



# STUDENT WORKBOOK



**NAME**

**SCHOOL**

**SCHOOL YEAR**

**DATE**

# MyCareerMatch Workbook

## Match who you are with what you'd love to do

This workbook is designed to help you decide **'what you want to be'** now that you know **'who you are'** and **'what careers'** best match your personality profile.

The secret to career satisfaction lies in doing what you enjoy most. Careers that match your personality style makes the best use of your natural gifts and talents and will give you the greatest happiness in your life.

Since your natural talents are the single most important part of you to understand and use in designing your career, it is important to get this part right.

## Whatever I do ...

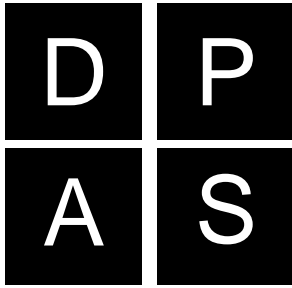
Whatever career and occupation you choose, be the best you can be. You must bring passion, commitment and hard work. Any personality style can succeed, but the one thing that all successful people have in common... whether it's sports, arts or business... is that they are fully committed and determined to be the best.

This is a quality you must adopt for yourself to achieve your goals.

### HOW TO USE

- Work your way through the questionnaire & fill in all the blue highlighted fields.
- Save your work as you go.
- Use the "Save As" format and rename to save on your computer.

## Four Personality Styles - D.P.S.A ®



**People have four basic personality styles.** When blended together in varying percentages, they make you who you are. **One style is not better than the other.** These styles define the way you act, think, learn, socialise and behave. You are “wired” with these traits from birth. It’s like a default factory setting. MyCareerMatch calls these styles, **Driver, Promoter, Supporter and Analyser.**

Who you are is of course more than just four styles; it’s also how you were raised, your home life and family heritage, your ethnic and religious upbringing, your education and learning environment. If you imagine that who you are is like an iceberg, then the part people see above the water line is your personality style

### Brief description of each style

**D** **Drivers** have a high desire to achieve. They are self-motivated, independent, and highly individualistic. They like a fast-paced environment. They enjoy the competition and the challenge. Most of all they want to be in control. They want to do it their way.

**P** **Promoters** are independent, outgoing individuals who like socialising and meeting people. They are enthusiastic and optimistic. They enjoy conversations and being the centre of attention. They make friends easily and are inspirational and popular.

**S** **Supporters** are dependable, practical and kind people. They’re patient. They want to help others. They prefer to work in teams and they dislike rapid change. They prefer a secure and constant environment that’s free of conflict.

**A** **Analysers** are perfectionists who look to systems, rules and order within a structured environment. They are accurate and precise. They are reserved, detailed and logical and follow the rules and standards.

# Your Personal Profile

See Career Profile Page 2

## Step 1:

Using the style intensity graph on Page 2 of your Career Report, write down the percentages of each of your four styles.

For example, the graph on the right indicates that this person is a DRIVER ANALYSER. The style intensity graph indicates: Driver 85%, Promoter 40%, Supporter 25%, Analyser 75%



## Write down your intensity percentages

DRIVER	
PROMOTER	
SUPPORTER	
ANALYSER	

## Step 2:

Using your percentages, plot them on the chart on the next page by placing a cross in the appropriate percentage segment under each of the four styles.

## Step 3:

Use one or two words from each segment, commencing with your highest percentage to your lowest percentage and write a sentence that describes you.

If two are the same percentage then the order is D P S A

The example on the right indicates a Promoter, Driver, Supporter, Analyser styles and the key words that describe this person are;

***"I am an inspiring extrovert (P 100%), who is assertive, goal oriented (D 75%), energetic (S 40%) and confident (A 40%)".***

### LOW SCORING SUPPORTERS

If you have a low Supporter percentage it doesn't mean that you don't help or encourage others, it just means that you are more decisive and action oriented than people with high Supporter scores.

SCORE	DRIVER D	PROMOTER P	SUPPORTER S	ANALYSER A
100%	Demanding	<del>Extrovert</del>	Passive	Thorough
	Powerful	<del>Charming</del>	Adaptable	Guarded
	Unbeatable	<del>Inspiring</del>	Rigid	Fussy
	Aggressive	Positive	Logical	Precise
	Intimidating	Emotional	Disciplined	Excellence conscious
	Pioneering	Enthusiastic	Purposeful	Perfectionist
85%	Brave	Bubbly	Habit	Demanding
	Forceful	Persuasive	Leisurely	Efficient
	Competitive	Convincing	Predictable	Accurate
	Original	Encouraging	Consistent	Sensible
	<del>Goal oriented</del>	Energetic	Patient	Obedient
75%	<del>Decisive</del>	Outgoing	Selfish	Cautious
	<del>Pushy</del>	Trusting	Steady	Agreeable
	Innovative	Balanced	In control	Orderly
	Strong	Warm	Calm	Neat
	Determined	Friendly	Composed	Traditional
65%	Direct	Compassionate	Relaxed	Polite
	Responsible	Good-natured	Loyal	Sensitive
	Purposeful	Secable	Eager	Predictable
	Firm	Charming	Quick	Firm
	Moderate	Factual	Active	Determined
50%	Modest	Objective	Sir	Original
	Cooperative	Cool	Involved	Self sufficient
	Easygoing	Rational	Lively	Committed
	Gentle	Logical	Hardworking	Confident
	Helpful	Discrete	<del>Flexible</del>	<del>Bold</del>
40%	Conservative	Detach	<del>Energetic</del>	<del>Independent</del>
	Cautious	Thoughtful	<del>Impatient</del>	<del>Excitable</del>
	Low key	Methodical	Restless	Creative
	Agreeable	Critical	All-around	Autonomous
	Shy	Shrewd	Vibrant	Free
25%	Natural	Not persuaded	Rushed	Unique
	Peaceful	Restrained	Deep	Far-reaching
	Down-to-earth	Deep in thought	Pressured	Fearless
	Humble	Withdrawn	Hot-headed	Strong-willed
15%	Decile	Broody	Unplanned	Outgoing

## Words that Describe Me

See Career Profile Page 4

From each of the percentage segments crossed on your chart, select one or two words that most describe you, and write a sentence using those words.

Write a sentence that best describes you starting with "I am" ...

SCORE	DRIVER	PROMOTER	SUPPORTER	ANALYSER
	D	P	S	A
	Strong willed	Outgoing	Caring	Thorough
<b>100%</b>	Determined	Bubbly	Easy-going	Organised
	Results focused	Fun	Likeable	Precise
	Decisive	Talkative	Well-organized	Fussy
<b>85%</b>	Competitive	Enthusiastic	Patient	Accurate
	Confident	Positive	Trusting	Efficient
	Resourceful	Inspiring	Dependable	Sensible
<b>75%</b>	Practical	Generous	Calm	Follow rules
	Innovative	Persuasive	Steady	Careful
	Strong-minded	Social	Good listener	Neat
<b>65%</b>	Straight forward	Carefree	Relaxed	Polite
	Purposeful	Friendly	Loyal	Sensitive
	Reasonable	Sensible	Active	Gritty
<b>50%</b>	Cooperative	Fair	Inspiring	Orderly
	Easygoing	Tolerant	Eager	Persistent
	Helpful	Logical	Bouncy	Daring
<b>40%</b>	Gentle	Precise	Edgy	Confident
	Low-key	Organised	Restless	Creative
	Down-to-earth	Tidy	Lively	Clever
<b>25%</b>	Peaceful	Fussy	Quick	Unique
	Shy	Unemotional	Jumpy	Courageous
	Humble	Quiet	Hotheaded	Cheerful
<b>15%</b>	Patient	Thoughtful	Excitable	Innovative
	Sensitive	Shy	Passionate	Outgoing

## My Personal Profile

See Career Profile Page 4

From your MyCareerMatch Report list four (4) statements that describes you the most from each of the following sections.

### My work related strengths are

1	
2	
3	
4	

### Qualities I bring to a job

1	
2	
3	
4	

### Things I like

1	
2	
3	
4	

### What people admire about me

1	
2	
3	
4	

**Personal Strengths & Weaknesses**      See Career Profile Page 7

	<b>Strengths</b>	<b>Weaknesses</b>
<p><b>D</b></p> <p><b>DRIVER</b></p>	<p>Strong Willed Determined Independent Optimistic Practical Productive Decisive Leader Confident</p>	<p>Unforgiving Opinionated Domineering Inconsiderate Unemotional Impatient Independent Insensitive Hard to please</p>
<p><b>P</b></p> <p><b>PROMOTER</b></p>	<p>Friendly Compassionate Carefree Talkative Outgoing Enthusiastic Warm Personable Fun Generous Expressive</p>	<p>Unstable Undisciplined Restless Loud Exaggerates Disorganised Untimely Gossipy Impulsive Unfocused Excitable</p>
<p><b>S</b></p> <p><b>SUPPORTER</b></p>	<p>Likeable Diplomatic Caring Calm Dependable Efficient Practical Reliable Good Listener</p>	<p>Stingy Fearful Indecisive Unmotivated Timid Unenthusiastic Quiet Protective Unchanging</p>
<p><b>A</b></p> <p><b>ANALYSER</b></p>	<p>Sensitive Perfectionist Idealist Loyal Self-sacrificing Thorough Orderly Logical Cautious Precise</p>	<p>Self-centered Moody Critical Negative Impractical Unsociable Inflexible Picky Rigid</p>

## My Behaviour

In the space below write down the strengths and weaknesses that you think applies to you.

Be honest here and look at yourself objectively. From the list on Page 7, choose up to four (4) behaviours that you think describes both your strengths and weaknesses

## My Strengths

1	
2	
3	
4	

## My Weaknesses

1	
2	
3	
4	



## My Natural Skills

In the space below write down 4 natural talents that you have.

These talents and gifts are the things that you do well and that are easy for you or come naturally, like drawing, singing, or if you can fix things or have a skill with animals, people or sports.

1	
2	
3	
4	

## **How I Can Make a Difference**      **See Career Profile Page 5 & 6**

You can make a difference by using your natural gifts and talents in ways that bring out the best in you and others.

### **At work**

You make a difference AT WORK by focusing on what you are good at, and acquiring skills and qualifications in areas you excel in, so that you can be the best you can be.

### **At home**

You make a difference AT HOME and in your PERSONAL RELATIONSHIPS by knowing the key elements of your personality and how your strengths and weaknesses affect others.

### **In your community**

You can make a difference IN YOUR COMMUNITY by volunteering in areas you feel comfortable and where your natural abilities are seen and appreciated as making a difference to the lives of others.

**In the space below, list the four areas that MEAN THE MOST TO YOU and where you feel you could MAKE A DIFFERENCE – at work, at home or in your community.**

1	
2	
3	
4	

## My Learnt Skills

In the space below write down 4 skills that you had to learn to use.

Skills are things that didn't come naturally to you and that you had to learn in order to master them. For instance few people are born being able to add, subtract, play an instrument, or speak another language.

1	
2	
3	
4	

## My Hobbies

In the space below write down 4 hobbies or 'out of' school activities that you do.

Your hobbies are no less important than your skills and talent. You usually take up a hobby that you enjoy doing and are passionate about. Hobbies tell you what you love to do. You may think that hobbies are just spare time activities but hobbies can play a big part in your career pathway.

1	
2	
3	
4	

## Importance of STEM

See Career Profile Page 13 & 14

There is a huge variety of rewarding career paths open to people with STEM skills. STEM qualifications are in demand by employers and have good career prospects. 75% of fastest growing jobs require people with STEM qualifications and there is a shortage of people with these skills, so the opportunity for you is exciting.

**What does STEM stand for?**

**S** \_\_\_\_\_

**T** \_\_\_\_\_

**E** \_\_\_\_\_

**M** \_\_\_\_\_

Which of these subjects do you like best? \_\_\_\_\_

**Just for FUN!**

Robots are changing the way we live and work. They do lots of things we don't want to do or find hard to do.

List four things you would like your personal Robot to do for you?

1	
2	
3	
4	



## My Family and Friends

Identify the Dominant personality styles of people close to you.

How do these people act most of the time? Are they good with people or better with tasks? Do they get things done quickly or do they take their time? Are they outgoing and fun or do they keep to themselves? Are they ready for new adventures or do they like things to stay the same?

Not sure, then refer to style descriptions on Page 2 of this workbook and select which describes the person below the most.

<b>PERSON YOU KNOW</b>	<b>THEIR PERSONALITY STYLE</b>
MOTHER	
FATHER	
BROTHER or SISTER	
BROTHER or SISTER	
BEST FRIEND #1	
BEST FRIEND #2	
FAVOURITE TEACHER	
CAREER ADVISER	

## Career Opportunities

Suitability for a job is determined by a number of factors including a person's behavioural style. People who choose a career based on their **natural talents** are likely to be more productive and happier at work. Those who take on jobs that are not in harmony with their personal style can find it difficult. The right job lets the individual use their talents in ways that come naturally.

It's important to note that there are successful people of all styles in all occupations however; certain occupations are more satisfying to each particular style.

**For Drivers the ideal career is where they can make decisions, set goals and measure results.**

**D**

- They enjoy power, control and independence.
- They function best when carrying out responsibilities with authority.
- They don't like too much detail and are big picture people.
- They are comfortable with change and accept responsibility for their actions.

**For Promoters the ideal career involves people.**

**P**

- They are outgoing extroverts who enjoy the company of others.
- They are creative and have an ability to communicate and persuade others.
- They enjoy working with people, motivating, representing, lobbying and influencing others.
- Promoters are friendly optimistic people who enjoy being stylish and optimistic.

**For Supporters the ideal careers are those that involve people, service and information.**

**S**

- They are easy going people
- They enjoy working in a secure team environment that requires repetitive tasks or processes.
- They enjoy following routines and instructions and like to help others solve problems.
- They are naturally cautious and function best in a stable non-confrontational environment.

**For Analysers the ideal careers are those involving details, facts and information.**

**A**

- They are no nonsense people who are naturally inclined to gather information.
- They are detail oriented who don't mind working by themselves.
- They enjoy the challenge of collecting facts and details and providing precise reports.
- They are capable people who follow procedures in a conscientious and conservative manner.

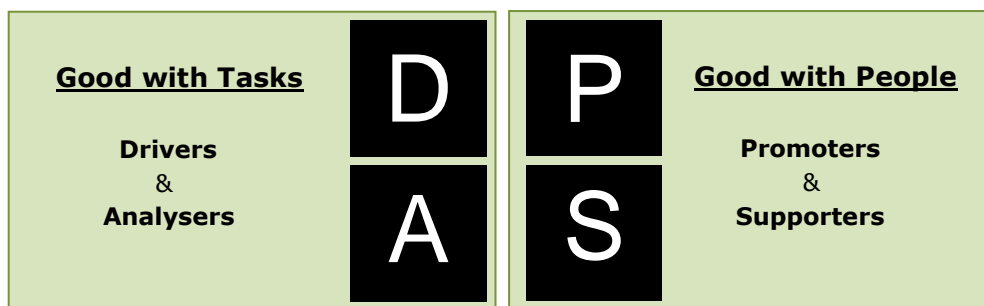
## Career Matching

This exercise demonstrates the type of career that best suits your style based on what you are attracted to.

If you are attracted to **PEOPLE** then you should be in a job that requires you to work with people and communicate, help, service, care for and educate. It should involve variety and projects where your enthusiasm, leadership and motivational talent can be used.

If you are attracted to **TASKS** then careers that involve, administration, sciences, technical, research, education, medical, finance, statistics, IT, construction, mechanical, agriculture. Jobs that are more related to systems and processes, rules and procedures. Careers where information and research are required, where analysis and design are utilised.

Many of you will be a combination of **two styles**. This means that you can do both types of work when required but you favour your **DOMINANT** style ahead of your **BACKUP** style. As an example if you are a Promoter Analyser you are good with PEOPLE and TASKS. Jobs where you need to explain and promote technical products or services. You have a skill of making the complicated easy to understand.



### What are you attracted to?

1. My **Dominant** style is attracted to: **Tasks or People** \_\_\_\_\_
2. My **Backup** style is attracted to: **Tasks or People** \_\_\_\_\_

## Choosing a Career

What jobs interest you?

What school subjects interest you?

What school subjects are you good at?

What subjects do you need to do the jobs you're interested in?

Which of the jobs that interest you are listed in your Career Report?



## How to Decide

### Use these rules when choosing subjects:

**ABILITY** - choose subjects you are good at.

**INTEREST** - choose subjects you enjoy.

**MOTIVATION** - choose subjects you really want to learn.

**GOOD FIT** - choose subjects that match your natural talents and gifts

### How TO decide

Recognise this as an important decision and take time to consider all your options.

Ask yourself the following questions:

- What subjects are available to me?
- What subjects best match my personality?
- What subjects am I good at?
- What subjects do I need for further study?

In most cases, the best subjects to take are the ones you like the most. From these subjects you are more likely to do well and therefore get higher marks. If you really don't like a subject, you probably won't do as well.

### How NOT TO decide

#### Do not choose a subject because:

- **Your friends are taking it.**  
Your friends may have different abilities, interests and motivations to you.
- **Your favourite teacher is teaching it.**  
Teachers often change classes or even schools.
- **You want to go on a particular excursion.**  
You could endure years of misery for the sake of that excursion.
- **You've heard it's a "bludge" subject.**  
If someone tells you a subject is a bludge, chances are that they are bludging and will probably do poorly.
- **You need to do it even though you hate it.**  
If you need to do a subject to get into a particular course, there will be a lot of that subject within the course!
- **Boys/girls don't do that subject.**  
There are no separate subjects for boys and girls.

# Action Planner

## Career Goals

Most people have never asked themselves the simple question: **"If I could be anything, what would I be?"** Now is a good time to state your career goals. Use the space below to write down your **dream career job or position** that reflects the ideal way you would make a living. Remember to be realistic.

**My dream career / job / position is:**

## What education do I need to do my ideal job?

Take a look at your Career Goals and determine what level of education, skills and training you will need to succeed in your prospective career. When writing your education goals keep these four points in mind.

- 1. What type of degree or certification will I need to succeed in my chosen career?** (i.e. diploma, certificate, general degree, specialist degree, masters, doctorate).
- 2. What skills will I need to learn?** (i.e. language, organisational, sales, technical, artistic, communication).
- 3. What hands on training will I require?** (i.e. computer, medical, legal, cosmetics).
- 4. What people and resources can help me to achieve my career goals?** (i.e. work experience, volunteer work, teachers, career advisers, councillors, student organisations, universities, TAFE, trade schools, Google, parents, relatives, people who are doing the job I want to do)

## Write down the education, skills or training you need

# Page for Notes .....