

Your Personality



Your personality type is **ISTJ**:

Introversion  Extraversion



Introversion (I) vs. Extraversion (E)

How we interact with the world and where we direct our energy.

Introversion

- Focus attention inward
- Enjoy tasks that require concentration
- Work best on one project at a time
- Work at a careful, steady pace
- Consider things fully before speaking

Extraversion

- Focus attention outward
- Enjoy a variety of tasks
- Seek out and need other people
- Work at a rapid pace
- Need to talk through their ideas

Sensing  iNtuition



Sensing (S) vs iNtuition (N)

What kind of information we naturally focus on and remember.

Sensing

- Focus on "what is"
- Like working with what can be seen and touched
- Apply past experience to solving problems
- Need specific and realistic directions

iNtuition

- Focus on "what could be"
- Enjoy theory and speculation
- Like thinking about the future and possibilities
- Need to use their imagination

Thinking  Feeling



Thinking (T) vs. Feeling (F)

Make decisions logically and impersonally, or use personal values.

Thinking

- Are motivated by achievement
- Enjoy analyzing problems logically
- Make fair and unbiased decisions
- Need to weigh the pros and cons to make decisions
- Can be tough negotiators

Feeling

- Motivated by work that is meaningful
- Sensitive to how issues affect people
- Like helping others and being appreciated
- Need decisions to be congruent with their values
- Need to work in a friendly environment



Judging (J) vs. Perceiving (P)

More structured (finalize decisions) or more spontaneous (keep options open).

Judging

- Enjoy work that allows them to make decisions
- Prefer a predictable work pattern and environment
- Work towards completing their responsibilities before relaxing
- Like to maintain control of their projects

Perceiving

- Enjoy flexible and changing work situations
- Like to be able to respond to problems as they arise
- Are more satisfied with fewer rules and procedures
- Need to have fun in their work

Your Personality Profile

Quiet, realistic and practical, you communicate in a style that is clear, simple and direct. A careful observer, you notice details that interest or relate to you and have a good memory for past experiences. You think things through before sharing your insights and are cautious about change. Responsible and steady, you strive to do your best in every situation.

Conscientious and logical, you like to make sensible decisions and keep things orderly and efficient. Organized and productive, you have a great ability to concentrate and get things done. You set high standards for yourself and for others, like to be judged on your merits, and are fair and consistent when dealing with other people. You take your commitments seriously and prefer people who are genuine and reasonable.

You trust proven facts and experience and tend to be skeptical of untested ways. Patient and willing to wait, you may miss opportunities if you hesitate too long. You may focus too intently on tiny details and lose sight of the larger context or purpose.

When you can't see a way out of a bad situation, you may become discouraged. A very private person, you're generally not inclined to share your feelings or reactions. You like to be prepared and tend to dislike surprises, change and uncertainty.

You value order and stability and can be somewhat inflexible due to your strong sense of right and wrong. You may insist that others conform to your way of doing things and resist trying other, less conventional, methods.

Because of your calm and cool exterior, you may appear indifferent to what's going on around you. You don't usually share information about yourself or your views unless asked directly by people with whom you are comfortable.

You described your profile as:



Very Accurate
(85% or more)

Strengths

- ☐ Organized
- ☐ Methodical
- ☐ Careful, accurate
- ☐ Excel at memorization
- ☐ Deadline-driven
- ☐ Independent learner

Challenges

- ☐ Focus on minute details
- ☐ Dislike abstract or theoretical concepts
- ☐ Perfectionist, may procrastinate
- ☐ Distracted by group learning
- ☐ Need time to process

Recommendations

The following recommendations are based on your results. Consider each and select the ones you think would work best for you.

For Learning Activities

- ☐ You learn best when material is presented in a logical, straightforward manner and the concepts are factual or concrete in nature. If you're having difficulty grasping a concept, ask your instructor for some practical examples. If you understand how the information could be applied in a real-life situation, it will make more sense to you.
- ☐ Approach each assignment as a goal to be achieved. Note the due date and required outcomes. If unclear about expectations, ask your instructor for more information. Break the goal into steps and work through each until the assignment is complete.
- ☐ You are extremely observant, continually taking in facts and remembering them. This helps you to understand situations and develop solutions to problems. However, you can become overwhelmed with too many details. That can make an assignment feel monumental and you may end up delaying or not completing it. Review the requirements and look for ways to simplify your research. Remove the unnecessary details and focus on the key points.
- ☐ Because you rely on your knowledge of facts and past experience, you need time to absorb new information and reflect before acting upon it. When you have something to think through, try exploring the idea further. Think of ways it may connect to something you already know. Read up on it or discuss it with a teacher or mentor.

For Learning Environments

- ☐ Ensure your course selections consist mainly of practical subjects that are directly related to your career goals. Apply for internships, co-ops or work-study programs that will allow you to gain real-life experience in your field of interest.
- ☐ You learn best in a quiet, productive environment that gives you the option of working on your own or with a small group. For your most challenging study, try to find a peaceful spot without distractions where you can concentrate. This might be a room at home or a quiet location in a public place such as a library or park.
- ☐ You prefer structure and predictability. Look for an educational setting that is compatible with your conventional outlook and desire for order. Seek out well-defined programs, courses with clear objectives and instructors who provide thorough instructions and use fair grading methods.

Work and Productivity



Strengths

- ☐ Logical
- ☐ Efficient
- ☐ Self-reliant
- ☐ Versatile
- ☐ Reliable
- ☐ Decisive
- ☐ Trustworthy

Challenges

- ☐ Need rules, standards, structure
- ☐ Want clear direction, routine, stability
- ☐ Resist new, untested ways
- ☐ Difficulty saying No or delegating
- ☐ May be inflexible
- ☐ May be too focused on immediate issues

Recommendations

The following recommendations are based on your results. Consider each and select the ones you think would work best for you.

Your Preferred Environment

- ☐ Takes place in a stable, productive environment that provides you with clear expectations and enough structure and consistency to complete your work in an orderly fashion. You do your best work when you know what's expected and there are established processes to follow — or you are given the responsibility to develop them.
- ☐ Appreciates your sense of duty, attention to detail, productivity and determination to complete work on time. For you, accomplishing goals and honoring commitments are matters of integrity. Lots of people struggle with organization, deadlines and detail-oriented work, so these are areas in which you can make a great contribution.
- ☐ Takes advantage of your resourcefulness and realistic, practical approach to problem solving. You use logic and common sense to assess situations. You look at the facts and take action.
- ☐ Provides you with tasks that serve a practical purpose and allows you to apply your skills to a wide variety of situations. Adaptable and hardworking, you can figure out how to complete most tasks. You'll persevere until the job is done or the problem is solved.
- ☐ Gives you the time and space to focus on your work, with little or no supervision. While you work well with a team, you may prefer to work by yourself, at your own pace.

For Growth and Development

- ☐ Be open to innovation. You are reluctant to change if a new idea is unproven and you can't see a logical basis for it. If you're not convinced, ask for a demonstration or other factual evidence to prove the benefit of the new approach. Remember that by learning about other ways of doing things, you can add to your bank of knowledge.
- ☐ Learn to delegate. Share tasks with others and push back if your workload is becoming unmanageable. With your reputation for hard work and reliability, others may have a habit of sending extra tasks your way. In order to keep turning out the high quality work you excel at, you need to manage your workload and others' expectations of what you can realistically accomplish.
- ☐ Accept that things aren't always predictable. You want to do things correctly. That means you need to understand the plan and your role in making it happen. At times, however, you may have to deal with unclear expectations or a situation where all of the facts aren't apparent. So be prepared for some uncertainty and learn to be comfortable with it.
- ☐ Don't be so focused on getting things done in your daily work that you lose sight of the overall goal. Take time to consider the "big picture" and how your work contributes to it.

Communication



Strengths

- ☐ Clear, honest communicator
- ☐ Good listener
- ☐ Calm
- ☐ Rational
- ☐ Direct

Challenges

- ☐ May appear aloof or insensitive
- ☐ Too blunt with feedback
- ☐ Too serious
- ☐ Can seem negative
- ☐ Dislike small talk

Recommendations

The following recommendations are based on your results. Consider each and select the ones you think would work best for you.

For Sending and Receiving Communication

- ☐ In conflict situations, you are able to remain cool-headed when others are angry or upset. Decisive and pragmatic, you look at the facts and use logic to resolve the issue. However, when emotions are running high, this can make you appear cold and rigid. Try to be sensitive to the feelings of those involved. You may be inclined to disregard the emotional element during a dispute, and that can result in alienating other people.
- ☐ Be receptive to humor and opportunities for casual conversation. Others may see you as reserved, but would like to get to know you. Be prepared to share a little about your life, thoughts and opinions. This can lead to greater mutual understanding and a more productive working relationship. For some people, a friendly rapport is essential to working together more effectively.
- ☐ Straightforward and direct, you may need to give extra consideration to people's feelings when providing constructive criticism. Try to keep your tone positive and explain clearly that this is about the problematic issue or behavior, not the person. Think about how to convey your message with tact and thoughtfulness.
- ☐ Speak up more often. Your ideas and opinions are valuable. Give others a chance to hear them.

Working with Others



Strengths

- ☐ Responsible
- ☐ Loyal
- ☐ Likable
- ☐ Get things done

Challenges

- ☐ Prefer to work alone
- ☐ High standards for self and others
- ☐ Want well-defined roles and duties
- ☐ Dislike conflict
- ☐ Need to recognize others' efforts

Recommendations

The following recommendations are based on your results. Consider each and select the ones you think would work best for you.

For Interacting with Others

- ☐ You prefer to work independently because you can rely on yourself to ensure a task is completed properly and on time. At times, however, it is necessary or helpful to work with other people. Recognize that they have abilities you lack. Try to appreciate the unique set of skills that each person brings to the group and discover how to make the best use of them. Sometimes you can accomplish much more as a team than you can on your own.
- ☐ Work on your ability to understand and work with people you consider disruptive, irresponsible or uncooperative. Get to know them better on a personal level and learn what motivates them in their professional capacity. Greater understanding can lead to a more productive collaboration.
- ☐ Make a point of noting others' achievements and providing positive feedback to your team on a regular basis. Many people like their work to be noticed and appreciated, and are more productive if praised for their efforts. While you may sincerely appreciate the great work done by the people around you, they need to hear it.
- ☐ Understand that some people are more emotional types, and less driven by logic and reason than you. It can be difficult for these people to relate in purely a business or impersonal manner. For them, establishing a personal rapport is critical to a good working relationship.
- ☐ As a leader, you are driven to meet your organization's goals. To aid the group's success, provide a clear, well-organized plan outlining the objectives, along with expectations for each team member. Be sensitive to people's needs, ensure they have the tools and information to do their work, and remember to acknowledge their accomplishments along the way.

For Filling a Role

























































































































- ☐ **Planner:** gathering, recording, organizing and clarifying information for the group, filling in detail and drawing up plans.
- ☐ **Director:** organizing goals, identifying and gathering suitable resources, and ensuring everyone understands and carries out their responsibilities.
- ☐ **Analyzer:** examining, testing, understanding and defining in order to explain things and solve problems.

































































Career and Pathways



The careers listed below are all linked to your assessment results, with the careers at the top being the best match for your profile.

Personality Results

Auditors	Finance				
Treasurers and Controllers	Finance				
Budget Analysts	Finance				
Accountants	Finance				
Insurance Underwriters	Finance				
Credit Analysts	Finance				
Claims Examiners, Property and Casualty Insurance	Finance				
Brokerage Clerks	Finance				
Risk Management Specialists	Finance				
Tax Preparers	Finance				
Insurance Adjusters, Examiners, and Investigators	Finance				
Insurance Appraisers, Auto Damage	Finance				
Credit Authorizers	Finance				
Insurance Claims Clerks	Finance				
Financial Analysts	Finance				
Information Security Analysts	Information Technology				
Document Management Specialists	Information Technology				
Telecommunications Engineering Specialists	Information Technology				
Database Administrators	Information Technology				
Computer User Support Specialists	Information Technology				
Computer Network Support Specialists	Information Technology				
Information Technology Project Managers	Information Technology				
Software Quality Assurance Engineers and Testers	Information Technology				
Web Administrators	Information Technology				
Network and Computer Systems Administrators	Information Technology				
Computer Network Architects	Information Technology				
Computer Systems Analysts	Information Technology				
Computer Systems Engineers/Architects	Information Technology				
Geospatial Information Scientists and Technologists	Information Technology				
Database Architects	Information Technology				

Surveyors	Architecture and Construction	 	 
Millwrights	Architecture and Construction	 	 
Cost Estimators	Architecture and Construction	 	 
Civil Drafters	Architecture and Construction	 	 
Surveying Technicians	Architecture and Construction	 	 
Stationary Engineers and Boiler Operators	Architecture and Construction	 	 
Heating and Air Conditioning Mechanics and Installers	Architecture and Construction	 	 
Stonemasons	Architecture and Construction	 	 
Electrical Power-Line Installers and Repairers	Architecture and Construction	 	 
Electricians	Architecture and Construction	 	 
Reinforcing Iron and Rebar Workers	Architecture and Construction	 	 
Refrigeration Mechanics and Installers	Architecture and Construction	 	 
Construction Managers	Architecture and Construction	 	 
Elevator Installers and Repairers	Architecture and Construction	 	 
Service Unit Operators, Oil, Gas, and Mining	Architecture and Construction	 	 
Investment Fund Managers	Business Management and Administration	 	 
Biomass Power Plant Managers	Business Management and Administration	 	 
Computer Operators	Business Management and Administration	 	 
Quality Control Systems Managers	Business Management and Administration	 	 
Bookkeeping, Accounting, and Auditing Clerks	Business Management and Administration	 	 
Energy Auditors	Business Management and Administration	 	 
Compensation and Benefits Managers	Business Management and Administration	 	 
Wind Energy Operations Managers	Business Management and Administration	 	 
Compliance Managers	Business Management and Administration	 	 
Payroll and Timekeeping Clerks	Business Management and Administration	 	 
Meter Readers, Utilities	Business Management and Administration	 	 
Mail Clerks and Mail Machine Operators, Except Postal Service	Business Management and Administration	 	 
Loss Prevention Managers	Business Management and Administration	 	 

Postal Service Clerks

Business Management and
Administration



Customs Brokers

Business Management and
Administration

