

## CAREER GUIDE



Mr. Thomas Sample

01/01/0001

Private & Confidential

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### SELF IMAGE - GRAPH III

Thomas Sample is thorough, friendly and sincere by nature. A consistent worker who prefers to be a member of a team, he is capable of applying himself to most tasks once he knows what is required. He is able to do detailed work, but does not necessarily enjoy it. Thomas Sample has good communication skills and the drive to achieve. His overall approach is personable, friendly and patient.

He dislikes loose ends, preferring to see each task through to its logical conclusion before moving on to the next one. It is unlikely that this person will rush in, preferring to organise himself and obtain a thorough understanding of the job before starting. Thomas Sample is a self-starter, although not necessarily a quick one and it may be necessary to provide short-cut methods to enable him to get started. However, once he starts, he applies himself with great tenacity.

Loyalty and sincerity are natural attributes, valued by this person in others. He has strong opinions and is difficult to persuade when his mind is made up. He can often frustrate others who are of a more flexible nature by his reluctance to change course or adapt quickly. Thomas Sample wants to know what is expected of him.

Basically kind and appreciative, his feelings can be hurt despite his rather independent attitude. He is good at servicing and displays a lot of follow-through. He is team/group oriented and has a strong need to belong. There is a tendency for him to not reveal his true thoughts. Thomas Sample is a good listener and can build a sense of trust in others fairly easily. However, he resents being told or hurried and could take criticism to heart. Thomas Sample probably differentiates between friends and acquaintances. He may avoid making decisions until he has all the details.

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### SELF MOTIVATION

Thomas Sample is driven to organise. He likes to know where he is going and what he is doing. He needs to be able to identify with the organisation and has an inherent need to feel secure.

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### JOB EMPHASIS

#### Organising and leading

The job should provide some form of security, as well as a chance to lead and apply himself to a task. There should be responsibility to see a job through and to get on with it. The working environment should be structured. The tasks can be routine but not low level. Change should be discussed and not "come out of the blue".

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## DESCRIPTIVE WORDS

Kind, thorough, stubborn, friendly, amiable, tenacious, assertive, communicative, independent, opinionated, driving, dependable, asks "why", "who" and "what".

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## MOTIVATORS

Thomas Sample is motivated by security of situation, sincere recognition of his achievements and challenging objectives which are fully understood. Ideally he wants explanations, not restrictions with opportunities for advancement within his area of expertise.

His boss should be a diplomatic but direct leader, who takes time to clearly define parameters and objectives and then allows Thomas Sample to get on with the job. Consultation should be on a regular basis and assistance, if required, should be available when decisions of a critical nature have to be made.

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## CAREER GUIDELINES

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### SUPPORTING AND SERVICING

The characteristics of Thomas Sample suggest that he would be behaviourally compatible with the functions listed below.

- Engineering and Production
- Public Relations (Manager, Supervisor, Officer)
- Marketing Manager
- Service Selling
- Distribution and Materials Management
- Office Management
- Hotelier, Club or Restaurant Manager
- Customer Service
- Training Manager
- Systems Analyst, Project Leader
- Programmer
- Sales or Service Engineer
- Accounting
- Draughtsperson
- Project Engineer
- Complaints Manager
- Banker
- Assistant Manager
- Builder

Please note that the above career guide indicates job areas best suited to Thomas Sample's work style. It in no way suggests that the above are the only avenues open to him or with which he could cope. The Personal Profile Analysis does not take

into account education, experience or qualifications; it is a work-orientated inventory.