







[www.ElevateYourCareer.com](http://www.ElevateYourCareer.com)

## Your Report, Career Seeker

Elevations™ identifies your career-related strengths and preferences. Use Elevations™ to find the career that is right for you or to create a developmental plan with your current employer. Elevations™ uses four personality themes to illustrate your preferences as they are related to your values, skills and career interests. Your overall personality themes will be described showing your communication and leadership tendencies in the workplaces as well as career-related developmental tips. You also have the opportunity to complete interactive, updatable research and action-planning exercises.

## The Four Personality Themes

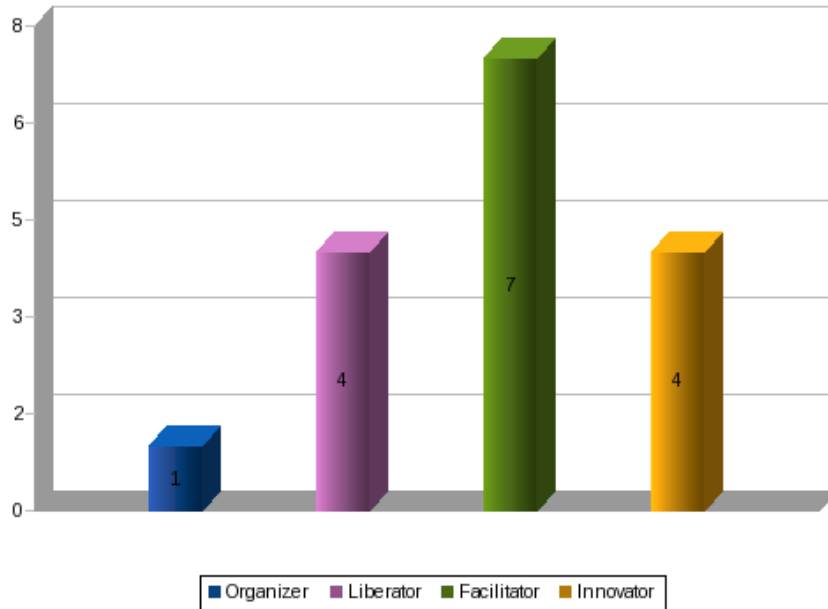
These personality styles are referred to throughout your report to help you see the patterns across your career-related preferences.

 <p><b>Organizer</b> Organizers enjoy careers that are stable, well paid and offer promotional opportunities. They seek clear direction and will follow through on their commitments. They are attracted to professional offices that provide the practical resources needed to do the job. They like to feel they are contributing to the financial success of the organization. They may be attracted to the trades, a wide range of administrative occupations, technology or government services.* They are responsible and will look for a boss who appreciates their contributions.</p>	 <p><b>Liberator</b> Liberators enjoy careers that are exciting, flexible and fun. They may enjoy working outdoors or in jobs that allow freedom of mobility. Their interests can vary across many industries such as biotechnology, transportation, marketing, or agriculture.* In addition, they may have a second job or home-based business that supplements their "day job" and keeps life interesting. Job satisfaction often comes from providing practical solutions to immediate problems. Sport projects are often appealing. They look for a boss who understands their need for independence and appreciates their ability to manage unpredictability with ease.</p>
 <p><b>Facilitator</b> Facilitators enjoy careers that are meaningful and helpful to others. They are often attracted to jobs that allow them to work in casual, natural environments. They will decorate their office space with live plants, pictures of loved ones and colorful art, creating a warm, inviting atmosphere. Careers in health care, education, social services, art and international relations are appealing.* They have strong interpersonal skills and seek a supportive, team-oriented work environment. They appreciate a boss who provides clear feedback on a regular basis.</p>	 <p><b>Innovator</b> Innovators enjoy careers that allow for creativity and problem solving. they enjoy working with state-of-the-art tools and resources. Frequently they look for a better way to operate systems or produce products. Learning and gaining knowledge is a major motivator. Industries that often interest an innovator include science, technology, higher education, law, business management or health care.* They enjoy the initiation of a project or program but may lose interest once everything is running smoothly. They will look for an organization that responds to logical and well-researched perspectives.</p>

\*These suggested career fields may not appeal to you. Your interests are a unique blend of your life experiences and your nature. Look at all aspects of your Career report to gather clues about the best careers or educational majors for you.

## Preferred Values

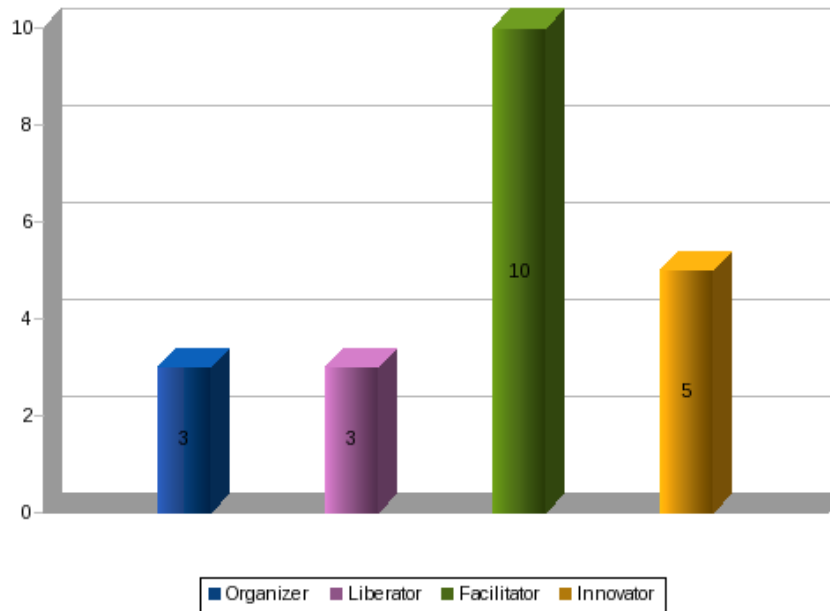
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- Contribute Ideas
- Develop Potential
- Excellence
- Leadership
- Comfortable Income
- ∩ Flexible Schedule
- ∩ Fun
- ∩ Independence
- ∩ Trust
- ⋯ Balance
- ⋯ Helping Others
- ⋯ Integrity
- ⋯ Meaningful Work
- ⋯ Open Communication
- ⋯ Recognition
- ⋯ Team Work

## Preferred Skills

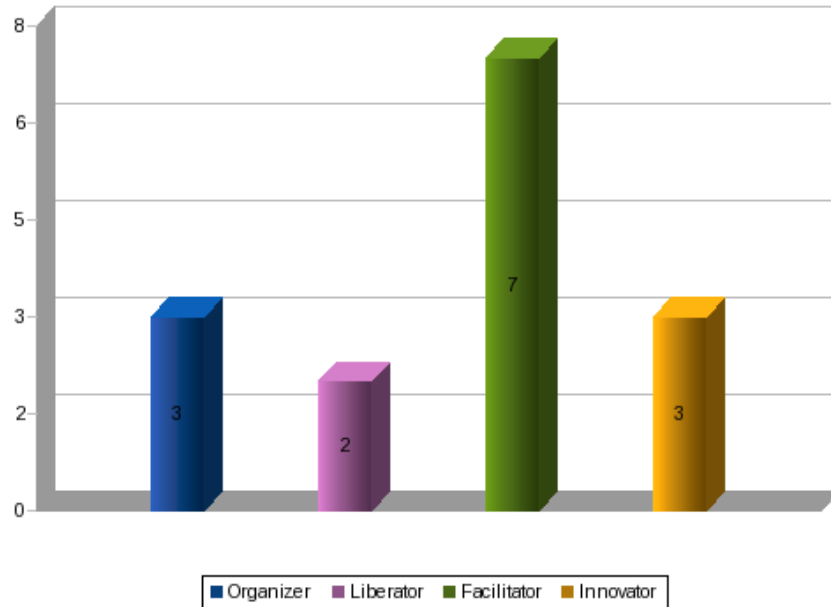
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- Brainstorm
- Consult
- Demonstrate Confidence
- Explore New Concepts
- Strategize
- Audit
- Calculate/Compute
- Coordinate Events
- ∩ Add Humor and Fun
- ∩ Market Products/Services
- ∩ Risk
- ⋯ Coach
- ⋯ Collaborate
- ⋯ Counsel
- ⋯ Inspire
- ⋯ Lead Teams
- ⋯ Listen
- ⋯ Motivate Employees
- ⋯ Speak in Public
- ⋯ Teach/Instruct
- ⋯ Write

Values and skill preferences evolve as you grow in your career. Seek out opportunities that will support your values and utilize the skills that are most enjoyable and rewarding.

## Career Related Interests



### Highest Interest Selections

- College Professor
- Organizational Development Consultant
- Website Designer
- Curriculum Developer
- Organizing Consultant
- Small Business Consultant
- ∩ Employment Recruiter
- ∩ Freelance Writer
- ⋯ College Admission Counselor
- ⋯ Counselor/Psychologist
- ⋯ Employee Training & Development Manager
- ⋯ Executive Coach
- ⋯ Motivational Speaker
- ⋯ Non-Profit Association Manager
- ⋯ Writer/Novelist

### Additional Careers to Consider

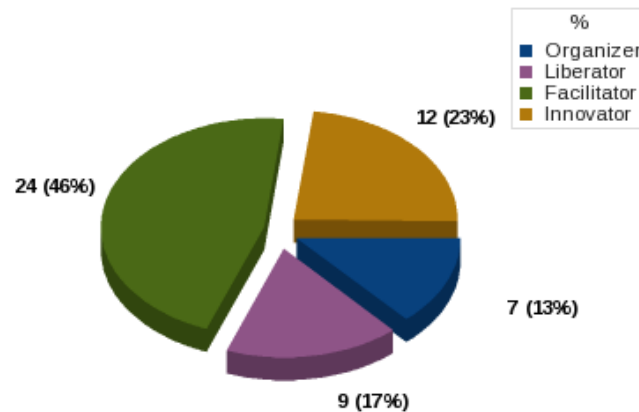
- Leadership Development Consultant
- Clothing Designer
- Script Writer
- Overseas Physician
- Religious Educator
- Education Consultant
- Social Scientist
- Child Psychologist
- Art Teacher
- Intuitive/Psychic
- Medical Social Worker
- Abstract Artist/Commercial
- Community College Instructor
- Substance Abuse Counselor
- Founder, Non-Profit Organization

[Click here](#) for additional career ideas.

Visit the [Elevations™ Career Center](#) to explore these interests. See how several interesting careers might be combined to create an optimum opportunity for you.

## Your Personality Theme Highlight

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## Facilitator Personality Theme

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- ■ ■ Facilitators value a cooperative, democratic, team-oriented approach. They have excellent communication skills, and are good at getting input from those with whom they have a relationship.
- ■ ■ Facilitators are concerned with the feelings of others. They are usually open to new ideas, and willing to extend deadlines or change the structure to allow for innovation. They are resourceful, imaginative and problem-solving oriented. They need to have the big picture in mind before making changes to an existing structure. They are visionary and creative. Facilitators operate best with regular feedback. They are flexible and open to change. Facilitators are committed to bringing out the best in others, helping others, harmony, integrity, ethical behavior, open communication, honesty, authenticity and cooperation.

Facilitators care deeply about relationships and other people. They perform best in an open, interactive atmosphere. They tend to turn off when conflicts arise, but flourish in an atmosphere of cooperation. They will likely be powerful motivators of other people when they get behind something they believe in.

## Facilitator Communication Style

Facilitators tend to be personal and interactive. They appreciate open, honest communication. Insincerity, sarcasm or verbal attacks will shut down the flow of communication and may cause the facilitator to become withdrawn or distant. They respond well to active listeners and individuals who provide meaningful feedback. The key for the facilitator is to be understood. They can tolerate a difference of opinion as long as their perspective is heard and considered. In fact, facilitators have a natural flair for coaching and mediation. They can sense what a person is trying to say, even when the individual is not very clear. They can take criticism to heart, losing their objectivity. This is something they may strive to change about themselves as they mature throughout their careers.

## Facilitator Leadership/Management Tendencies

Facilitators are generally respected for their interpersonal skills and attention to the complex interactions that are generated in an organization. They attend to customer needs at the same time that they address employee concerns. They respect the employee's need to balance personal concerns with work pressures. Facilitators have an unusual

capacity to help others develop their full potential. They use cooperation and collaboration to achieve goals. They will help a department or team see the relationship between the "mission" of the organization and the day-to-day work that is getting done. This allows employees to feel that their work is significant and appreciated.

## **Facilitator Team Member Tendencies**

Facilitators will enter the team with an interest in the team's talents and capabilities. They will draw out team members and try to support the perspectives of all members. They will motivate the team, even in tough times, if they believe in the project and respect the leader. The leader can turn to the Facilitator to gain insights when conflicts arise or personalities are clashing. Facilitators may withdraw or begin complaining if they do not feel appreciated or feel the leader is overly dominant or critical. They flourish in a positive atmosphere where team members are respected and valued for their capabilities.

## **Most-Like-Me and Secondary Facilitator Profiles**

### **Facilitator/Liberator**

An individual with this combination of preferences will be looking for a dynamic job that has a humanitarian element. These individuals may also have a flair for the arts. They love variety and may change careers often or will find a career that will integrate a range of their interests. They are enthusiastic supervisors who allow for a diverse flow of ideas and perspectives. They may initiate spontaneous outings or unplanned events to spice things up and reward employees for their efforts. Fear of "getting bored" is their dilemma. They need a flexible organizational structure that allows for innovation and growth.

### **Facilitator/Organizer**

This personality combination demonstrates excellent organizational talent in the interest of helping people and organizations. They are born cooperators and are dependable. They are likely to make a practical career choice based on careful research and will often stay with that career for many years. They need to learn how to delegate and can be at risk of burnout if they take on too much. Learning how to say "no" and living within a healthy balance is one of their greatest career challenges.

### **Facilitator/Innovator**

This personality combination demonstrates great insight combined with the skill to create the organizational solution. They make good team leaders or project managers. They also serve as internal and external consultants, solving organizational and interpersonal problems. They utilize staff talent well and inspire a shared vision. They avoid details and get bored when things are too routine. They enjoy innovation and improvement to existing systems. They can run a small business if they delegate the administrative work to an executive secretary or bookkeeper. They enjoy artistic endeavors and the beauty of nature, and they seek tranquility in their lives. A chaotic work environment will drain this personality type and cause them to withdraw and, eventually, become depressed. They will have an evolving career pattern that moves them closer and closer to work that is significant and uniquely rewarding.

## **Career Development Tips for the Facilitator**

If you feel you can clearly identify with the Facilitator theme, you are likely to search deeply for a career that brings significance and meaning to your life. What you do has to "matter." As a result, you may find your first jobs to be insignificant or boring. You may yearn for more responsibility and a job you "love."

These tendencies are sincere and must be honored. Yet, all things will come in time. The path to your perfect career will be one that relies on logical decision-making. You must have a systematic plan and create opportunities rather than expecting "things to work out."

Reflect on times in your life when you felt both competent and deeply connected to what you were doing. This could be the result of experiences from either your personal or your professional life. Write a paragraph or two about each of those experiences and you will see that patterns begin to appear. It is likely they will reflect the skills and interests you identified as you completed Elevations.

Then review your highest values, skills, career interests and personality strengths. The answer, or part of the answer, is in front of you. Now you must go into the world and interview people who are doing that type of work.

You will not find your destiny sitting in your living room. The Facilitator often avoids the footwork, while waiting for a lightning bolt to strike. It is a good idea to do some basic research about your career options before conducting your





informational interviews. List some research goals below to prepare you for upcoming interviews.

You must seek out support. Facilitators wither without coaches and mentors. Look for people you admire and people who admire you. Start a career search team and facilitate the process (you are a natural!). Go to classes or join local professional associations. Do not wait for things to "feel right" and do not isolate yourself. You may need to move forward in uncertainty in order to find the best pathway.

Again, you are not looking for the total solution. Seek stepping-stones that are likely to reveal more about the area that fascinates you. Follow your action plan without deviation. Focus on gaining practical information about your goals. Do not rely exclusively on your gut. Be warned, you may miss the turnoff while you are lost in introspection. Focus on what matters to you most and the kinds of things, including environmental factors, that give you energy. Find a solution to every obstacle, especially fear. You deserve the magnificent career that you have always dreamed about.

## Score Summary

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Personality Themes	Values	Skills	Careers	Total
 Organizer	1	3	3	7
 Liberator	4	3	2	9
 Facilitator	7	10	7	24
 Innovator	4	5	3	12

## Research

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This section of Elevations® is like a mini-workbook. There is information about research and action planning. Use this information and the exercises that follow below to narrow your options and decide what the next chapter of your career will be.

### How to Approach Research

There are two types of research, primary and secondary. Primary research is talking directly with the persons doing the career or function in which you are interested. Secondary research is gathering information from books, Internet sites or directories. When you are assessing your options and preparing for your next career opportunity, it is better to start with secondary research.

### Secondary Research Resources

If you want to learn about labor market trends and average salaries for the careers that interest you, start with the O'NET (Occupational Information Network) at <http://online.onetcenter.org>. This resource will help you determine if the fields that interest you are growing or declining and if they match your values, skills and personality preferences.

Other resources you may find at your local library include:

- Reference USA Industry Directory (online)
- Encyclopedia of Associations
- Directory of National Trade and Professional Associations
- Encyclopedia of Business Information Sources
- American Directories (organizes companies by SIC, or Standard Industry Classification, codes)
- American Encyclopedia of International Information
- Dun and Bradstreet
- Standard and Poor's
- Thomas' Register of American Manufacturers

### Primary Research and Informational Interviews

Whether you are considering enriching your current job situation or are embarking on a total career overhaul, one of the most important steps you will take is to conduct face-to-face interviews to learn more about careers.

### Finding People to Contact

- Ask friends and family if they know anyone in the careers or positions that interest you.
- Network with colleagues and coworkers, or call your college alumni association for contacts.
- Reference your local Chamber of Commerce directory.
- Ask your pastor, minister or rabbi to suggest members in your spiritual community.
- Take a class to meet other people who have similar interests.
- Visit a professional association meeting in your local area that will attract individuals in the career you are researching.
- Meet people "virtually" through chat rooms or open bulletin boards on the web.
- Visit a human resource representative or manager in your company who could direct you to coworkers in positions you find interesting.

### How to Conduct an Informational Interview

- **If a Friend, Relative or Coworker Referred You:** First ask the person providing the contact to pave the way. Have them call ahead and introduce you. Then you can follow up with your phone call and are likely to get a warm reception.
- **If You Are Attending a Meeting and Won't Know Anyone:** You might consider investing in some business cards that identify your career objective (not what you've been doing, but rather, what you think you want to do.) Then commit to meeting at least five people before you leave the event. If you have an outgoing personality, you may want to set higher goals. If you are an introvert, push yourself to meet three to five people. The payoff will be worth the effort!
- **If You Are Calling a Total Stranger:** Have a positive attitude and have your opening statement prepared. Write down a simple script:

"Hi, my name is Jim JobChanger. I am calling to gain some insights on (fill in the career option you are learning about). I am considering making a career change/move and want to understand more about the field. Would you be available to talk with me for 15 to 20 minutes?"

Remember, be patient and polite. Some people will not be able to talk to you right away. Make arrangements that work for the person you are interviewing, and let them know you appreciate the gift they are giving you.

### **Sample Questions to Ask in an Informational Interview**

- How did you get into this field?
- What are the key skills you need to be successful?
- What is required in terms of education and training?
- If you could do it all over again, would you go into this field? Why or why not?
- What are the physical requirements of the job?
- What are the stressors of the job?
- Is the field growing? What do you see emerging in the next five to ten years?
- What are average salaries for this region?
- Describe a typical day.
- What companies/organizations are great to work for with a background in your field?
- How much travel is involved?
- What are the technical skill requirements?
- Will I need to relocate to get ahead?
- How do people generally get jobs in your field (networking, recruiters or want-ads)?
- Whom else should I contact?
- May I stay in touch with you?

Be sure to listen carefully and take notes. Follow up with a "thank you" note and always be looking for opportunities to give something back to the people with whom you network. Sending a relevant article or a lead on a great book can be a way to show your gratitude.

## Consider Your Career Options

The next step in your career discovery process is the creation of a list of career options that you are considering for your future.

Option	Career Title
1	College Professor
2	Counselor/Psychologist
3	Employee Training & Development Manager
4	Executive Coach
5	Freelance Writer
6	Website Designer
7	Small Business Consultant
8	Organizational Development Consultant
9	Motivational Speaker
10	Non-Profit Association Manager

### Careers you picked as highest:

College Admission Counselor  
 College Professor  
 Counselor/Psychologist  
 Curriculum Developer  
 Employee Training & Development Manager  
 Employment Recruiter  
 Executive Coach  
 Freelance Writer  
 Motivational Speaker  
 Non-Profit Association Manager  
 Organizational Development Consultant  
 Organizing Consultant  
 Small Business Consultant  
 Website Designer  
 Writer/Novelist

## Prioritize What Is Important to You

Each career option and job opportunity will present pros and cons. As you proceed with your research you will need to consider what is important to you. Then, when you reach a decision point, such as choosing a college major or accepting a job transfer, you will be able to analyze if the step you are taking will match your personal and professional priorities.

## Your Top Values

Select up to six of your highest values.

Rank	Values
1	Develop Potential
2	Independence
3	Fun
4	Team Work
5	Recognition
6	Helping Others

### Values you picked as highest:

Balance  
 Comfortable Income  
 Contribute Ideas  
 Develop Potential  
 Excellence  
 Flexible Schedule  
 Fun  
 Helping Others  
 Independence  
 Integrity  
 Leadership  
 Meaningful Work  
 Open Communication  
 Recognition  
 Team Work  
 Trust

## Your Top Skills

Now select up to six of the highest skills.

Rank	Skills
1	Coach
2	Teach/Instruct
3	Listen
4	Inspire
5	
6	Collaborate

### Skills you picked as highest:

Add Humor and Fun  
Audit  
Brainstorm  
Calculate/Compute  
Coach  
Collaborate  
Consult  
Coordinate Events  
Counsel  
Demonstrate Confidence  
Explore New Concepts  
Inspire  
Lead Teams  
Listen  
Market Products/Services  
Motivate Employees  
Risk  
Speak in Public  
Strategize  
Teach/Instruct  
Write

## Rank Your Career Options Against Your Priorities

The chart below helps you determine which career best meets your top values and skills. Using a scale of 1 (low) to 5 (high), rate how well you think each career will meet your priorities. Refer to the sample chart below for an example.

Career Options	#1 priority Develop Potential	#2 priority Independence	#3 priority Fun	#4 priority Coach	#5 priority Teach/Instruct	#6 priority Listen	Total Score
College Professor	5	5	3	4	3	3	23
Counselor/Psychologist	5	2	3	4	5	4	23
Employee Training & Development Manager	2	3	2	4	5	3	19
Executive Coach	5	2	5	1	2	2	17
Freelance Writer	4	2	4	5	4	4	23
Website Designer	3	5	5	3	2	3	21
Small Business Consultant	4	3	5	2	1	1	16
Organizational Development Consultant	3	3	5	2	3	2	18
Motivational Speaker	5	5	5	5	4	4	28
Non-Profit Association Manager	2	3	4	3	4	3	19
<b>Sample</b>							
Career Options	#1 priority Teach/ Instruct (Skill)	#2 priority Meaningful Work (Value)	#3 priority Inclusion (Value)	#4 priority Counsel (Skill)	#5 priority Balance (Value)	#6 priority Manage Projects (Skill)	Total Score
High School Teacher	4	4	3	3	2	1	17
Dog Walker	1	2	1	1	3	1	9

## Overcome Barriers

On a personal level, you are now faced with how hard you are willing to work to get where you want to go. The options you are considering may stretch you, expanding your perception of yourself. Fear of failure, or even fear of success, could cause you to avoid the most exciting career alternatives. Take a moment to reflect on your self-confidence and your ability to manage risk.

## Questions to Consider

1. What messages are you receiving now (or did you receive) from your family about your potential?
2. Do you allow other people's perceptions of you to limit your career options? If so, how will this impact your career choices?
3. How much does your need for security impact the choices you make?
4. How do you manage risk?
5. How have you overcome fears in the past?
6. Who else will be impacted by your career decisions? How do you plan to include them?
7. How will you get support during your transition?
8. Do you know how to network? Do you have a network? Who are your role models? Who or what is the source of your inspiration?
9. Are you considering both short-term and long-term goals?
10. How will you define manageable steps that will enable you to achieve your maximum potential?

List potential barriers to your success, along with actions you might take to overcome those barriers in the chart below.

Barrier	Steps to Overcome
Need Key Speech	Develop from most popular workshop
Confidence	Start Small
Need Connections	Join National Speaker's Bureau
Too Much Travel	Work on Getting Local Opportunities

## Action Planning

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- Your Action Plan is a living document and will need to be adjusted, even as you write it.
- Enter your career goal in the space provided. Select the career option that meets the greatest number of your requirements. It should be one that matches your values, skills and personality themes. Finally, it must be one that you feel is manageable and not too risky given your personal and professional circumstances. It is okay if it is a stepping stone toward another ultimate career goal.
- In the second column, enter the steps that you will need to take to achieve your goal.
- Review the steps you have listed and use the Priority Level column to rank their importance and the order in which you should complete them. This will determine what you plan to do first.
- Enter the resources that will be needed. Perhaps you will need money to take a course or you will need to find child care so you can complete an internship. Taking some time to consider the resources you may need will generate additional steps that need to be taken.
- Set completion dates for each action step. Be sure to make them realistic and achievable.
- Post your Action Plan on the refrigerator door or the bathroom mirror. Check off items as you get them done. This will help you feel that you are making progress.
- **Remember that you have one full year to utilize your Elevations assessment.** Put notes in your calendar to remind you to visit your assessment, evaluate your selections and keep your Action Plan up to date.

## Action Plan

**Name: Sally Superstar**

**Today's Date: 9/14/09**

**Career Goal: Motivational Speaker**

Priority Level	Action Steps	Resources Needed	Date to Achieve
1	Determine Topics	Library and Informational Interviews	10/1/09
1	Join Speaker's Bureau	Visit Web Site	10/15/09
2	Practice Deliver ing Speech in Private	Tape Recorder	11/1/09
2	Read About Public Speaking	Find Good Books	11/1/09
3	Create Speaker Flyer	Samples	12/1/09
4	Schedule a Smaller Speech	Church or Community Group Needing a Presentation	12/1/09
4	Collect Feedback for Improvement	Feedback Form	after speech
5	Explore Marketing Services or Publicist	Network with Friends, Research Web	1/15/10
6	Book a Paid Speech	List of Conferences/Meetings	2/1/10
6	Book Another Speech	Same as Above	3/1/10

## **Congratulations on Completing Elevations!**

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### **The Importance of Your Elevations Report for Lifelong Career Satisfaction and Success**

By completing Elevations you have uncovered the self-knowledge and insight you will need to make good career decisions. In the future, you can review your Elevations Report whenever you experience job dissatisfaction or feel that you need additional challenges or satisfiers in your career. Your Elevations Report gives you the building blocks for a lifetime of professional and personal satisfaction.

### **Use Your Report and Action Plan to Advance Your Career**

The first step is to share your Elevations results with people who can provide you with valuable feedback and alternate perspectives. Start with your close friends, coworkers, school advisors, spouse or partner. Ask them how they can see the information being useful in your career decision-making. Ask them to co-create a vision for your next steps and invite them to support your career endeavors.

### **What Do You Do If You Still Don't Know What You Want To Do?**

Focus carefully on the key elements you are looking for in your career and what is standing in your way. It is likely that you would be able to make a choice, but you feel that your career interests are unrealistic or unattainable. The answer is to get started with your Action Plan and take small steps.

### **Career Coaching Can Help**

You've taken the first step in your own career development. At this point you may feel you have the answers you've been looking for and are ready with a plan to move forward. If you're feeling less certain about what your Elevations Report means and how you can use it to take the next step, consider enlisting the services of a career coach. The journey you've begun is not just about today's destination. Career development is a lifelong process, and you may feel the need for some guidance in that journey from time to time.

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