

The background of the entire page is a dense, repeating pattern of white line-art icons on a dark blue background. The icons represent various educational and career-related concepts, including books, pencils, rulers, lightbulbs, trophies, backpacks, scissors, paint palettes, musical notes, and laboratory glassware.

# DiscoverMe

**Career Guidance – Blueprint E-EE**

**Private & Confidential**



## POPULAR OCCUPATIONS

In listing occupations that are popular among E/EE's, it is important to note that there are successful people of all profiles in all occupations. However, the following are careers E/EE'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.

### SALES/SERVICE

- Insurance agent
- Sales (tangibles): computers, real estate
- Funeral director
- Cook
- Military officer
- Teacher: trade, industrial, technical
- Government employee
- Security guard
- Sports merchandise/equipment sales
- Pharmaceutical sales
- Telecommunications security
- Police/probation/corrections officer
- Occupational health and safety specialist
- Ship and boat captain
- Regulatory compliance officer
- Purchasing agent
- Aviation inspector
- Athletic coach
- Athletic trainer
- Sales agent: securities and commodities
- Underwriter
- Credit analyst
- Cost estimator
- Budget analyst
- Police and detective supervisor
- Commercial airplane pilot
- Transport coordinator
- Flight engineer
- Construction and building inspector
- Licensing examiner and inspector
- Real estate appraiser
- Paralegal
- Legislative assistant
- Insurance adjuster
- Court clerk
- Hotel and motel manager
- Environmental compliance inspector
- Recreational therapist
- Sound technician

These occupations allow the E/EE to work in the real world, on realistic and tangible projects. Most of these careers demand adherence to standard operating procedures and require a great deal of interaction with the public or groups of people. E/EE's enjoy being in positions of authority and enjoy giving orders. Sales of real things offer the opportunity to engage in work that achieves immediate and tangible results.

### TECHNOLOGY/PHYSICAL

- Engineer; mechanical/applied fields
- Computer analyst
- Auditor
- General contractor
- Farmer
- Construction worker
- Pharmacist
- Clinical technician
- Accounting internal auditor
- Technical trainer
- EEG technologist/technician
- Paralegal
- Network administrator
- Database administrator

These fields require the use of the E/EE's technical and mechanical abilities. Each allows them to focus on gathering, organising and analysing factual information, and engage in deductive reasoning. Each of these occupations requires a logical and organised work style, which is enjoyed by E/EE's who prefer a work environment that is orderly and neat. E/EE's are impatient with confusion and inefficiency.

### MANAGEMENT

- Project manager
- Officer manager
- Administrator
- Factory supervisor
- Database manager
- Purchasing agent
- Regulatory compliance officer
- Budget analyst
- Administrator: health services
- Chief information officer
- Management consultant: business operations
- Logistics and supply manager
- Bank manager/loan officer
- Credit analyst/counsellor
- Property manager: commercial/residential
- Bill and account collector
- Food service and lodging owner
- Computer network administrator
- Nursing director
- Construction manager
- Association manager and adviser
- Treasurer, controller and chief financial officer
- Private sector executive

The managerial fields are often satisfying for E/EE's because they like to be in positions of authority. They are good executives because they enjoy giving orders, making decisions and supervising others. They are also very loyal to established institutions. Management requires constant interaction with other people and the ability to direct, monitor and evaluate the work of others.

### PROFESSIONAL

- Dentist
- Physician: general medicine
- Stockbroker
- Judge
- Executive
- Teacher: technical/trades
- Civil/mechanical/metallurgical engineer
- Corporate finance lawyer
- Electrical engineer
- Primary care physician
- Industrial engineer
- Paralegal
- Pharmacist
- Lawyer
- School principal
- Chief information officer

The appeal of the professional field is the ability to work in established, traditional institutions in positions of authority. Dentistry and medicine are technical occupations that generally include hands-on activities – working with real people and tangible objects such as teeth and gums (for dentists), and the human body (for general practitioners). These occupations make use of the E/EE's powers of deductive reasoning and ability to understand cause and effect. They prefer to do things following a prescribed procedure proven effective by their own experience and others whom they respect.

## 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**

Once you set your mind to finding the right job, no one will work harder searching for it than you. Your persistence and the seriousness with which you view the process will help you stay with the task until you find the work that is best for you. However, in your eagerness to accomplish your goal, you may be blinded to other possibilities, new information or novel approaches.

As an E/EE, your most effective strategies will build on your abilities to:

### **ORGANISE AND CONDUCT AN EFFICIENT JOB SEARCH.**

- Use your organisation skills to stay on top of the project, make a plan, be on time, remember to follow up with prospective employers, and so forth.
- Use your practical skills to plot out a realistic campaign, beginning with the most obvious opportunities within your own company and other companies or organisations with which you are familiar.

### **MAKE REALISTIC DECISIONS BASED UPON KNOWN FACTS AND OBJECTIVE DATA.**

- Use your critical thinking skills to analyse the positive and negative aspects of each job option and eliminate those options in which you are not interested or qualified.
- Gather as much information about a potential employer's business and industry as possible, reading in local regional business journals and newspapers in order to have a clear understanding of the company's history and objectives.

### **BE DIRECT AND HONEST WHEN GIVING A SUMMARY OF HOW YOUR SKILLS AND ABILITIES WILL BENEFIT THE EMPLOYER.**

- Prepare before the interview by developing a list of questions the prospective employer might ask you. Practice answering these, focusing on your past experiences and accomplishments.
- Ask a friend to ask you potential difficult questions so you can rehearse your answers.

### **SET AND MEET REALISTIC JOB SEARCH GOALS.**

- Develop a list of important characteristics in a new job including salary, benefits, work schedule, location, room for advancement and other important criteria. Use that checklist to evaluate each job opportunity/
- Realise that it can take as much as three to twelve months, and sometimes longer, to find the right job. Don't expect to find a job until you have gone through all the necessary steps.

### **PRESENT YOURSELF AS A CAPABLE, STABLE AND COMPETENT CANDIDATE.**

- Express your skills in a clear and logical way on all written materials, including résumé and cover letter and during all interviews. Be sure to include past experiences as examples to demonstrate your capabilities and accomplishments.
- Offer letters of recommendation from past employers attesting to your competency and quality of performance.
- Point out to prospective employers the ways in which you will be able to help the company accomplish its goals.

### **NETWORK EXTENSIVELY.**

- Enlist the help of people with whom you have worked over the years and who know you well to identify people to contact about career opportunities.

## POSSIBLE PITFALLS

Although all people are unique, there are certain potential blind spots that many E/EE'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 (Thinking and Sensing). 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.

### AVOID MAKING DECISIONS TOO QUICKLY.

- Waiting even a few moments to ask yourself what you know and what you still do not know about a situation, and considering how you feel about the issue or choice at hand, will help you make a better decision.
- Try to ask more open-ended questions during all phases of the job search to get a better understanding of the possible implications of your choice.

### CONSIDER INNOVATIVE OR UNCONVENTIONAL JOB SEARCH TECHNIQUES AS WELL AS MORE CUSTOMARY PRACTICES.

- Enlist the help of friends or colleagues who may possess more Intuition (perception) to help you brainstorm alternative means of reaching a key decision maker within a company or a prospective employer.

### CONSIDER THE LONG-RANGE CONSEQUENCES IN WEIGHING JOB OPTIONS.

- Attempt to look down the road and imagine how your goals or needs may change as you progress and age. Make a list of what your needs are now and try to predict how they may be different one year, five years and ten years from today. Consider this information in making a decision with long-ranging implications.
- During the interview process, ask about growth potential within the company, relocation possibilities, and about the long-range goals of your prospective employer to be sure you are interested in going where the company may need to send you.

### TRY TO ESTABLISH RAPPORT WITH INTERVIEWERS AND NOT TO BE BRUSQUE AND TOO BUSINESS-LIKE.

- Try to relax before an interview and not allow the seriousness of the activity to affect your attitude negatively. Remember that you wish to be seen as someone with whom they could easily get along, one of the team.

### AVOID BEING RIGID AND INFLEXIBLE IN JOB NEGOTIATIONS.

- Use your list of criteria as a guide in selecting a good job, rather than as rules cast in concrete. Be persistent about those elements without which you simply can't live, but be willing to be flexible about those that are less important.
- Try to give positive feedback before offering any negative criticism, knowing others can be offended and put off by a negative perspective.



## 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 an E/EE, 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 book and in life) to create your strategic career plan.

However, you may have decided it make 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, 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.
- Provide agendas to help people prepare for meetings.
- Seek advice and opinions of colleagues who are different from you.
- Join professional organisations and create opportunities to network.
- Make sure to work around a lot of people to stay stimulated; delegate solitary tasks, if possible.
- If not in management, find a project that needs doing and volunteer to lead the effort.
- Ask you supervisors to be explicit about their expectations.
- Become part of a work team.

### EXAMPLE: ONE E/EE TURNS LEMONS INTO LEMONADE

James, a life insurance salesman, was looking to replace his secretary. He knew he needed someone who would be both meticulous about the many details of his work and personable enough to handle considerable client contact. When traditional means of filling the position failed to attract the right person, he decided to try networking. He sent a letter to all the members of his local chamber of commerce, put an ad in his church newsletter, and carried around copies of the job description and distributed them to select clients after sales calls. It was this last tactic that paid off. A client recommended an able administrative assistant who was returning to the workforce after a few years a home raising her children.

## 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 an E/EE, many of the following should apply to you.

### YOUR WORK-RELATED STRENGTHS MAY INCLUDE:

- Practicality and focus on results.
- Forcefulness in dealing with your commitments; you can be tough when necessary.
- Ability to stay focused on the organisation's goals.
- Precision and accuracy and desire to get the job done right.
- Desire to follow established routines and procedures.
- Ability to recognise what is illogical, inconsistent, impractical, or inefficient.
- Organisation skills; you're good at making objective decisions.
- Belief in the value of a traditional structure and the ability to work within it.
- Sense of responsibility; you can be counted on to do what you say.
- Clear work ethic; need to be efficient and productive.
- Common sense and realistic perspective.

### YOUR WORK-RELATED WEAKNESSES MAY INCLUDE:

- Impatience with those who don't follow procedures or who ignore important details.
- Reluctance to embrace new, untested ideas.
- Discomfort with or resistance to change.
- Little patience with inefficiency or processes that takes too long.
- Focus on present needs at the expense of future ones.
- Tendency to overrun people in an effort to meet your goals.
- Inability to see future possibilities.
- Lack of sensitivity about how other people will be affected by policies and decisions.
- Difficulty listening to opposing viewpoints; you may interrupt frequently.

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

Slow down,  
consider implications for people,  
and be flexible.