

Career Advisor

Assessment For: Larry Smile
Phone: 507-321-6543

Type: General

Assessment Date: 8/6/2004

For More Information
Please Contact:

Judy Swearingen
Profilers Premium Placements, Inc.
3500 S. Sheldon Lane Suite 101
Sioux Falls, SD 57105
605-339-6600
judy@profilersonline.com

Career Advisor

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----- **Mental Aptitudes** -----

Mental Acuity

Larry, you are above-average in Mental Acuity, indicating you are a fast thinker with above-average comprehension skills. You have good reasoning and problem-solving capabilities and are able to deliberate and make appropriate decisions on more challenging issues.

Business Terms

You have an average understanding of business terminology obtained either on the job or in a business class.

Memory Recall

You are very interested in events happening in the world around you and should have a strong knowledge of competitive information and techniques, as well as economic trends which relate to your career choice.

Vocabulary

Larry, your language skills are good and should enable you to communicate effectively with others.

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Numerical Perception

Your exemplary Numerical Perception score indicates that you can process data quickly and accurately.

Mechanical Interest

You are very interested in machines and the inner workings of mechanical devices. You probably like working with mechanical equipment and should have the ability to understand information regarding such devices. This aptitude, however, measures interest, not mechanical ability.

----- Personality Structure -----

Energy

Larry, you handle work-related pressure well and tension usually does not cause a problem, but you may not always approach projects or assignments as energetically as is needed to complete the job within the prescribed timeframe. This score should be checked against the distortion score, as individuals who distort often depict themselves as being calmer than they actually are.

Flexibility

You can be innovative and creative, but will also be concerned about the quality of your work. You will generate new ways of solving problems and handling tasks, but will also be focused on your goals and concerned that the reputation of the company which employs you is not harmed. You can be a free-thinker who adapts easily to change and handles multiple demands and assignments, but you also possess good ethics and will work with an appropriate sense of integrity.

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Organization

Even though you understand the importance of good organizational habits, you are also a good improviser who can adapt your schedule to unforeseen contingencies. You are usually focused on deadlines and strive to make good use of the time and resources you have available to you to reach goals, but may occasionally lose sight of priorities.

Communication

You enjoy working with people and are a very open, sharing collaborator. You easily and comfortably articulate your own feelings, ideas and knowledge to others. You would not be happy in an environment where you have no opportunity to interact with others.

Emotional Dev

Larry, you are a very self-assured person with a strong degree of self-confidence. You believe in yourself, have a very high frustration tolerance level and have a high degree of patience for yourself and others. This score should be checked against the distortion score, as individuals who distort often portray themselves as more patient than they actually are.

Assertiveness

You will express your opinions and effectively and maturely defend your decisions and ideas when challenged, but are also willing to consider the ideas of others. You will have the ability to influence others and direct their activities without appearing too aggressive or overbearing.

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Competitiveness

You enjoy competition and are most successful when you are contributing to a group competitive effort. You have a competitive spirit and desire to win, and will work hard to help the team achieve its goals, but may avoid competition against co-workers, feeling that this type of competition could ruin good relationships with others.

Mental Toughness

You are a mentally tough individual who can persevere in the face of obstacles. Critical deadlines, long hours, etc., do not negatively affect you, but you may not easily exhibit empathy towards others.

Questioning /Probing

You are basically trusting, and usually positive and accepting, but not to the point of being gullible. You will probe and look further into issues when necessary, but are not of the opinion that you have to be suspicious of everyone and everything.

Motivation

Larry, you are easily motivated when the right rewards are offered. You have good initiative and will take risks when the potential for profit and recognition exists. You are always looking for a chance to obtain recognition for your efforts. You will be willing to put in extra hours and exert greater effort in a job, provided you feel you will be rewarded for your efforts. Status and recognition are more important than a steady job or a stable paycheck, even if it means long hours, frequent travel or uncertain earnings.

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----- Validity Scales -----

Distortion

You are reasonably fair in assessing your strengths and weaknesses. You have some characteristics that you are not completely happy with and tend not to show others. The validity may be slightly affected by your indirect answers.

Equivocation

You have scored within our acceptable equivocation range.

This report is confidential and is an opinion based on test results and other available data. In the selection process it may count up to one third (1/3) of the decision process along with the interview, reference check, education and experience.

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Career Potential Report

Job Family: Trades & Vocational

Excellent Potential

Acting

Very Good Potential

Automotive Service Tech.

Business Administration

Good Potential

Audition Techniques

Bank Teller

Broadcast Engineering

Court Reporting

Income Tax Preparation

Management

Radio Announcing

Real Estate

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Career Potential Report

Job Family: Degreed

Excellent Potential

Advertising Agency Manager	Advertising Agent	Advertising Manager
Advertising Sales	Community Relations	Director - Consumer Affairs
Government Affairs	Public Relations Director	Public Relations Specialist
Art Critic	Art Director	Actor - TV
Actor - Motion Picture	Actor - Stage	Composer
Director - TV	Director - Motion Picture	Producer - TV
Producer - Motion Picture	Choreographer	Commercial & Industrial Designer
Fashion Designer	Graphic Designer	Interior Designer
Music Arranger	Music Director	Professional Photographer
Program Director	Radio/Television Announcer	Set Designer
Talent Director	Technical Director	Advertising
Agricultural	Cemetery At-Needs Sales	Chemical
Consumer Electronics	Electrical Distribution	Heavy Equipment Sales
Industrial Supply	Instruments	Lighting Distributor
Life Insurance	Mechanical Equipment & Supplies	Medical
Medical Insurance	Sales Engineer	Securities/Commodities
Textile	Wholesale & Manufacturing	Criminologist
Entomologist	Scientist	Toxicologist
Materials Manager	Meeting & Convention Planner	Plant Manager
Production Manager	Sales Manager	Quality Control Manager
District Manager - Distribution	Regional Manager - Distribution	Retail Store Manager
Transportation Manager	Warehouse Manager	Systems Programmer/Analyst
Computer Security Coordinator	Database Administrator	Cruise Line Manager
Golf Club Manager	Ski Lodge Manager	Theater Manager
Athletic Director	Coach	Dean - Academic
Dean of Students	Assistant Athletic Director	Assistant Superintendent
Superintendent	Vice Principal	Investment Consultant
Bank Manager	Bank Officer	Finance Company Manager
Loan Officer-Commercial	S&L Bank Officer	Fixed Income Trader
Stockbroker	Mortgage Underwriter	Economist

Tax Attorney	Investment Consultant	Marriage & Family Psychologist
Educational Psychologist	Organizational Psychologist	Social Psychologist
Police Commissioner	Police Chief	Police Sergeant
Police Captain	Fire Chief	Chamber of Commerce Exec. Dir.
City Manager	Coordinator - Volunteer Services	Funeral Director
Pesticide Control Inspector - Govn.	Regional Coordinator for the Aging	Coroner
Computer Hardware Engineer	Environmental Engineer	Manufacturing Engineer
Oil Field Service Field Engineer	Sales Engineer	Sr. Manufacturing Pro. Engineer
Restaurant Manager	Perm. Placement Counselor	Benefits Manager
Compensation Manager	Job Development Specialist	Labor Relations/Mediator
Technical Training Manager	Training & Development Manager	Tax Attorney
Legal Practitioner	Patent Lawyer	Real Estate Lawyer
Arbitrator	Title Examiner	Hospital Administrator
Dentist	Medical Practitioner	Nurse
Physician	Psychologist	Registered Nurse
Surgeon	Cardiologist	Dermatologist
Gynecologist	Internist	Obstetrician
Ophthalmologist	Pediatrician	Proctologist
Urologist	Psychiatrist	Prosthetics
Chiropractor	Podiatrist	Pathologist
Anesthesiologist	Oral & Maxillofacial Surgeon	Veterinarian
Nurse Anesthetist	Occupational Therapist	Optometrists
Orthodontists	Physical Therapist	
Recreational Therapist	Speech - Language Pathologist	Abstract Manager
Closer	Land Agent	Land Development Manager
Loan Officer - Residential Property	Loan Officer - Commercial Property	Oil & Gas Leasing Manager
Real Estate Firm Manager	Title Manager	Trust Officer
Sales		

Very Good Potential

Playwright	Screen Writer	Cartoonist
Art Appraiser	Film & Video Editor	Museum Technician & Conservator
Cemetery Pre-Needs Sales	General Insurance	Anthropologist
Bio-Environmental Scientist	Biochemist	Biologist

Botanist	Chemist	Soil Conservationist
Geographer	Geologist	Historian
Microbiologist	Zoologist	Forrester
Animal Scientist	Aquatic Biologist	Biophysicist
Cytologist	Pharmacologist	Physiologist
Epidemiologist	Food Scientist	Life Scientist
Materials Scientist	Medical Scientist	Plant Scientist
Soil Scientist	Administrative Service Manager	Marketing Manager
Purchasing Manager	Director of Information Systems	Systems Specialist
Application Developer	Travel Agent	College Professor
Principal	College Dept. Head	Superintendent
Accountant	Chief Financial Officer	Controller
Credit Manager	Financial Planner	Financial Sales Rep.
Loan Officer-Residential	Underwriter	Auditor
Property Accountant	Revenue Agent	Treasurer
Actuary	Chief Bank Examiner	County or City Auditor
Internal Auditor	Investment Analyst	Risk Manager
Air Traffic Controller	Flight Engineer	Airfield Operations Specialist
Probation Officer	Parole Officer	Correctional Specialist
Private Investigator	FBI Agent	Detective
Fire Marshall	Tax Assessor - Collector	Community & Social Service Specialist
Marriage & Family Therapist	Mental Health Counselor	Broadcast News Analyst
News Correspondent	Newspaper Editor	Magazine Editor
Newspaper Columnist	Magazine Columnist	Photo Journalist
Reporter/Correspondent	Application Engineer	Broadcast Engineer
Consumer Elec. Engineer	Mechanical Engineer	Project Engineer
Hotel Manager	Hotel/Motel Administrator	Executive Chef
Sous Chef	Caterer	Casino Manager
Attorney	General Attorney	Trial Attorney
Criminal Lawyer	District Attorney	Insurance Attorney
Corporate Attorney	Administrative Law Judge	Magistrate
Audiologist	Radiation Therapist	Respiratory Therapist

Good Potential

Museum Curator	Archaeologist	Biomedical Scientist
Range Scientist	Astronomer	Atmospheric & Space Scientist
Forensic Scientist	Programmer	Systems Operator
MS Cert. Solutions Developer	Archivist	Curator

C.P.A.	Bank Accountant	Purchasing
Airline Pilot	Airline Co-Pilot	Commercial Pilot
Civil Engineer	Electro/Mech Engineer	Nuclear Engineer
Petroleum Engineer	Scientific Engineering	System Engineer/Architect
Analog Design Engineer	Analog Design Engineer	Electrical Engineer
Industrial Engineer	Landscape Engineer	Marine Architect
Marine Engineer	Mining & Geological Engineer	Dir. Human Resources
HR Manager	Pharmacist	

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Career Potential Report

Job Family: Management

Excellent Potential

Auto Finance/Insurance Mgr	Bank Manager	Bank-Data Proces.Suprvsr.
Bldng. Materials-Top Mgmt	Cafe Shift Manager	Computer Systems Manager
Convenience Store Manager	Convnce Store Dist.Sls mgr	Data Processor-Supervisor
Dir. Of Sales Train./Develop	Director, Info. Systems	Distribution Supervisor
Ed./Tech.Trng-Asst.Reg.Mgr	Executive/President	Fast Food Manager
Finance Company Manager	Fund Rsing Corp.Reg Sls Mgr	Food Srv.Dstrb.Wrhs Op.Mgr
Insurance-Sales Manager	Lawn Mwr Distr. Mgr	MIS Director
Management	Marketing Manager	Middle Management
Mortuary Manager	Moving & Stg General Manager	Moving/Storage Sls Manger
Natl/Intl Sls/Mkt Mgr	Nursing Supervisor	Office Manager
Operations Manager	Paper Co. Distr. Mgr.	Paper Co. Top Region Mgr.
Personnel Manager	Phone Room Supervisor	Plant Manager
Prod.Mgr/Tech. Market.	Project Manager	Public Relations Manager
Restaurant Manager	Retail Store Manager	S&L Data Process .Supervisor
Sales Manager (General)	Shipping Supervisor	Sr. Account. Manager
Supervisor - General	Telecommunication Manager	Upper Management
Used Car Sales Manager	V.P. Of Manufacturing	Vice President/Executive
Warehouse Management	Water Treatmnt Plant-Area Mgr	

Very Good Potential

Area Supervisor	Auto-Service Manager	Beer Dist.-Top Management
Beer Distribute.-Mid Mngt.	Chief Financial Officer	Collector Supervisor
Credit Manager	Dir. Franchise Operations	Distribution Manager
Engineering Manager	Finance-Brch Oper. Mngr	First Line Supervisors
Health Service Management	Hospitality Manager	Hotel Manager
Pers. Agency Branch Manager.	Pre-Need Sales Manager	Press Operator Supervisor
Printing Comp.-Supervisor	Production Manager	Program Supervisor

Property Manager
Repair Service Manager
Trucking-Facility Manager

Purchasing Manager
Risk Manager

Quality Control Manager
Telemarketing Supervisor

Good Potential

Administrative Supervisor
Dir. Human Resources
Field Supervisor
Floor Cvr.Dist.Top Mngmnt
Medical Office Management
Retail Store Asst. Manager

Auto-Regional Managers
Fasteners Dist.-Brnch Mngr
Financial-Serv.Center Mngr
Food Mnfcturing-Managers
Mortgage Closing Manager
S&L Branch Manager

Cash Recovery Manager
Fasteners Dist.Region Mngr
Floor Cvr.Dist.2nd Lvl Mng
Indust. Suppl.-Wrhse Supvr
Photo Equip.-Rental Mngr
Yard Supervisor

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Career Potential Report

Job Family: Sales

Excellent Potential

Account Executive	Account Representative	Account Specialist
Advertising Sales	Art Prod.Distrb.Sales/Srvc	Auto Sales Manager
Beer Distrb.-Pre-Sales Sls	Cemetery At-Need Sales	Church Consultant
Consumer Elec. Outside Sls	Distrib.-Metropolitan Sls	Distribtn. Co. Inside Sls.
Elec./Ind.Supply-Outsd Sls	Elect. Distrib.Outside Sls	Fabric Distrib.-Sales
Fund Rsing Corp-Sales Rep.	Heavy Equipment Sales	Indust.Supply Sales
Industrial & Textile Sales	Industrial Sales	Inside Sales
Insrnce-Market Pioneer	Insurance Agents	Insurance Sales
Insurance-Asst.Gnrl Agent	Insurance-General Agent	Liquor Distrib.-Field Rep.
Marketing	Mech. Devcs.Dist.Outsd Sls	Moving&Storage/Outsd Sls C
Moving&Storage/Outsd Sls R	New Car Sales	Outside Sales
Paper Sales	Pro-Active (Inside Sales)	Real Estate Sales - Comm.
Real Estate Sales - Resid.	Real Estate Sales	Realty-Residential Sales
Sales Specialist II	Sales/Manufacturers Rep.	Sales
Stockbroker	Telecomm. Equipment Sales	Telecomm.-Sales People
Telemarketing Outbound	Telesales Specialist	Used Car Sales
V.P. Sales		

Very Good Potential

Auto Sales Controlled	Auto Sales-Middle Priced	Auto-Finance&Ins. Sales
Beer Distrib.-Sales	Cemetery Pre-need Sales	Consulting-Sales Personnel
Dictating Equip. Sales	Distrib.-Rural Sales	Distributn.Co. Outside Sls
Financial Planner	Financial-Sales Rep.	Fine Jewelry Sales People
Food Serv.Distrb.Outsd Sls	Lawn Prod. Sls/Field Tech.	Legal Materials Sales Rep.

Lighting Dist.-Off.Sls/Srv
Paper Co. Natl. Acct. Rep.
Printing Co. Sales Rep.
Sales Support

New Account Rep.
Paper Company-Outside Sls
Product Manager
Software Representative

Paper Co. Inside Sls.
Pharmaceutical Sales
Route Sales
Telemarketing Inbound

Good Potential

Beer Distrib-Rte. Sls/Delv.
Elec. Distrib.-Inside Sls
Pest Control Sales

Bldg. Matl. Insd/Outsd Sls
Fashion Merchandiser
Sales Associate

Consumer Elec. Inside Sls
Oil Prod.Distr.-Sls Person
Trucking-Sales Person

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Career Potential Report

Job Family: Medical

Excellent Potential

Accounting Director	Building & Grounds Dir	Business Office Manager
Cardiopulmonary Dir	Case Manager, RN	Case Manager-Social Worker
Cath. Lab Director	Central Service Director	Chaplain
Chief Dietitian	Chief Lab Technician	Chief Radiology Techn
Child Care Center Director	Clinic Nurse	Clinical Engineer
Communications Director	Construction Director	Contract Negotiations Dir
Controller2	Critical Care Nurse2	DRG Coordinator
Data Processing Director	Diagnostic & Imaging Dir	Dialysis Director
EEg Director	Education Director	Employment Interviewer
Executive Sect./Adm. Asst	Family Nurse Practitioner	Financial Counselor
General Maintenance Mechanic	Guest Relations Director	Head Nurse
Home Health Nurse (LVN)	Home Health Nurse (RN)	Home Health Service Dir
Housekeeper Supervisor	Human Resource Director	Infection Control Director
Laundry Manager	Licensed Phys. Therapist	Managed Care Director
Marketing Director	Materials Management Dir	Med. Record Administrator
Medical Radiographer	Medical Records Tech	Medical Staff Coordinator
Neonatal Nurse (MSN)	Neonatal Nurse (BSN)	Nuclear Medicine Dir
Nurse Educator	Nurse Practitioner (BSN)	Nurse Practitioner (MSN)
Nursing Div. Director	Nursing Education Dir	Nursing Service Director
OP Service Director	OR Services Director	OT Director
Patient Accts Director	Pharmacy Director	Physical Therapy Director
Planning & Dev. Director	Public Relations Director	Purchasing Director
Quality Assurance Coord	Quality Assurance Director	Recreation Therapist
Recreational Therapy Dir	Reg. Occupational Thrpst	Respiratory Therapy Dir
Risk Manager	Security Director	Social Services Director
Social Worker (BS)	Social Worker (MSW)	Speech & Hearing Director
Staff Dietician2	Staff Registered Nurse	Staff Vocational Nurse
Utilization Director	Voc. Nursing School Dir	Volunteer Services Director
Hospital Administrator		

Very Good Potential

Admissions Director
Food Service Director
Operating Room Technician
Safety Program Mgr

ER Director
Medical Records Director
Reg. Respiratory Therapist
Staff Accountant

Engineering Svc. Director
Medical Transcription
Respiratory Therapy Techn

Good Potential

Chief Accountant
Hardware Specialist
Phlebotomist

Computer Operator
Multi-Skilled Technician
Staff Pharmacist

EMT
Paramedic

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Career Potential Report

Job Family: Scientific

Excellent Potential

Agricultural Scientist
Dentist
Medical Practitioner
Radiologist

Audiologist
Entomologist
Philosopher
Scientist

Criminologist
Environmental Design
Physician
Surgeon

Very Good Potential

Anthropologist
Biologist
Conservationist
Historian
Pharmacist

Bio-Environmental Scientist
Botanist
Geographer
Kinesiology's
Zoologist

Biochemist
Chemist
Geologist
Micro Biologist

Good Potential

Agricultural Economist
Archaeologist
Phlebotomist

Agronomist
Biomedical Scientist
Plant and Soil Scientist

Animal Scientist
Horticulturalist
Range Scientist

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Career Potential Report

Job Family: Services

Excellent Potential

Cafe Bartender
Hospital Orderly

Cafe General Manager
Travel Agency Reservationist

Cafe Host/Hostess
Upscale Convnce. Store Mgr

Very Good Potential

Cafe Assist. Manager
Convenience Store Cashier
Hotel-Bartender/Waitperson

Cafe Waitperson
Driving Instructor
Technical Service

Cashier
Flight Attendant

Good Potential

Bartender

Chauffeur

Waitpersons

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Career Potential Report

Job Family: Automobile Dealerships

Excellent Potential

General Sales Manager
New Car Sales Manager
Parts Manager

Used Car Sales Manager
New Car Sales

Auto Sales Manager
Used Car Sales

Very Good Potential

Auto Finance and Ins. Sales
Auto Repair Manager

Service Manager

Body Shop Manager

Good Potential

Auto-Regional Manager
Cashier

Service Writer
Administrative

Receptionist/Greeter
Clerical

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Career Potential Report

Job Family: Social Services

Excellent Potential

Career Counselor	Educator/Teacher	Law Enforcement Officer
Mediator	Nurse	Physical Therapist
Psychologist	R.N.	Social Worker
Sociologist	Technical Teacher	

Very Good Potential

Allied Health Science Worker	Civil Service Worker	Clergy
Counselor - General	Forest Ranger	Police Dispatcher
Police/Fire Dispatcher	Recreation Worker	Secondary Ed. Teacher
Security Guard	Speech Therapist	

Good Potential

Elementary Ed. Teacher	Medical/Technical Support	Military
Office Center Secur.Guards	Peace Corps Volunteer	Surgical Nurse
Theologian		

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Career Potential Report

Job Family: Technological

Excellent Potential

Computer Engineer
Manuf. Proc. Engr
Sales engineer

Design Engineer
Oil Field Svc-Field Eng.
Sr. Manuf. Pro. Engr

Environmental Engineer
QA/QC Technician
Systems Engineer

Very Good Potential

Agricultural Engineer
Engineer
Software Specialist
Technician Support

Broadcast Engineer
Project Engineer
Systems Specialist

Consumer Electronics Engr.
Senior Programmer
Technical Writer

Good Potential

Civil Engineer
Electronics Technician
Nuclear Engineer
Scientific Engineering

Draftsman
Industrial Engineer
Petroleum Engineer
Systems Operator

Electrical Engineer
Maintenance Engineer
Programmer

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Career Potential Report

Job Family: Building Trades

Excellent Potential

Construction Manager
Building Contractor

Construction Foreman
Field Supv. / Manager

Roofer

Very Good Potential

Bidder
Building Inspector

Estimator
Electrician

Make Ready

Good Potential

Paperhanger
Sheetmetal Installer
Drywall Installer
Construction Engineer

General Laborer
Insulation Worker
Forklift Operator
Scheduler

Pipe fitter
Truck Driver
Plumber

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Career Potential Report

Job Family: Industrial

Excellent Potential

Beer Distrib. Warehse Workr
Machinist

Furniture Technician

Machine Operator

Very Good Potential

Finisher

Warehouse Clerk

Good Potential

Assembler
Pumper

Bld.Mtrl.Ind.-Yardman

Forklift Operator

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Career Potential Report

Job Family: Mechanical

Excellent Potential

Bldg. Manager

Building Contractor

Very Good Potential

Air Traffic Controller
Electrician

Automotive Service Tech.
Landscape Architect

Beer Distrib.-Drivers
Set Up Mechanic

Good Potential

Airframe, Powerplant Mech.
HVAC Repair
On Site Delivery
Small Motor Repair Tech

Food Srvc Distrib.-Drivers
Long Haul Driver
Plumber

General Maintenance Worker
Moving&Storage/Van Driver
Printing Operator

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Career Potential Report

Job Family: Restaurant

Excellent Potential

General Manager

Multi-Unit Manager

Very Good Potential

Contract Feeder Manager

Manager

Good Potential

Bar Manager

Dining Room Manager

Food and Beverage Manager

Kitchen Manager

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Career Potential Report

Job Family: Cosmetology

Excellent Potential

Barber	Beauty School Mgmt./Admin	Cosmetology (Basic)
Esthetics and Skin Care	Hair Coloring	Makeup Specialist
Permanent Waving	Salon Coordination	Salon Management/Admin
Teacher Training		

Very Good Potential

Cosmetology (Advanced)	Ethnic Hair Studies	Hair Cutting
Refresher	Sculptured Nails	

Good Potential

Hair Weaving	Platform Artistry
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Career Potential Report

Job Family: Direct to Work

Excellent Potential

Advertising Sales	Indust. Supply Sales	Inside Sales
Outside Sales	Sales/Auto	Telemarketing Outbound
Bartender	Restaurant Host/Hostess	Hospital Orderly
Machinist	Loan Clerk	Electrician Asst
Housing/Dorm Mgr	Sales	

Very Good Potential

Route Sales	Cashier	Convenience Store Cashier
Hotel-Bartender/Waitperson	Warehouse Clerk	Recreation Worker
Collector	Clerical/General Office	Executive Assistant
Personnel Assistant	Receptionist	Store Assistant
Specialty Product Instllr	Lifeguard	Sheet Metal Worker

Good Potential

Telemarketing Inbound	Moving&Storage/Van Driver	Chauffeur
Forklift Operator	Teller	Credit Clerk
Customer Service Rep	Tool and Dye Maker	Caulker
Concrete Finisher	Drain Cleaner	Entry Level Physical Labor
Painter	Roofer	Construction Apprentice
Glazier	Heavy Eqpt. Oper	Bus Driver

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Development Suggestions

Introduction

The following Personal Development Suggestions have been developed to be given to an individual after hiring, should the appropriate supervisor and/or the individual orienting the individual choose to do so.

The development pages are directed specifically to the individual. The pages can be either removed from the report, or copied, and given to the individual.

The individual who is supervising, leading, directing or coaching new employees may want to review, as part of the employee's orientation process, the job description and the requirements of the job, and at that same time provide the individual this information to assist them in beginning the job on the most effective and efficient basis.

These development suggestions provide guidelines for the individual, recommending actions that can be taken on a daily and weekly basis to become more productive.

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Personal Development Suggestions

Energy - Measures drive, energy, stress level and tension, and how an individual copes with stress or pressure.

You handle work-related pressure well and tension usually does not cause a problem, but being calm, you may not approach projects or assignments with as much of a sense of urgency as is needed to complete the job within the prescribed timeframe.

Your self-affirmation sentence:

"I vigorously undertake each task."

Steps to Effect Change

1. If you desire more achievement-oriented behavior, start making up an itinerary one week in advance and begin activities as early in the day as possible. Then, monitor yourself to see that you are following the plan as closely as possible.
2. If you are in a non-changing, lack-of-activity situation for the majority of your day, you may need to create a pattern to force activity on a consistent basis. This arrangement will create greater momentum toward a more active life.

Development Materials Recommended

1. Development Book Suggestions:
"[Success Is a Journey](#)" by Jeffrey Mayer
"Goal Management at Work" by R. Hans Hilgerman

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Personal Development Suggestions

Emotional Development - measures ego, self-esteem and emotional maturity compared to chronological age (age from date of birth).

You are a self-assured individual with healthy self-esteem. You believe in yourself and are not easily frustrated when things do not happen as quickly as you desire. You are self-reliant, but may at times be overly tolerant and fail to take action as quickly as you should, believing everything will "work out okay."

Your self-affirmation sentence:

"I am an action-oriented person."

Steps to Effect Change

1. Your biggest problem lies in your tolerance level and possible procrastination when action is called for. You must learn what you can achieve if you try harder and reach for greater achievement through established goals and objectives.
2. You need to mentally stress the daily and weekly process of planning time and activities to make the right things take place for timely accomplishment. Avoid becoming complacent over any unmet goals.
3. You can seek regular counseling with others to make sure that you are not being slack about reaching your goals; ask "significant others" in your life to apply pressure, when necessary, to help you meet set goals.
4. Goal setting is highly important - write goals down and evaluate your progress daily. Tell someone close to you that you are working toward a goal; let that person urge you on!

Development Materials Recommended

1. Development Book Suggestions:
"Life By Design" by Dr. Rick Kirschner
"Get Ahead! Stay Ahead!" by Dianna Booher

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Personal Development Suggestions

Mental Toughness - evaluates emotional strength.

You are a mentally tough individual who can persevere in the face of obstacles. Critical deadlines, long hours, etc., do not negatively affect you, but you may not easily exhibit empathy towards customers, group members, peers, family or others.

Your self-affirmation sentence:

"I will trust people and show understanding."

Steps to Effect Change

1. When dealing with personal relationships, you'll need to develop instinct and understanding to place yourself in another person's shoes temporarily. This may take considerable conditioning, but it's mandatory in developing good relationships with others.
2. An over-developed stamina level can often indicate a lack of trust in others. Reinforcing "strokes" from "significant others" in your life, as well as acknowledgment from these individuals that "we all have bad days" will help you let the barriers down that stand between you and other people.
3. Work on friendly interaction with others and remember that not all people are as tough as you mentally.

Development Materials Recommended

1. Development Book Suggestions:
"Managing Conflict At Work" by Jim Murphy
["Office Politics for the Utterly Confused"](#) by William Salmon