controller and chief financial officer

D/DD's are often said to have a head for numbers. They use and remember facts and details and can cite evidence to support their views. They are not easily distracted and work painstakingly to complete tasks accurately and meticulously. Careers in finance often require the ability to work well alone, absorb great amounts of data, and follow through on the precise execution of the computation.

## EDUCATION

- School principal
- Teacher: technical/industrial/math/physical education
- Librarian
- Administrator
- Archivist

Careers in education are often satisfying for D/DD's, especially those involving administration and/or technical subjects. They do well when overseeing the operation of a school or curriculum. They look for practical possibilities and ways to maintain systems. Administrative and library careers enable the D/DD to work independently, using objective analysis in keeping order or monitoring data such as test scores and budgets. Teaching can be enjoyable for D/DD's when working with technical and practical subjects, where there are plenty of opportunities for hands-on teaching and learning.

## LEGAL-TECHNOLOGY

- Law researcher
- Electrician
- Engineer

- Mechanic
- Computer programmer
- Technical writer
- Legal secretary/paralegal
- Pharmaceutical sales/researcher
- EEG technologist/technician
- Geologist
- Meteorologist
- Airline mechanic
- Mechanical/industrial/electrical engineer
- Agricultural scientist
- Reliability engineer
- Database administrator
- Systems analyst
- Web editor
- Computer engineer
- Data processing equipment repairer
- Hardware engineer
- Hardware/software tester
- Judge/magistrate
- Criminalist and ballistics expert
- Court clerk
- Electronics repairer

These careers offer D/DD's the chance to use their technical skills and work with products that demand exacting accuracy. Because they take nothing for granted, they catch slips and oversights, and follow necessary procedures and systems faithfully. Many of these occupations give D/DD's the chance to work alone, employing their tremendous powers of concentration and applying their excellent factual recall and mastery of skills.

## HEALTH CARE

- Veterinarian
- General surgeon
- Dentist
- Nursing administrator
- Health care administrator
- Pharmacist
- Lab technologist
- Medical researcher
- Primary care physician
- Biomedical technologist
- Exercise physiologist
- Pharmacist/pharmacy technician
- Surgical technologist
- Orthodontist
- Coroner
- Optometrist
- Public health officer
- Biology specimen technician
- Environmental science technician
- Medical records technician
- EEG technologist

D/DD's are often drawn to medical careers, especially those that are within the traditional structure of a hospital. They pay close attention to the immediate and practical concerns of

their patients. They listen carefully and offer thoughtful and conservative advice and treatment plans. D/DD's are also successful administrators within health care settings, working conscientiously and steadily to meet their responsibilities and honour their commitments. They enjoy an orderly environment and one that rewards task-orientation and jobs done on schedule. The more technical nature of dentistry and pharmacology is often enjoyable to D/DD's, who master factual information easily and retain it forever.

## CUSTOMISING YOUR JOB SEARCH

Knowing the particular strengths and blind spots of your profile can afford you a tremendous advantage in your job search campaign. In all aspects of the process, from conducting research into available positions, identifying and contacting prospective employers, developing personal marketing tools such as résumés, arranging and conducting job interviews, negotiating salaries to finally accepting a position, people will act true to their profile. Being able to capitalise on your assets and compensate for your liabilities can make the difference between a successful and an unsuccessful job search.

The differences between profiles are sometimes subtle and other times dramatic. It is the subtle variations in advice we offer that make the real difference between success or failure in a job search. The concept of net-working or meeting with and talking to people to gather information about potential jobs, serves as a good example.

- **Expressive profiles** will naturally enjoy networking and are advised to do so on a large scale while they tend to network with people in a defined scope and tend to ask fewer and more structured questions during their networking
- **Receptive profiles** find more limited and targeted networking, especially with people they already know, easier often seemingly unrelated to their field of interest and will be more objective and detached in their style.
- **Emotional profiles** take networking, like everything else, very personally and will go far and wide to find people and enjoy establishing warm rapport, while they could ask questions of all sorts all day long!

## PATHWAYS TO SUCCESS: USING YOUR STRENGTHS

As we will detail in the following pages, your strengths and talents for the job search include your conscientiousness, desire to work hard, and ability to keep careful track of details and commitments. Beware of your tendency to stick only to the tried-and-true traditional methods of job hunting and miss less-obvious or clever approaches.

As a D/DD, your most effective strategies will build on your abilities to:

### RESEARCH YOUR CAREER OPTIONS COMPLETELY AND CONDUCT THOROUGH DATA COLLECTION.

- Be patient in collecting information during the gathering stage of your job search. Remember that it often takes several months to find the right job.
- Network on a limited basis with people who know you well, especially those you have worked with in the past who are in different jobs, or people they recommend.

### CAREFULLY PREPARE YOUR MARKETING MATERIALS.

- Look at your résumé and cover letters with an objective eye. Ask yourself what kind of message they send about you. Are they an accurate reflection of you?
- Be sure to include work accomplishments from your recent and more distant past and have letters of recommendation ready if needed.

### PATIENTLY FOLLOW COMPANIES' RECRUITMENT AND PERSONNEL PROCEDURES.

- Ask or read about company hiring procedures as part of your overall information gathering. Tailor your approach for the way the system works.
- Demonstrate the kind of employee you will be by going through appropriate channels, using the system, and respecting the chain of command.

### FOLLOW THROUGH ON ALL DETAILS.

- Focus your energy on completing large and small tasks relating to your job search. Include mapping out a general plan, keeping track of your progress, writing thank-you letters, and making follow-up calls.
- Stay organised. Demonstrate your skills and don't be afraid to be persistent, showing your interest in a particular job.

### MAKE THOUGHTFUL, PRACTICAL DECISIONS.

- Ask for the time you need to carefully consider a job offer. Let your prospective employer know that you take your commitments seriously and want to give the offer the same attention you give to all of your responsibilities.
- Take a realistic look at the current job market and your skills. Employ your logical reasoning to help you make logical decisions.

## POSSIBLE PITFALLS

Although all people are unique, there are certain potential blind spots that many D/DD's share. We specify "potential" because some of the following may clearly be true of you, while others may not apply. While considering them, you may notice that these tendencies do not relate just to the job search, but rather describe pitfalls which you may have experienced in other aspects of your life as well. It is therefore helpful to consider each one in terms of your past experiences by asking yourself, "is this true for me?" And if so, "how did this tendency prevent me from getting something that I wanted?" You will probably notice that the key to overcoming your blind spots is the conscious and thoughtful development of your third and fourth functions (Sensing and Feeling). We recognise that many of the suggestions will be difficult to implement, but the more you use these functions, the fewer problems they will cause you in the future.

### CONSIDER CAREER POSSIBILITIES THAT ARE LESS OBVIOUS.

- Look for career possibilities that don't currently exist. Get help generating a long list of potential careers in which you are interested. Also look for careers that require the same skills you have even if your skills are in a different field.
- Resist the urge to rule options out as unrealistic simply because you lack direct experience in the field.

### DON'T OVERLOOK THE IMPLICATIONS OF YOUR DECISIONS.

- Try imagining yourself in any job you are considering. Imagine yourself five, ten, or twenty years from now. Is there growth potential? Opportunities to change areas or add responsibility?
- Develop a set of long-term and short-range goals to use as a measuring stick during your search. Compare potential jobs against both sets of goals to discover if you might be selling out a future goal for a short-range objective.

### AVOID THE TENDENCY TO BE OVERCAUTIOUS AND RIGID IN YOUR THINKING

- Try to keep yourself open to the possibility of doing something very different than you have in the past. Consider taking some reasonable and necessary risks to find career satisfaction.
- Continue to get help or counsel from friends or professionals if you think you might be slipping back into a routine in your thinking.

### REMEMBER TO CONSIDER THE HUMNA ELEMENT IN YOUR SEARCH.

- Take the time to think about your true feelings and motivation as well as what makes logical sense, and what you are technically qualified for. Ask yourself what's really important to you in your life, as well as your work, and make sure you aren't compromising the former.
- Pay attention to the interpersonal subtleties during the interview process. Engage in what you may consider frivolous niceties simply because you now know that other people consider them important.

### EXPRESS ENTHUSIASM FOR THE JOB AND AGGRESSIVELY MARKET YOURSELF.

- Let people know if you really are interested in a particular job. Generate energy and enthusiasm for yourself and the position.
- Try not to underestimate your abilities and what you have to contribute to an organisation. Demonstrate your confidence in yourself by talking about your accomplishments in the past and what you could offer the company.

## CHANGING OR KEEPING YOUR JOB: THE KEY TO SUCCESS

Now that you have a solid understanding of your profile, you can see how your natural preferences make you better suited for certain kinds of jobs. You can also see how knowledge of your profile-related strengths and weaknesses can help you conduct a more successful job search. But as a D/DD, you've already realised that you are not equally drawn to every career or field listed in the Popular Occupations section. The next and final step is to narrow down the field and find the work you were meant to do.

In addition to Profile, several other factors – such as your values, interests and skills – also contribute to your level of satisfaction on the job. The more compatible you are with your job, the happier you'll be. So, prepare to use everything you've learned (in this report and in life) to create your strategic career plan.

However, you may have decided it makes more sense (if perhaps only for the moment) to stay in your present job or with your current employer. There may be many valid reasons – financial pressures, family considerations, a tough job market for your speciality, or just bad timing. But take heart! What you've learned in this book can also help you be more content and successful in your current job. And should the time come when you're ready to make a major career move, you'll have a much better idea of where you want to go, and how to get there.

### **"SO, IF YOU CAN'T HAVE THE JOB YOU LOVE (YET!) .... LOVE THE ONE YOU'VE GOT".**

The simple truth is, with the exception of work on a factory assembly line, the vast majority of jobs allow a good deal of flexibility in the way tasks are performed. Here are some ways you may be able to "massage" your current job into one that better fits your needs"

- Find an efficient assistant.
- Implement efficiency systems and require direct-reports to use them.
- Try to attend fewer meetings.
- Seek other points of view to balance your own.
- Ask people chairing meetings for a written agenda prior to meetings.
- Figure out how to avoid being interrupted (consider schedule changes, erecting physical barriers, forwarding your calls, moving your office, etc).
- Ask your supervisors to be more explicit about their expectations.
- Set up short-term goals.

### **EXAMPLE: ONE D/DD TURNS LEMONS INTO LEMONADE**

Though her boss knew she was a very hard worker, Julia could never finish her paperwork because of interruptions from people in her small, overcrowded office. Since there was no quiet office space available, Julia suggested she change her hours, so that by arriving one hour earlier than the other staff, she could do her work uninterrupted. As a bonus, Julia's leaving an hour early each day helped her avoid rush-hour traffic and made the trip to pick up her son at his day care centre a much less anxious affair.

### **USE WHAT YOU'VE GOT TO GET WHAT YOU NEED**

Simply put, the best advice on how to succeed is to capitalise on your strengths and compensate for your weaknesses. Learning how to do this can make the difference between succeeding or failing and loving or hating your work. To help you, we include the following inventory of your potential strengths and weaknesses. And while every individual is unique, as a D/DD, many of the following should apply to you.

## **YOUR WORK-RELATED STRENGTHS MAY INCLUDE:**

- Precision and accuracy and desire to get the job done right the first time.
- Readiness to follow established routines and policies.
- Ability to focus and concentrate on one task at a time in great depth.
- Ability to work alone.
- Sharp organisation skills.
- Thoroughness and close attention to the specifics: facts and details.
- Belief in the value of a traditional structure and the ability to work within it.
- Strong sense of responsibility; you can be counted on to do what you say.
- Clear work ethic; you feel it is important to be efficient and productive
- Perseverance and determination to accomplish your goals.
- Common sense and a realistic perspective.

## **YOUR WORK-RELATED WEAKNESSES MAY INCLUDE:**

- Reluctance to embrace new, untested ideas.
- Discomfort with or resistance to change.
- Impatience with processes that takes too long.
- Unwillingness to focus on future needs at the same time as present ones.
- Inflexibility; inability or unwillingness to adapt when necessary.
- Inability to focus on “the big picture” and see the implications of actions.
- Lack of sensitivity as to how people will be affected by policies and decisions.
- Reluctance to change directions and shift gears when warranted.
- Unwillingness to instigate or support needed change and calculated risks.

## **USING YOUR STRENGTHS IS EASY. THE SECRET TO SUCCESS IS LEARNING TO:**

Be open to possibilities,  
consider implications for people,  
and embrace change.