

CONFIDENTIAL REPORT

for

Sample Adult

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Online Version

Work Phone:

Client Type: Adult

Home Phone:

E-mail:

Report Type:

Student: Adult:

The Highlands Company Larchmont, NY 10538 www.highlandsco.com



This report contains four sections interpreting your results on the Ability Battery.

Your Ability Profile. This is a representation in graphic form of your results in twenty-one measures. The results are expressed as percentiles. They indicate how your results relate to the results of all other persons who have completed the Battery.

Your Individual Abilities. This section shows your results on the nineteen worksamples in the Highlands Ability Battery. Your natural abilities are important to consider when making educational, career or life decisions. They influence:

- the work or school environment that feels most comfortable to you
- how you learn new information most easily
- how you solve problems and make decisions most efficiently
- how you communicate with others most effectively

As you have discovered, the Highlands Ability Battery™ measures abilities objectively. It does this through actual samples of performance called worksamples. These enable you to know what kinds of tasks and jobs will come quickly and effortlessly and also what kinds of tasks will be more difficult.

Most of the ability worksamples you took were timed. A true ability is demonstrated when a particular task comes easily, quickly, and effortlessly. When a task needs more effort, when it does not come as quickly, it is probably not a strong ability.

Your results are given as percentiles. This means that your results on each worksample were compared to the results of all persons who have taken the same worksample. Your percentile score gives us an objective way to compare how you did on the worksample with how other people have done. If you scored high in an ability as compared to other people, you can infer that this is a strong ability for you. Remember that it is not important to have high scores on every worksample; rather, it is important to know and understand what each of your scores means for you as an individual.

Everyone has a pattern of abilities, with some strong abilities and some weak abilities. The measure of your abilities' impact on you is your own pattern of strong and weak abilities. There are no "good" patterns or "bad" patterns. Every pattern means that some things will be easy for you to do or learn, others more difficult. In using this information, it's important to move toward roles that capitalize on your strengths.

Among other things, you will want to take your abilities into consideration when:

- Figuring out the best way to study, read and learn
- Identifying possible careers
- Identifying possible major areas of study
- Planning internships or work study programs that fit
- Changing your career
- Identifying new directions for your current career
- Re-entering the work force
- Maximizing your performance at work

- Relating to your fellow workers
- Achieving satisfaction and harmony in your life

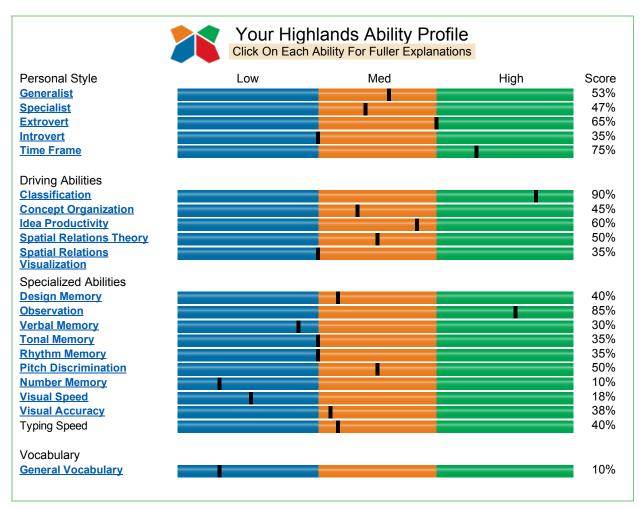
Knowing your abilities can help you steer toward tasks and roles that use your best talents, and steer away from tasks that would be naturally difficult for you to do.

Remember that any educational or career decision you make should take into account not only your abilities, but also other important life factors - such as your interests, personality, goals, values, family of origin and experience, and your stage of career development. Abilities alone should not determine what career and life decisions you make. Abilities should be considered a basic and important piece of the whole picture.

Remember, abilities:

- Are crucial in defining which tasks are naturally easy and which tasks are more challenging
- Can cause dissatisfaction if ignored
- Do not deteriorate with neglect but remain with you forever unlike skills
- Create many patterns none of them inherently good or bad; each pattern indicates that some tasks and roles are easy for you and others more difficult.

Four Key Dimensions. This section relates your abilities to the four key dimensions of your work life: Work Environment / Personal Style / Learning & Problem Solving / Decision Making & Communication.



Your scores are given as percentiles. Each percentile compares your score to the scores of all persons who have taken the same worksample.

Sample Adult



This report describes each of your abilities. It tells you: the general definition of the ability; how the ability was measured; your score; and how to interpret your score. The abilities are grouped under the headings **Personal Style**, **Driving Abilities**, **Specialized Abilities**, and **Vocabulary** to make them easier to understand and discuss. The scores shown are the same as in your Ability Profile.

PERSONAL STYLE

This section shows your results in three scales which interpret the frame of reference from which you approach your work: the Generalist/Specialist scale, the Introvert/Extrovert scale, and Time Frame scale.

Both the Generalist/Specialist scale and the Extrovert/Introvert scales are continuums which show your relative position on the scales. The Generalist/Specialist scale is an indicator of your overall orientation in whatever work you do. Your relative position on this scale speaks more to the role you should play at work than to the kind of work you should do. Your relative position on the

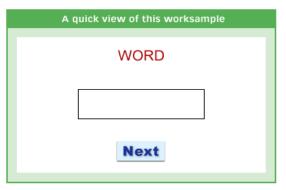
Introvert/Extrovert scale is an indicator of the kind of interpersonal work environment which you will most enjoy. Neither scale determines the type of work you should do, nor the role you should play at work. A manager may be an Introvert or an Extrovert, but he or she may have a different style, and create a different interpersonal working environment, than another manager.

Finally, your Time Frame Orientation helps you understand your orientation towards planning, goal setting and accomplishing tasks.

Generalist/Specialist

This worksample determines your preference for independent work or for working as part of a group.





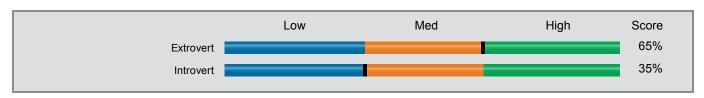
Everyone is a blend of Specialist and Generalist and shows some aspects of both. You score in the mid-range on this scale. This means that you can function to some extent on both sides of the scale. You need to understand both sides of the scale because people scoring in the mid-range combine the qualities of both.

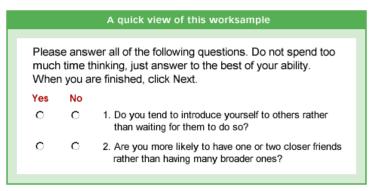
- Specialists have a unique, individual way of looking at the world. They see things somewhat
 differently from anyone else. This is a clear strength in the right setting.
- Specialists have a unique perspective on things, and they will be working against themselves if expected to come up with "regular" responses, or to be "part of the herd."
- Specialists like to master a body of knowledge or to develop a skill of their own.
- Specialists advance in organizations by becoming more and more knowledgeable in a particular area until they know more about it than anyone else.
- Specialists pursue goals and solve problems best by working independently and autonomously.
- Generalists, on the other hand, like to work with and through people. They work best in groups or teams.
- Generalists like variety in their work and can go from one job to another as long as they see that the group's goals are being met.
- Generalists think in terms of the common goals of the team or organization and how best to accomplish them.
- Generalists often succeed in organizations by means of teamwork and interpersonal competence.

 People scoring in the mid-range combine the qualities of both Specialists and Generalists. A good way to combine the qualities is to study a specialized field or problem and then to offer your knowledge in a group-oriented activity or project.

Introvert / Extrovert

This worksample determines the interpersonal environment you prefer in the workplace, and how you prefer to divide your time between working alone and working with people.





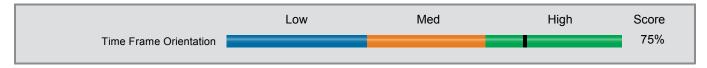
No one prefers Introversion or Extroversion all of the time; everyone has some characteristics of both. Your score indicates that you have a preference for Extroversion.

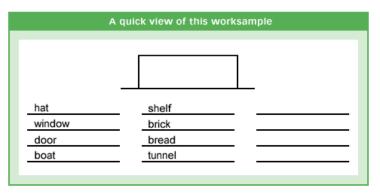
As an Extrovert, you...

- Get energy from being with people; you like being around others through a good part of your day. You can become stressed and dissatisfied in jobs that require you to be alone all of the time.
- Gather energy from external events, experiences, and interactions and like variety and action.
- Are drained of energy if required to work alone for a long period of time.
- Tend to speak first, reflect later. It is important for you to get an idea out for discussion, without necessarily thinking it through first yourself.
- Like to develop your ideas by discussing them with others and often prefer to communicate by talking.
- Tend to be sociable and expressive and enjoy initiating and sustaining interactions.
- Learn best by interaction, prefer to work with others, and enjoy discussion.
- Tend to avoid long, slow jobs or projects, particularly if they do not include interaction with others.

Time Frame Orientation

This worksample measures the span of time you tend to project and consider when making future plans or working on projects. It indicates how you consider naturally the impact of present actions on future plans.





As a person with a long Time Frame Orientation, you...

- Have a natural Time Frame of about five to ten years for making plans, thinking about your future, or considering the impact on your life of what you are doing now.
- Are able to sustain efforts that are largely unrewarded in the present to reap larger rewards later.
- Find this orientation helpful in jobs that require long-range planning, trend analysis, research, or extended negotiations.
- Can work to accomplish shorter Time Frame targets (two years, for example) by consciously breaking your long term goals into clear segments.
- May be so focused on the future that you do not pay enough attention to the immediate present, and to near goals.
- Can help yourself to control work in the shorter term by writing a list of your long-range goals and then a list on which you break each into shorter targets. This will force you to think through your natural time sense and to pay attention to tasks in the shorter term.

DRIVING ABILITIES

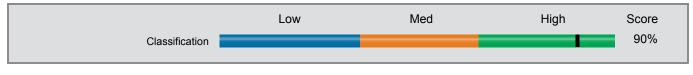
This section shows your results in five worksamples. Together, they are called the Driving Abilities. They are: Classification; Concept Organization; Idea Productivity; Spatial Relations Theory; and Spatial Relations Visualization.

The Driving Abilities are very powerful and influence almost every part of our work lives. This is true whatever an individual's results. Each one of these abilities asserts itself in our lives. It is absolutely critical to take them into account when considering what role you should play at work.

Classification

This worksample indicates your ability to see relationships between seemingly unrelated events,

situations, or information. It shows your ability to move from the specific to the general when solving the many problems you face every day.



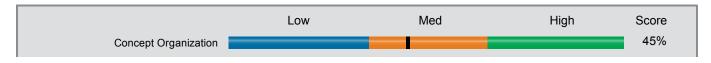


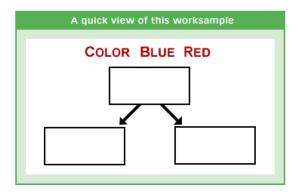
As a person with high Classification, you...

- Can easily and quickly see patterns and relationships among data and objects.
- Will find that this ability demands use and will influence almost every aspect of your working life.
- Need problem-solving as a foundation of your work
- Are likely to get positive enjoyment from using this ability, and to be unhappy in positions that do not use it.
- Love to solve new problems and to figure things out.
- Are able to quickly summarize a set of points and jump to the end of an argument.
- Can see pros and cons in any situation and the problems in a plan quickly and easily. On the negative side, unless you exercise self-discipline, you can be indecisive as a manager or decision-maker, because it is so easy for you to focus on alternatives.
- Can be easily bored in positions that require mostly routine, or rote, work.
- Do not like to be bothered learning the details of any subject and can usually gather enough information to get by or "wing it."
- Must use education and self-discipline to channel this ability properly just because something is learned quickly does not necessarily mean it has been learned well.
- Can use this ability in any role where the major activity involves rapid-fire problem-solving, fixing, advice-giving or consulting.
- May find it difficult to communicate your solutions to others. (Classification is non-verbal and non-logical. See your results in Concept Organization.)
- Must find a steady means of applying this ability. You can become very dissatisfied if you are not using it regularly.

Concept Organization

This worksample indicates your ability to arrange ideas, information, or things in a logical order. It shows your ability to move from the general to the specific to solve problems and to communicate the logic in doing so.



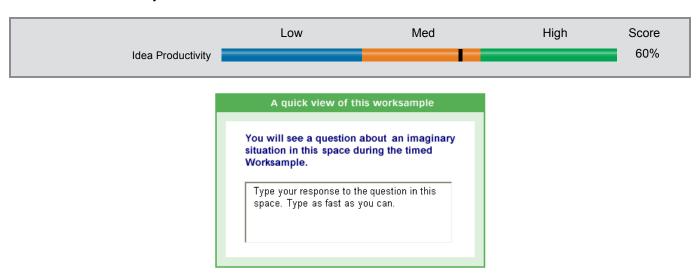


As a person with medium Concept Organization, you...

- Find this ability useful for organizing ideas, information, or things in a logical and useful sequence.
- Can use this ability in the workplace for any planning activity. It makes it possible for you to predict, order, and plan schedules.
- Will find this ability useful for communicating ideas, thoughts and plans to other people effective in business communication, which is almost always sequential and logical.
- Will have enough opportunity to use it in everyday life and in almost any job to prevent the buildup of pressure from its non-use.
- Can use this ability as a foundation for research and writing.

Idea Productivity

This worksample measures the number of new ideas you can generate within a given time in response to a given stimulus. It does not reflect the quality or creativity of the ideas. It is a measure of the volume or flow of your ideas.



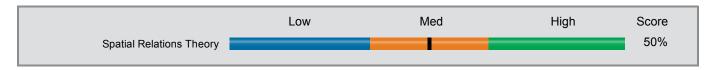
As a person with medium Idea Productivity, you...

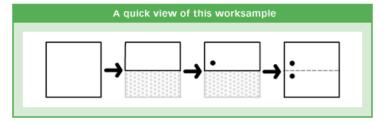
 Can generate plenty of ideas, yet you are also able to concentrate, focus, and follow through on details.

- Should plan to use this ability in your work. If your Idea Productivity is not used at work, you should find some other outlet for it outside of work.
- May find it difficult to focus on a task or train of thought that requires long attention.
- May find yourself restless over time in a task that is mostly routine or rote, with very little change or opportunity for idea production.
- Can use your relatively strong idea flow to come up with solutions for problems, or for persuading or selling others on your point of view.
- Will enjoy working in environments with a moderate amount of change, as well as some demand for problem-solving and persuasion.
- Do not require new data or information to begin the generation of ideas.
- Will find this ability useful in many jobs, including executive leadership and design.

Spatial Relations Theory

This worksample indicates your ability to see the theoretical relationships which exist in the working of the mechanical universe. It is the ability to understand how systems work: this applies to mechanical systems and interpersonal systems.





As a person with medium Spatial Relations Theory, you...

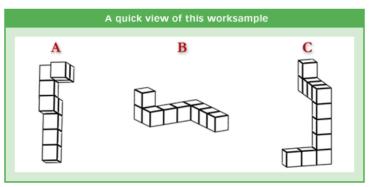
- Are able to draw upon this ability to solve abstract problems in a three-dimensional world
- Have some facility to understand theoretical and abstract situations. For example you can
 understand the theoretical relationships of mechanical systems such as those used in
 engineering, astronomy, computer systems, and higher mathematics.
- Can see and mentally picture the interpersonal dynamics in systems such as corporations and families.
- Are able to design pieces of equipment and other tangible structures but are not necessarily interested in building them. (The ability to build tangible structures increases as this ability becomes stronger.)
- Need work enabling some direct contact with people and things and offering opportunities for developing theories and explanations about how they function and interact.

Spatial Relations Visualization

This worksample indicates your ability to see in three dimensions when shown only two. Spatial

Relations Visualization is also related to needing "hands-on" experience and work.





As a person with low Spatial Relations Visualization, you...

- Are an abstract thinker who is quite comfortable in work that deals with words, ideas, concepts, principles, values, people, relationships, or information.
- Are not likely to experience a strong pull to be involved in the concrete world of physical objects in your work.
- Find yourself pulled toward abstract roles (literary, visual, musical, accounting, counseling, teaching, training and managing).

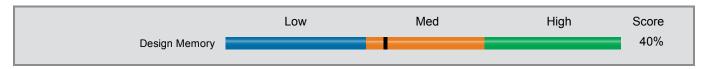
SPECIALIZED ABILITIES

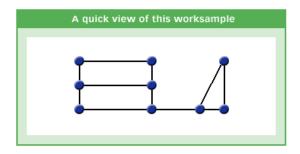
This section shows your results in nine worksamples. Together, they are called the Specialized Abilities. They are: **Design Memory**; **Observation**; **Verbal Memory**; **Tonal Memory**; **Rhythm Memory**; **Pitch Discrimination**; **Number Memory**; and **Visual Speed and Accuracy**.

The Specialized Abilities help or enhance our work and lives. While most of them do not assert themselves as strongly as the Driving Abilities, it is important to pay attention to the patterns which form when these abilities combine with one another as well as with the Driving Abilities.

Design Memory

This worksample measures your ability to recall an overall pattern or picture presented in two dimensions; e.g., charts, diagrams, sketches and patterns of any kind.



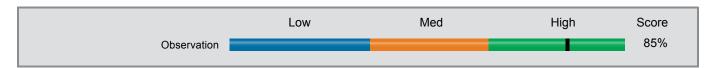


As a person with medium Design Memory, you...

- Will find this ability helpful in work or tasks involving learning and recalling the details in visual patterns and designs.
- Will experience little difficulty in remembering and using visual stimuli in such everyday tasks as recalling the locations of objects in a room or directions on a map, or data on a printed page.
- Can find this ability useful in many artistic and technical tasks, but you should not experience any particular lack or stress if your work does not use this ability.

Observation

This worksample measures your ability to pay close attention to visual details, to perceive and remember small changes, and to notice irregularities.



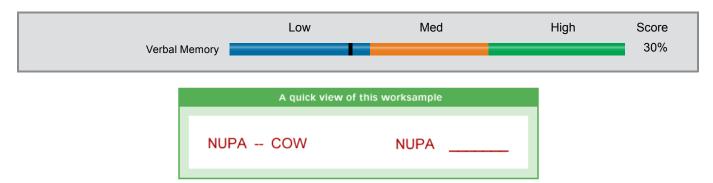


As a person with high Observation Ability, you...

- Will find this ability to be useful to you in many areas that require close attention to detail and remembering visual changes and inconsistencies.
- May intuitively notice detail in all areas of work/life, especially when they are of interest to you.
- Can easily bring this ability into play in artistic and visual tasks.
- Can find this ability helpful any time you need to describe the details of some experience, notice small parts of an event, or recall changes in what you're seeing.
- Can use this ability in a hobby if not in the work setting.
- May intuitively use this ability to read facial expressions and the body language of others.

Verbal Memory

This worksample measures your ability to learn new words and recall what you have read quickly and easily.

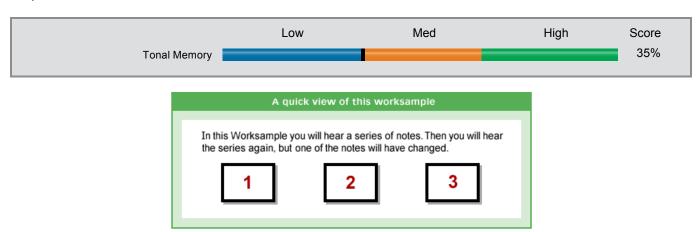


As a person with low Verbal Memory, you...

- May experience difficulty in memorizing information from the written word. Reading may be a relatively slow learning channel for you.
- Need to be sure to give yourself adequate time to work with written material.
- Can probably help yourself by "translating" the written word into other learning channels e.g. by listening to books on tape, drawing diagrams, reading out loud, or associating words with pictures or diagrams.

Tonal Memory

This worksample measures your ability to remember what you hear, including tunes and tonal sequences.



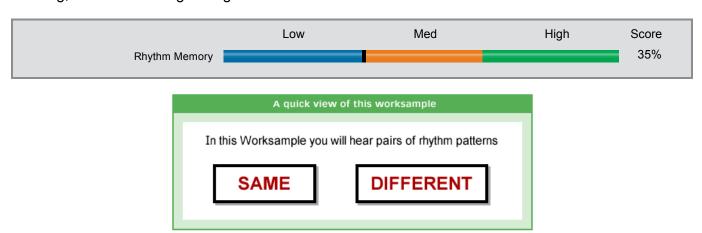
As a person with low Tonal Memory, you...

 May have difficulty in remembering tunes and tonal sequences. This ability is used to sing and play music by ear. It is also the auditory memory used to reproduce the accent and tones of a foreign language.

- May have difficulty remembering what you hear, so you should try to receive information in another form - such as a writing. If you must get verbal instructions or are in a lecture setting, you should take notes.
- Can probably help yourself by "translating" information from purely auditory input into the other learning channels e.g. by taking notes or drawing diagrams.
- Can enjoy music but will probably not experience a great deal of press to experience this ability.

Rhythm Memory

This worksample measures your ability to remember rhythm patterns. It also relates to kinesthetic learning, which is learning through movement.



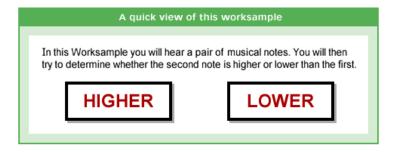
As a person with low Rhythm Memory, you...

- May find it difficult to reproduce physical movements and to get "in sync" with musical rhythm and beat.
- Are not likely to experience a strong need or push to use this ability.
- Are able to enjoy music, and enjoy rhythm and beat, even though reproducing it may be difficult for you.
- Should consider Rhythm Memory a weak learning channel for you and will probably be helped by using other learning channels.

Pitch Discrimination

This worksample measures your ability to distinguish fine differences in pitch. It also applies to perceptual discrimination across the senses.



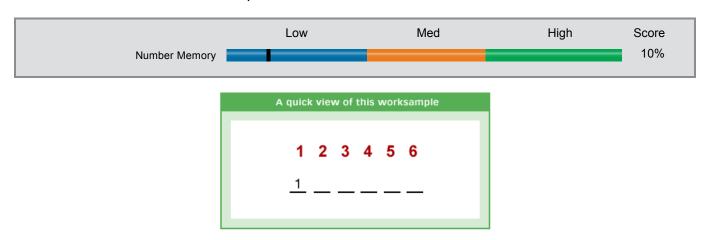


As a person with medium pitch discrimination, you...

- Have adequate ability to sing or play a musical instrument.
- (There is some evidence that you) have the ability to make the kinds of fine sensory discriminations required in such diverse tasks as gourmet cooking, photography, artistic painting, working with small instruments or machines, microscopy, or astronomy.
- Will probably be able to learn the inflection and accent of a foreign language.
- Should not feel a press or need to use this ability in your everyday work life, but will find it strong
 enough to be helpful to you both musically and in other sensory areas.

Number Memory

This worksample measures your ability to recall miscellaneous facts and data. It indicates an ability to use numerical information to solve problems and make decisions.



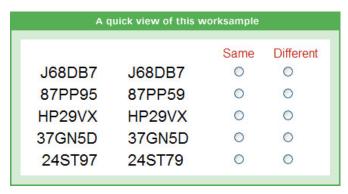
As a person with low Number Memory, you...

- Can remember those facts and numbers you need in your day-to-day tasks, but may have difficulty remembering numbers and unrelated, miscellaneous facts or data.
- Should work to develop compensatory skills for remembering numbers and/or miscellaneous details and data.

Visual Speed & Accuracy

This worksample measures your ability to read and interpret written symbols quickly and accurately.





As a person with low Visual Speed and medium Accuracy, you...

- Are probably inclined to slow your work down in order to be as accurate as possible.
- Should not experience any undue stress at work unless you are in a job that depends very heavily on both speed and accuracy.
- Should have very little problem with the paperwork demanded by the business world as long as you allow yourself enough time.
- May need to apply concentration and attention when you read.

Vocabulary

Vocabulary is a personal tool developed by each individual over time, rather than a natural ability, but the range of your vocabulary will affect how effectively you can use some of your innate abilities. More than anything else, your result on this worksample will determine the verbal level of people with whom you can interact most easily and naturally. It is considerably easier to interact and share ideas with people who are similar to you in their level of Vocabulary than with those who are not.

Because Vocabulary is developed and not innate, you can increase your Vocabulary level through study and concentration. Any work you can do to build your Vocabulary will be of great benefit in helping you advance in your career. Start working on words that you may have read or heard before, but for which you do not have a precise definition. Improving the precision of your Vocabulary is by far the best and most efficient way to increase the precision of your thoughts and ideas.

Your vocabulary can also be improved by good reading. As you read, you should keep a dictionary nearby to look up and study the words you don't know.

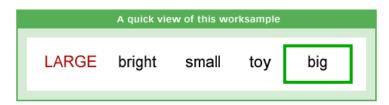
The norms for the Vocabulary worksample are at the level of the average college student.

Vocabulary

This worksample indicates the verbal level at which you communicate ideas to others.

Low	Med	High	Score
_			

Vocabulary 10%



If your work environment involves working with people who have higher Vocabulary levels, your score in Vocabulary can mean that you...

- May have creative and innovative ideas, but you may have difficulty communicating them
 effectively. Increasing the precision and breadth of your Vocabulary can help tremendously in
 increasing your ability to articulate and communicate new ideas.
- May inhibit the use of your natural abilities and your potential or ability to rise within your career.
- May need to acquire more extensive word knowledge if your Vocabulary does not match your long-range career expectations.
- May lack the breadth of knowledge required in your career choice.

Understanding each of your abilities is an important first step in understanding yourself.
Understanding how groups of your abilities work together is a powerful tool. As a way of summarizing your results, we include a description of how your abilities relate to the four key dimensions of work life: Work Environment/ Personal Style; Learning; Problem Solving/Decision Making; and Communication.

WORK ENVIRONMENT/PERSONAL STYLE

As a key dimension of work life, Work Environment refers to the context or environment that is most conducive to your performing at your best. In determining whether a Work Environment is good for you, you must consider such factors as the pace of work, the amount of teamwork required and the amount of interaction with people involved.

Your preference for Extroversion indicates that you are energized more by external forces and events than by internal ones. You prefer many opportunities throughout your day to interact with others, in small and in large groups. You may not like working on projects which demand that you work completely alone. Throughout your day you may prefer a great deal of activity, which energizes you. Individuals who prefer Extroversion tend to have a wide range of interests and may enjoy multiple activities in the course of their work. The best strategy for them is to sandwich solitary work between periods of interaction with others. This allows them to concentrate better on their more solitary activities.

With a mid-range score on the Generalist/Specialist measure, you may find that you function most smoothly in a role that requires you to "bring the extremes to the middle." As someone who can understand the vocabulary of both the Generalist and the Specialist your role may become that of the translator or facilitator. Your score in this mid range also indicates flexibility in role and function. At times, you may find that you enjoy being on a team; but you may also work well autonomously. You will probably thrive best as a team member when your role is that of an expert on the team - bringing your unique perspective and expertise to the group.

With a longer Time Frame Orientation - beyond five years - you will probably be viewed as a strategic thinker or planner and contribute to your organization from that perspective. You may be very comfortable in an industry or profession that looks to the future. You may find setting long-range personal goals, perhaps related to financial planning, to be quite simple and easy to work toward. One word of caution about a long Time Frame Orientation: unless your long-range plans are backed with specific short-term goals and intermediate actions, it is very easy to live in the future, believing there will always be time to act.

Your Classification ability is very strong. This means you are able to solve many problems so quickly and easily that you enjoy being in work situations in which you are solving one problem after another. People with high Classification often enjoy learning new jobs, tasks and roles. This gives them an outlet to use this very powerful ability. Sometimes people with high Classification have a hard time understanding that other people need to solve problems in a different way, so that what seems obvious to them may not be obvious at all to others. With high Classification, you may find that you are able to see potential problems in new plans or ideas almost immediately. It is important to be aware of this tendency to see and explain problems. You may need to make sure that others also hear the things you find positive in a plan, idea or piece of work.

Your Idea Productivity is in the midrange. Idea Productivity is such a powerful ability, however, that you may find that it has significant impact on what you do. With Idea Productivity in this range, you can expect to have a fairly constant stream of new ideas all day long. In your Work Environment, you can help yourself by making sure that you have an outlet for using these ideas. They are an important resource for you and your company. You use Idea Productivity when you are writing, when you are persuading or selling to others, and when you are speaking publicly. There are many ways to use this ability throughout the workday in brainstorming, planning, and making preparations. Your score in the midrange gives you some flexibility. The ability is there when you need to come up with new ideas, but it may not be so strong as to interrupt your flow of work.

Your Concept Organization ability is in the midrange. This means that you have a good ability to solve problems logically and linearly. You use this ability when you write, plan, devise strategy, predict what will happen in the future or figure out what went wrong if something fails. Your level in this ability gives you good facility with it, but it is not strong enough to compel you to use it constantly. There are always many outlets for Concept Organization in the workplace, so you don't have to worry about structuring your job around this ability; however, you can help yourself by learning to recognize when a logical, linear solution to a problem may be helpful.

You are likely to be quite content in a work situation in which you interact with people or ideas and/or manipulate data or information. You will be comfortable in work that involves dealing with intangible products or services - you do not need to have created something or to have a concrete object to show at the end of your work day.

You have moderate musical ability which will exert some pressure on you to be expressed in some manner. This expression may not mean that you need a musical career. It may be satisfied by avocational activities involving music.

Your score in the two-dimensional visual abilities indicates that you are likely to find enjoyment in visual activities and be able to use them to your advantage in daily life. You may be drawn to fields with a strong visual component, although they may not be the primary focus of your activities.

LEARNING

This key dimension of work life refers to how you take in new information. Understanding your learning channels helps you identify what you need to do to facilitate learning and to remember new information. Knowing about how you learn best - through reading, listening, diagrams or a combination of these - also enables you to request information in particular formats. Understanding your learning channels can help you understand more about yourself: why you enjoy having reading material around; why you remember data better when someone shows it to you on a graph; or why you remember more when you hear someone speak on a topic than when you try to read about it.

Your Verbal Memory score indicates that acquiring and retaining information only through reading may be somewhat difficult for you. In order for you to remember what you read, you should use other complementary strategies as well: reading aloud, taking notes, or highlighting/underlining important sections and reviewing them later. Your best strategy is likely to include reading in combination with use of another of your learning channels to reinforce the learning.

Your score in Tonal Memory indicates a necessity to apply some energy, focus and concentration when you must learn through the audio channels. You may need to hear something several times for it to stay with you. If you pair your audio learning with other methods of taking in information - like taking

and reading notes - you will reinforce the information you hear.

You have a good ability to take in new information when it is presented as a chart, graph, map or other two-dimensional form, but you may want to pair this with another of your learning channels for reinforcement. When presented with new material in this visual format, you should have no trouble in understanding it - just give yourself plenty of time to process the information.

Your Rhythm Memory score indicates that learning something that requires body movement or following a beat will require repetition and effort for you. You may need to repeat a new sports play or dance rhythm more than once before it becomes easy for you.

Your Number Memory score indicates that remembering miscellaneous factual pieces of information does not come easily to you. Because remembering facts and figures requires concentration and time on your part, try to record important information in a place that it is easily accessible for reference.

PROBLEM SOLVING/DECISION MAKING

This key dimension of work life refers to how you most efficiently solve problems, resolve issues and make decisions. In addition to identifying your style of solving problems, other important aspects of this dimension include how you think through problems, the time frame you use most naturally, and the perspective represented by your solutions.

You have very strong Classification ability. This means that you have a powerful ability to handle one problem after another all day long. You may find that the faster and more chaotic the situation, the more you like it, because it is precisely this kind of problem-solving that strong Classification handles best. Strong Classification also makes it easy for you to do diagnostic problem-solving. You are able to sift through many facts and ideas and find almost immediately what problem a concept or a piece of work may represent. This particular aspect of Classification may make it difficult for you to be decisive at times. If you can see easily all the problems that lie in a particular idea, it may be difficult to decide on a course of action. By placing yourself in roles in which you can solve many new problems at work all day long, you will use your strong Classification and increase your overall satisfaction and productivity.

You are in the midrange in Concept Organization. This means you have some natural talent for linear and logical problem-solving. Tasks such as planning, ordering, prioritizing and/or writing should come fairly easily to you and be satisfying to do. You use this ability whenever you are communicating ideas and content to others, or whenever you are developing or communicating logical relationships. Since you are in the midrange of Concept Organization, you have a certain amount of flexibility in making use of this ability for a particular problem or in choosing some other problem-solving approach that may be more efficient for the problem.

You have a consultative problem-solving style. You are able to evaluate seemingly unrelated information and logically explain it to others. With this type of problem-solving style, you are able to draw conclusions quickly and accurately as well as explain how you arrived at the solution. Individuals with this type of problem-solving style excel in fast-paced environments where there are multiple problems to solve and others to listen, follow through, and carry out the work.

As a mid-range Generalist/Specialist, you can probably see problems from both the group and the "expert's" position. You are comfortable solving problems as part of a team as well as on your own. When solving problems in a group or team, you tend to balance the goals of the team with the advice

of experts, and you may even feel comfortable providing that expertise yourself. You may find yourself in the position of assisting other team members in understanding the different perspectives. When you are on your own, you are likely to approach problems with a great deal of intensity and to develop the depth of knowledge that will lead you to a solution. This may include gathering input from others as well as developing a level of expertise on your own. Your mid-range score indicates flexibility in your comfort level with making contributions as an expert or as a member of a team.

As an Extrovert, you recharge by interacting with others and benefit most by solving problems with others. You think out loud and need to talk through your problem-solving process to be most effective. Since you process information externally, your first statement about a decision or solution may not represent your final conclusion. When you do not have the benefit of talking with others prior to making a decision, you may need to change course once things are underway.

Idea Productivity affects the rate or the volume of ideas. Your Idea Productivity level can affect the number of solutions you generate (although not the quality) when trying to solve a problem. The impact of Idea Productivity depends upon the work environment. Generally, a more open, free-flowing work environment should favor and reward higher Idea Productivity.

With a strong score in Spatial Relations Theory, you have the ability to see theoretical relationships in the mechanical universe and to manipulate mentally real or imagined relationships, as in a system. Strong Spatial Relations Theory can affect the type of solutions you generate. You are more likely to make decisions and solve problems based on your perspective of the system with which you are working. Because of your ability to consider imaginary relationships, it is easy for you to take into consideration how any particular solution or decision will affect other things or people in the system.

Your low score in Spatial Relations Visualization means that you are more at ease in dealing with and solving problems that have to do with people, ideas, relationships, feelings, strategy, and concepts than in technical or mechanical areas. The solutions you develop to problems will probably involve these abstractions also, as opposed to purely technical or mechanical solutions.

With a high score in Time Frame Orientation, you are most likely to think of solutions to problems that focus on or bear results five to ten years or more in the future. You consider most the long-range implications of your solutions to problems.

COMMUNICATION

This key dimension of work life refers to how you communicate with others or the context/situation in which you feel most comfortable communicating. Two important aspects of communication to consider include the methods of communication you prefer and the size of the group with which you are most at ease. Other important aspects to consider are your ability to remember what you hear, and how aware you are of those with whom you are communicating. Also important to consider are the number of ways in which you can communicate an idea and the types of examples you may use.

As a mid-range Generalist/Specialist you have the elements of both Generalists and Specialists. In situations requiring communication and understanding, you can often be the facilitator or the mediator because you can see and understand both the Generalist and the Specialist point of view.

Extroverts like and need to interact with others to recharge their batteries, and usually prefer communication on the phone or face-to-face. As an Extrovert, you often prefer to speak rather than listen. You can initiate and sustain interactions, because interacting with others is a rewarding end in

itself for you. You like and need free social interaction during communications. Situations that require communicating in structured, stereotyped formats will feel stressful and energy-draining. You often process information by talking ideas or information over with others before drawing a conclusion. This can mean that when you communicate your thoughts or ideas, they may represent a series of possible suggestions rather than a final conclusion. You may react immediately to a thought or idea; but your initial reactions may not express your final conclusions.

Your Classification score is very high. This fact can have significant impact on your communication style. People who are as high as you are in Classification often appear impatient with others, wishing they would hurry up and get to the point. You have a strong ability to draw conclusions from complicated sets of facts. You may find that you like situations in which there are many things going on at once and communication happens quickly, with many kinds of communication happening simultaneously. You will probably enjoy a fast pace in general and a generally quick pace to communication. All of this may well make you impatient at times. You may often think - 'OK, get to the point' when talking to others. You may find it difficult at times to slow down enough to listen to other points of view. Your communication style may improve if you consciously pay attention to the solutions offered by those with slower problem-solving styles.

Your Concept Organization ability is in the midrange. This ability makes it easy for you to organize your thoughts into a logical, linear track when presenting complex ideas to others. Your Concept Organization also makes it easy for you to organize your written communication into a linear logic track. Because you are in the midrange on this ability, you may not find it necessary to use it constantly to strengthen it; whenever you are persuading others, giving others feedback, planning, or trying to figure out what will happen in the future, you are leaning heavily on Concept Organization. In the midrange, this ability is a tool that you can use when the situation demands, but may not feel that your have to use it all the time in your communications.

Your score in Idea Productivity allows you to generate a large number of ways to communicate and many different angles and examples. Idea Productivity helps with persuasion and sales and facilitates communication roles such as teaching, brainstorming, and selling. High Idea Productivity may present problems of staying on track in conversations. Situations requiring attention to others or on focused communication may be more difficult. You may experience and communicate a number of different ideas that appear unrelated, which may be confusing to the listener.

Your low score in Spatial Relations Visualization means that you are most comfortable dealing with words, people, feelings, relationships, and ideas. This is often a huge help in dealing with organizations and teams, because it is relatively easy for you to see, understand and work with the abstract feelings and ideas of work teams or groups.

Your score in Vocabulary is in the low range. In general, you can help yourself advance in almost any organization by improving your Vocabulary level. The stronger your Vocabulary is, the more your communications can provide energy and power to your career and to your ability to rise in your company.

A high score in Observation can help you in reading body language, enabling you to observe unspoken communication.



This report reflects your results on the The Highlands Ability Battery. It has given you a detailed explanation of your abilities, what they mean for you, and how they relate to your best Learning Channels and Work Strategies.

We urge you now to schedule and complete your feedback conference with a certified Highlands Affiliate. This conference will teach you how to make maximum use of your natural abilities today and in the future.

Feedback Consultations

Our Certified Affiliates have been especially trained to interpret the results of the Battery. They have the knowledge to help you understand your ability patterns and apply your results to your own life. They can help you to look at the future and to figure out what direction your abilities should take you in.

If you haven't already contacted a Highlands Affiliate, you may choose an Affiliate by going to our website at www.highlandsco.com. Click on "Find an Affiliate." You will be able to find an Affiliate both geographically and alphabetically.

WorkShops

If you are taking part in a group or corporate workshop or training program utilizing The Highlands Ability Battery, a review of this report just before the program will enable you to derive the greatest personal benefit from the program.

The Highlands Company 2001 Palmer Ave., Suite 103 Larchmont, NY 10538 914-834-0055/ toll free 800-373-0083

www.highlandsco.com



Highlands Career Exploration Supplement

Adult Version



Do What Do Best

Confidential Report

Client Name: Sample Adult

Date of Test: 2007-08-30 00:17:35

Phone No.: Home Phone:

E-mail:

Report Type: Adult Career - Conversion Report

The Highlands Company
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www.HighlandsCo.com www.HighlandsLifeandCareerCenter.com

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Highlands Career Exploration Supplement

Prepared for **Sample Adult**

Take Charge of Your Career

Congratulations! You've taken the Highlands Ability Battery (HAB), an important step in discovering your natural talents. Now you're ready to make informed decisions as you begin to manage your own career.

Your Highlands Career Exploration Supplement (HCES) is a powerful tool that will take your career search to the next level. Turn what you know about your abilities into action and take charge of your career.

- Know what you do best. Your HCES will confirm your natural gifts and will guide you to position yourself where you can use them.
- **Find the right fit.** Careers to explore are based on your combinations of abilities and personal style, rather than just one ability at a time, which can give you a clearer picture of how you may be suited to different career paths.
- Assess realistic options. Let's be real, you may be suited to some careers better than others.
 Follow the activities in your HCES and links to the O*NET, the US Dept. of Labor's Occupational Information Network, to assess the amount of time and effort you may need to reach your goals.
- Work together with a Career Advisor. Your Highlands Affiliate will help you navigate your journey to create your personal vision to success and satisfaction.

HCES Report Overview

This report is your launch pad for career exploration, here is what you will find:

I. Your Ability Profile V. How You Learn
II. Your Personal Style VI. Vocabulary

III. Your Reasoning Abilities VII. Exploring Occupations & Careers

IV. Your Specialized Abilities VIII. Next Steps

ONLINE EXPLORATION FOR MORE - access the Highlands Career Exploration report ONLINE for more in-depth descriptions of each ability and how they impact work roles. View an expanded list of ability patterns and careers to explore with hotlinks to the O*NET for information on careers.

I. Your Ability Profile

Your HAB results were determined by using timed worksamples and are reported as percentile ranking scores. Worksamples are performance-based rather than self-report assessments. Percentile ranking scores are your score relative to tens of thousands of others in the Highlands database of test takers.

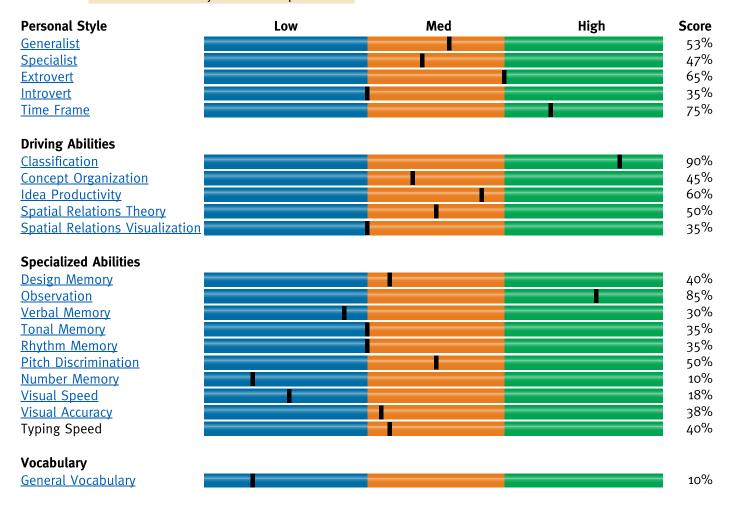
Your results from the HAB are displayed below. When accessing this HCES online, you can click on any of the abilities below to find examples of how that ability can be used in a variety of work roles/career fields. Doing this can help you better understand an ability; it is not meant to suggest a specific job or occupation.

This report emphasizes how combinations of abilities work together. The combinations are unlimited. Once you learn the basic combinations or building blocks you can combine them yourself to create additional careers not mentioned in this report! You'll be able to integrate these combinations with your interests, values, and goals any time you want to expand or redesign your career path.



Your Highlands Ability Profile

Click On Each Ability For Fuller Explanations



II. Your Personal Style

Between Networker/Detailed Communicator

As a mid-range Generalist-Specialist, you will pursue a variety of interests, and may feel the need to investigate and learn many in great detail and depth. You will tend to function as a link or interpreter between the extreme Generalists and the extreme Specialist and will not hesitate to do so in group settings. This often compels you to adjust your own style to provide balance between the two extremes. For this reason, your contributions and solutions will vary from problem to problem. Again, because you can naturally adapt your style to the other styles, you may feel, and be viewed by others, as not having your own identifiable perspective.



You are likely to sense a good .t with roles that assist others in negotiating, mediating, or refereeing situations. Your ability to communicate and interpret different objectives will be extremely helpful in teamoriented projects and activities and in roles such as counseling; professional fields such as mediation or arbitration; project management; and broader areas of business and professions such as law.

Time Frame Orientation



Long-range: Combined with a long completion date (5+ years), education or work that is connected to the future such as long-range plans, goals, or visions may feel more motivating and meaningful.

You are drawn to activities that take time to achieve. You may feel that immediate, short-term tasks hold little meaning or may feel less motivating to you unless you can see the connection to something you care about in the distant future. You are able to consider possibilities and plan for activities even when they are more than 5 years into the future. This time orientation lends itself to thinking about long-term social/societal, environmental, scientific, or structural issues. Your long time horizon pushes you to take time to consider as many possibilities as time will allow and, therefore, may result in procrastination. You may frequently need to use short-term deadlines to finish tasks. Especially rewarding will be education or work connecting you to long-term results such as planning communities, research identifying long-term trends, and anticipating the long-term impact of specific interventions, medicines, and artistic creations.

III. Your Reasoning Abilities

Problem Solving (Convergent Reasoning)

Between Diagnostic and Consultative

Your strong Classification and mid-range Concept Organization indicate you arrive at solutions quickly and often base your conclusions on facts that may appear to others as seemingly unrelated bits of information. Once a plan is devised, or a solution adopted, you prefer moving on to confront the next problem.

Your problem solving style draws you toward fast-paced environments where your ability to rapidly diagnose problems are encouraged. It may, however, take you a little longer to explain your conclusions to others. You may also be interested in a debriefing after decisions are made to analyze logical support for future choices.



Idea Productivity (Divergent Reasoning)

Your mid-range Idea Productivity results in the ability to both generate new ideas and to discriminate among a large flow of ideas to select one or two. You might excel as the leader of meetings at which ideas are produced and exchanged. You probably will be most effective in careers that draw on your strength in producing your own ideas, in encouraging others to produce theirs, and in facilitating the discussion about the selection of ideas that lead to a plan or solution. You may be able to handle several projects simultaneously, although you may have some difficulty maintaining a single focus over a prolonged period of time.

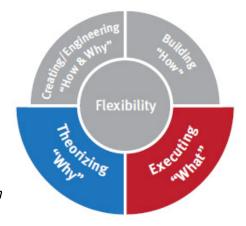
This means you would feel most comfortable in a career that values the ability to discern between many random ideas and one or two really great ones. Work roles that require the ability to come up with differing ways of resolving a situation or creating a new approach yet being able to accept the ideas of other and focus on a solution would be most satisfying to you.

Spatial Reasoning

Between Spatial Theorizing and Spatial Executing

Your mid-range SRT and low SRV indicate you function most comfortably in the world of theories, physical laws, and math. You have a moderate innate ability to understand how we organize and control physical and mechanical systems, at an intangible/theoretical level such as astronomy, physics and pure mathematics. It is a focus on the "why" of things rather than on the "how".

You are more likely to be drawn to majors that examine the theory behind ideas than majors that create tangible objects. Possible majors include those in the traditional "liberal arts" such as sociology, anthropology, psychology, and history. You may be drawn to professional fields that require post-graduate training or education.

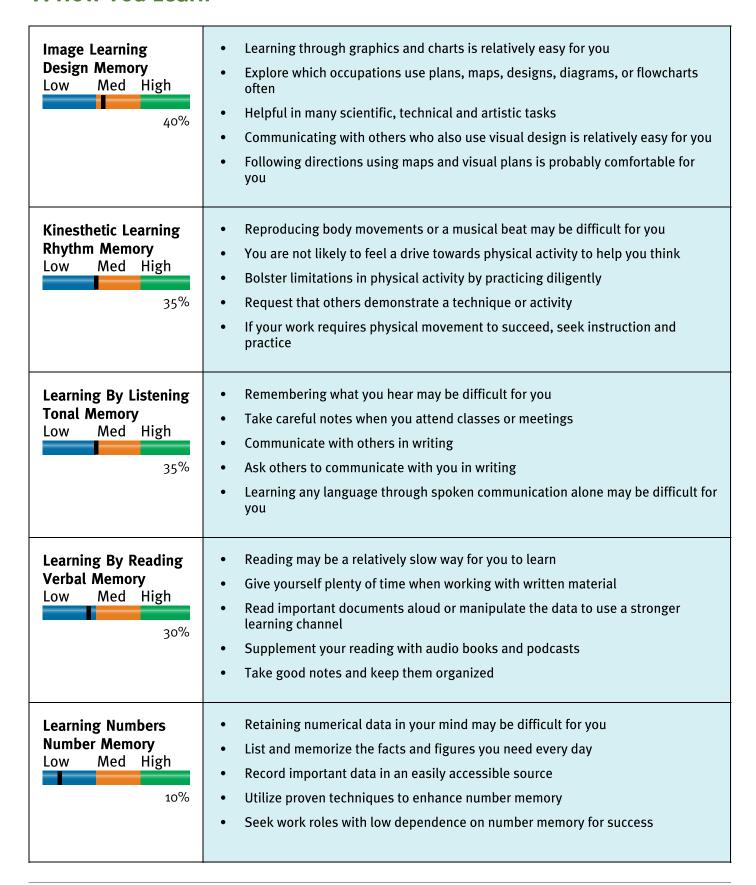


IV. Your Specialized Abilities

Significant Visual Influences. Visual abilities include Design Memory and Observation. Your combination of scores indicates your visual abilities significantly influence you. You will likely feel productive in work roles that include visual tasks emphasizing the stronger of your two abilities. This may include work roles related to design and layout and/or attentiveness to visual details or cues.

Moderate Visual Proficiency. Visual proficiency (or dexterity) includes both Visual Speed and Visual Accuracy. Your combination of scores indicates **moderate** visual ability related to paper work tasks. Your natural inclination is to emphasize accuracy over speed when proofing, working with numbers, coding, or tracking inventory.

V. How You Learn



VI. Vocabulary

Your general vocabulary provides you with the foundation for the breadth and depth with which you learn and communicate. Vocabulary is a personal tool developed by each individual over time, rather than a natural ability, but the range of your vocabulary will affect how effectively you can use some of your abilities. The Highlands Ability Battery tests vocabulary in isolation, which means there are no context clues in a paragraph to help you know what a word means, only a group of synonyms from which to choose. Many universities/colleges require an adequate general vocabulary for entry, and yours will be measured further by entrance exams and potentially later for entry to graduate school.

For adults, a strong general vocabulary can be a gateway to working with a wider variety of fields, working with more sophisticated clients or in professional fields that require the usage of a wider range of communication. A strong vocabulary can even influence gaining access to opportunities at higher levels of career development (management, supervision, teaching at graduate levels, law).

Regardless of your current vocabulary level, knowing how to develop your vocabulary can help you. Many careers require a specific or technical vocabulary, so discovering how you best learn new words and ideas will support you in any career you choose. Also, over time, focusing on the development of a specialized or technical vocabulary may divert developing and/or practicing your general vocabulary which may decline with disuse. If you ever decide to increase your vocabulary, use your most efficient learning channels (Design Memory, Verbal Memory, Tonal Memory, Rhythm Memory, and Number Memory) to assist you with building this skill.

Your score in General Vocabulary is in the low range. Increasing the number of words that you know, and especially improving the precision with which you know them, can help you build confidence in yourself and your abilities. When people improve their general vocabulary, they often find more opportunity to rise in organizations. You may have the most creative and innovative thoughts of anyone, but if you cannot communicate them effectively, they will not benefit you or anyone else. A precise vocabulary is the single greatest help in communicating your thoughts and ideas. You can build your vocabulary by reading widely and looking up less familiar words that you read or hear in conversation.

VII. Exploring Occupations & Careers Ability Patterns

Your *combination* of abilities reveal patterns which will provide a deeper understanding of careers and work roles that will align with your ability profile.

You have read about each of your individual abilities in Section I of your HCES report (go to Your Your Ability Profile on-line and click on each ability). You have also learned how pairs of your abilities combine in sections II, III and IV. Now take it to a higher level and compare your unique blend of abilities to more than 70 Ability Patterns.

Highlands Affiliates have identified patterns of abilities from decades of experience in career development. Using statistical analyses, we have compared the Ability Patterns to your profile and rank ordered them from strongest to weakest fit. Listed below are the patterns that are the closest match to your Ability Profile. A complete description for each of the patterns is provided along with suggested careers to explore. Open up your report on line, and click on any career listed to explore it on O*NET As you review the lists of suggestions, take into account your acquired knowledge and skills as well as your experience with and preferences for specific work activities.

Ability Patterns - Connections to Abilities			
Very Clear Connection to Abilities			
Diagnostic Networker			
Pinpointing Details			
Instructing/Training			
Practical Diagnostic Problem Solving			
Somewhat Clear Connection to Abilities			
Initiating- Pursuing			
Advising			
Idea-rich Consultative Structural Problem Solving			
Selling- Specialized			
Investigating- Planning			
Media Creative			
Click Each Pattern Online for Full Description			

Ability Patterns - Top Matches

The Ability Patterns will equip you with the information you need to identify some of the many possibilities available; they are not intended to be prescriptive or confining. Remember, this is a Career Exploration Supplement, not a job selection tool. It is up to you to make good use of it!

Careers to explore are provided for each Ability Pattern with hotlinks to the O*NET where you can search over 900 careers. Each career heading has hundreds of variations and specialties. Investigating one career may uncover additional options of interest to you.

[Based on your current experience you may not be able to see yourself in some of these roles, however approach each with an open mind, further investigation may reveal a career that has great appeal.]

Each pattern is represented by a **PYRAMID OF BUILDING BLOCKS** and a **SCORE GRAPH**.

PYRAMID OF BUILDING BLOCKS- the pyramid shows the abilities that make up each Ability Pattern. The foundational abilities (most crucial) are at the bottom with influencing abilities layered on top.

SCORE GRAPH- the graph shows your ability scores relative to the range of scores for each ability associated with each pattern. This provides a visual representation of the degree of "fit" with each of your abilities within the pattern.

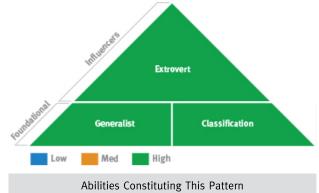
Some people may have abilities that fit within the parameters of many patterns; some may not have any at all. If all but one ability falls within the ranges, you can choose to build skills in that area. Work with your Highlands Affiliate to fully understand the Ability Patterns and how they relate to you.

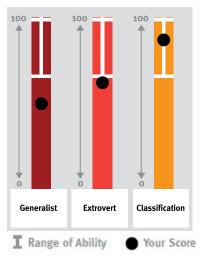
Diagnostic Networker

This pattern combines the Networker Personal Style (Extroverted Generalist) with Diagnostic Problem Solving. People with this pattern have a natural ease working with groups of people; others are likely to listen and respond. They enjoy sharing their thoughts out loud, talking through their observations and considerations, and strive for variety in their work activities. While not needing to become an expert in any one arena, Networkers can usually speak to and reach a wide range of people because of their mile-wide and foot-deep orientation.

Combining Diagnostic Problem Solving (Classification) with the Networker personal style results in a natural general investigative orientation. Classification drives people with this pattern to solve problems quickly and well; communicating rationales or ideas to other people may present more of a problem. They often enjoy functioning in a problem solving, or troubleshooting role and thrive on having different types of problems to work on. People with this pattern often `see' the answer much more quickly than others, and enjoy a fast pace in their work environment. They can feel impatient at times unless they consciously make allowances for other people's problem solving styles, so finding outlets for this combination both on and off the job is important.

See next page for CAREERS TO EXPLORE.





Your Scores (black dots) Relative To Required Ability Range

Careers to Explore for Diagnostic Networker

Organized by **Job Families** which are groups of occupations based upon work performed, skills, education, training and credentials.

Arts, Design, Entertainment, Sports, Media Social & Human Service Assistants

Broadcast News Analysts
Public Relations Specialists
Reporters & Correspondents
Camera Operators, Television, Video

Talent Directors

Business and Financial Operations

Agents & Business Managers of Artists
Business Continuity Planners
Fundraisers

Insurance Adjusters & Investigators
Labor Relations Specialists
Meeting, Convention, & Event Planners
Government Property Inspectors

Community and Social Service

<u>Healthcare Social Workers</u>

Education, Training, and Library History Teachers, Postsecondary

Teacher Assistants

Healthcare Practitioners and Technical

Athletic Trainers
Recreational Therapists
Dietitians & Nutritionists

Life, Physical, and Social Science

Epidemiologists

Management
Chief Executives

Fitness & Wellness Coordinators Human Resources Managers

<u>Legislators</u>

Public Relations & Fundraising Mgrs
Social & Community Service Managers

Office and Administrative Support

Customer Service Representatives
Eligibility Interviewers, Govt Programs
Customer Service Representatives
Human Resources Assistants

Personal Care and Service

Travel Guides

Production

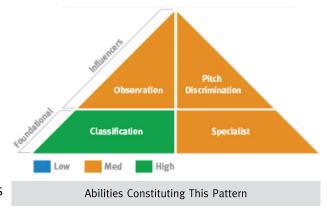
Chemical Plant & System Operators

Protective Service
Police Patrol Officers

Sales and Related
Real Estate Brokers
Real Estate Sales Agents

Pinpointing Details

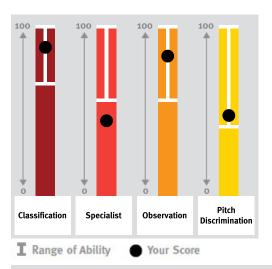
This pattern combines the in-depth focus of a Specialist with the rapid problem identification of a Diagnostician (Classification) and a heightened sensitivity to sensory experiences (Pitch Discrimination), especially visual cues (Observation). It represents both a way of thinking and a foundation for certain careers. Classification, which is the diagnostic reasoning ability, is the ability to see patterns and relationships among seemingly unrelated elements. With the natural ability to almost instantly notice what is wrong or inconsistent with normal expectations, people with this pattern can quickly assess and draw conclusions. As a Specialist, there is an



intense focus on the specific details. This ability is required in many careers where there is limited time to gather information and convert it into an understandable pattern.

People with this pattern might also have the tendency to see problems in every situation, and if left un-checked, may be considered pessimistic or negative. Observation, also part of this pattern, enables you to automatically notice things out of place. With the addition of Pitch Discrimination, you will do the same thing with what you hear. You are simply much quicker than most people at seeing and hearing every piece of the puzzle and can put the pieces together in your mind to see the complete picture. Pitch Discrimination and Observation work against a desire to be oblivious to things around you and might make you a perfect candidate to offer a critique of any sensory experience.

Introversion/Extroversion can influence your comfort with work roles and work environments when utilizing this pattern. For instance, if you are more of an Introvert, look



Your Scores (black dots) Relative To Required Ability Range

for opportunities where interaction with others is mainly through written communication such as reports, articles, or dossiers. A career such as an editor, critic, or political analyst might be more comfortable for you. As an Extrovert, you might feel the need to interact with others verbally, and that need might be supported through presentations, consultations, or discussions. You might want to investigate a career as a negotiator, investigative journalist, or financial planner.

See next page for CAREERS TO EXPLORE.

Careers to Explore for Pinpointing Details

Organized by **Job Families** which are groups of occupations based upon work performed, skills, education, training and credentials.

Arts, Design, Entertainment, Sports, Media

Broadcast News Analyst

Editor

Film & Video Editor

Reporter & Correspondent

Umpire, Sports Official

Business and Financial Operations

<u>Assessors</u>

Auditors

Environmental Compliance Inspector

Financial Examiner

Fraud Examiner & Investigator

Management Analyst

Personal Financial Advisor

Appraisers, Real Estate

Energy Auditors

Financial Analyst

Insurance Adjuster

Loan Officer

Security Management Specialist

Tax Consultant

Computer and Mathematical

Business Intelligence Analyst

Computer Systems Analyst

Computer & Information Research

Scientists

Information Security Analyst

Statistician

Education, Training, and Library

Archivists

Healthcare Practitioners and Technical

Diagnostic Medical Sonographers

Pathologist

Allergists & Immunologists

Occupational Health & Safety Tech.

Life, Physical, and Social Science

Chemists

Clinical Psychologist
Forensic Technician

Counseling Psychologist

Medical Scientist

Management

Chief Sustainability Officers

Office and Administrative Support

Proof Reader, Copy Writer

Protective Service

<u>Criminal Investigators</u>

<u>Detective</u>, <u>Investigator</u>

<u>Fire Investigator</u>

Intelligence Analyst

Immigration & Customs Inspector

Police Detective

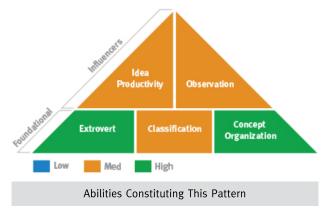
Transportation and Material

Moving

Airfield Operations Specialists

Instructing/Training

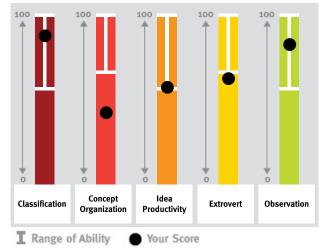
This pattern combines idea-rich (Idea Productivity)
Consultative Problem Solving (Classification and Concept
Organization) with attention to detail (Observation) and
a comfort with a lot of people interaction (Extroversion).
People with this combination have a natural talent for
public speaking. They generate many ideas, and then
organize and articulate them in ways that are both
logical and interesting. Classification enables people
with this pattern to react and respond to questions and
comments on the spot, making connections where
others see none. This high-level problem solving makes
them believable as presenters. It is important for people



with this pattern to develop in-depth knowledge of the topics on which they speak in order to reliably answer questions accurately. Without the depth they may be tempted to "wing it", and jeopardize their reputation as a reliable source might.

Concept Organization enables those with this pattern to keep ideas organized in their heads, and Extroversion enables them to be energized by the audience. The more interactive the situation is, the more energized they will be. Although capable of presenting lectures, the gifts of this style will shine through when training interactively. Training and public speaking is enhanced with Observation. This allows people with this pattern to notice subtle changes in the facial expressions and body language of the audience and mid-course corrections when missing the mark.

See next page for CAREERS TO EXPLORE.



Your Scores (black dots) Relative To Required Ability Range

Careers to Explore for Instructing/Training

Organized by **Job Families** which are groups of occupations based upon work performed, skills, education, training and credentials.

Arts, Design, Entertainment, Sports, Media

<u>Coaches & Scouts</u> <u>Public Relations Specialist</u>

Business and Financial Operations

<u>Human Resource Specialist</u> <u>Training and Development Specialist</u>

Community and Social Service

Educational, Guidance, School, & Vocational Counselors

Education, Training, and Library

<u>Adult Basic & Secondary Education & Literacy</u> <u>Teachers & Instructors</u>

Business Teachers, Postsecondary

<u>Career/Technical Education Teachers, Middle</u> School

Communications Teachers, Postsecondary

Criminal Justice & Law Enforcement Teachers,

<u>Postsecondary</u>

Education Teachers, Post Secondary

English Language & Literature Teachers.

<u>Postsecondary</u>

Environmental Science Teachers,

Postsecondary

Middle School Teachers

Self-Enrichment Education Teachers

Vocational Education Teachers, Postsecondary

Agricultural Sciences Teachers, Postsecondary

Anthropology & Archeology Teachers,

<u>Postsecondary</u>

Architecture Teachers, Postsecondary

Area, Ethnic, & Cultural Studies
Teachers, Postsecondary

Biological Science Teachers,

<u>Postsecondary</u>

Chemistry Teachers, Postsecondary

Economics Teachers, Postsecondary

Foreign Language & Literature

Teachers, Postsecondary

Geography Teachers, Postsecondary

History Teachers, Postsecondary

Law Teachers, Postsecondary

Mathematical Science Teachers,

<u>Postsecondary</u>

Nursing Instructors & Teachers,

<u>Postsecondary</u>

Philosophy & Religion Teachers,

<u>Postsecondary</u>

Preschool Teachers

Psychology Teachers, Postsecondary

Secondary School Teachers

Sociology Teachers, Postsecondary

Teacher Assistants

Healthcare Practitioners and Technical

Art Therapists

Athletic Trainers

Dietitians & Nutritionists

Veterinarians

Healthcare Support

Veterinary Assistants and Laboratory

Animal Caretakers

Management

Education Administrators, Elementary &

Secondary School

Education Administrators, Postsecondary

Education Administrators, Preschool &

Childcare Center/Program

Fitness & Wellness Coordinators

Emergency Management Directors

Fitness & Wellness Coordinators

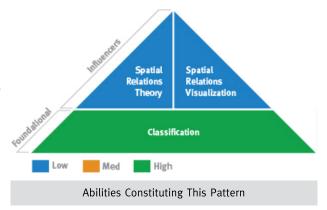
Personal Care and Service

Childcare Workers

Fitness Trainers & Aerobics Instructors

Practical Diagnostic Problem Solving

This pattern utilizes Diagnostic Problem Solving (Classification) with intangible, practical spatial abilities (Spatial Relations Theory and Visualization). The first ability to take into account is your strong Classification. With strong Classification you are able to solve problems quickly and well; communicating your ideas to other people may present more of a problem. People with this particular combination of abilities often enjoy functioning in a problem solving, or troubleshooting role. They are able to deal with problems quickly, and in fact, thrive on having different types of problems to work on. People with this pattern often 'see' the answer

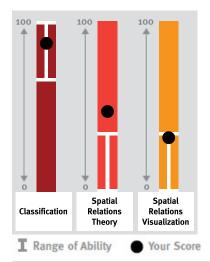


much more quickly than others, and can feel impatient at times unless they consciously make allowances for other people's problem solving styles.

Additionally, your scores on the two spatial abilities reinforce each other. You are not going to relate well to mathematics or physical, three-"dimensional space and objects. You are much more comfortable dealing in the intangible world of people, relationships, and ideas.

This combination of driving abilities is seen quite often in people who operate in fast paced, high-pressure environments that require on the spot decisions and a sense of certainty about them. Politics, fundraising, market research, and troubleshooting are all career fields that use this pattern of abilities.

See next page for CAREERS TO EXPLORE.



Your Scores (black dots) Relative To Required Ability Range

Careers to Explore for Practical Diagnostic Problem Solving

Organized by **Job Families** which are groups of occupations based upon work performed, skills, education, training and credentials.

Architecture and Engineering

Energy Engineers

Arts, Design, Entertainment, Sports, Media

Coaches & Scouts

Business and Financial Operations

Fraud Examiners, Investigators

Fundraisers

Management Analysts

Labor Relations Specialists

Community and Social Service

Rehabilitation Counselors

<u>Probation Officers & Correctional Spec.</u>

Social & Human Service Assistants

Computer and Mathematical

Operations Research Analysts

Construction and Extraction

<u>Plumbers</u>

Education, Training, and Library

Business Teachers, Postsecondary

Career/Technical Education Teachers

Sociology Teachers, Postsecondary

Healthcare Practitioners and Technical

Athletic Trainers

Dietitians & Nutritionists

Hospitalists

Speech-Language Pathologists

Life, Physical, and Social Science

Forest & Conservation Technicians

Park Naturalists

Social Science Research Assistants

Sociologists

Management

Compliance Managers

Emergency Management Directors

Fitness & Wellness Coordinators

Food Service Manager

Property, Real Estate, & Community Assoc.

Mgr

General & Operations Managers

Security Managers

Social & Community Service Mgrs

Office and Administrative Support

Dispatchers

Insurance Claims Clerks

Police, Fire, & Ambulance Dispatchers

Personal Care and Service

Animal Trainers

Fitness Trainers & Aerobics

Instructors

Skincare Specialists

Protective Service

Criminal Investigators

Animal Control Workers

Intelligence Analysts

Municipal Firefighters

Police Detectives

Police Patrol Officers

Private Detectives & Investigators

Sales and Related

Real Estate Sales Agents

Transportation and Material

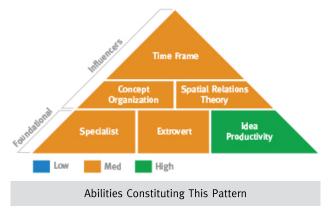
Moving

Ambulance Drivers & Attendants

Flight Attendants

Initiating- Pursuing

The foundation of this pattern is the personal style of a Detailed Communicator (Extroverted Specialist) with idea-rich Analytical Problem Solving (Idea Productivity, Concept Organization) and an ability to see the interrelationships between pieces within a system (Spatial Relations Theory) over a period of time (moderate to long Timeframe Orientation). People with this pattern most likely combine extensive knowledge and expertise in a particular area of competence with a facility for initiating interaction with others. The addition of high Idea Productivity enhances their capacity to react and respond quickly. And, the addition of Concept



Organization and Spatial Relations Theory provide an edge when organizing any system or activity.

A Specialist orientation enables you to view the world from a unique point of view, so that you can often see a solution to a problem that a Generalist might not recognize. This can give you an edge for creating new products and services. Extroversion often results in ease in connecting with people that can make you comfortable discussing your ideas with others. High Idea Productivity can spark ideas about many different products and services to offer and a variety of ways to use them.

Concept Organization helps you plan and organize the wide range of tasks involved in beginning something new, whether a company or product line. You are able to map out an appropriate sequence for developing a new company, inventing new products, or improving existing ones. Spatial Relations Theory helps you see how your products or services, or the company itself, fit into the overall scope of the business world and what impact your activity will have on your industry. These activities usually involve taking calculated risks, so it is important to evaluate your attitude and values related to risk taking before embarking on a totally new or independent adventure.



Your Scores (black dots) Relative To Required Ability Range

Careers to Explore for Initiating- Pursuing

Organized by **Job Families** which are groups of occupations based upon work performed, skills, education, training and credentials.

Arts, Design, Entertainment, Sports, Media

Actor

Broadcast News Analysts
Public Relations Specialist

Business and Financial Operations

Agent & Business Manager Energy Auditors

Fundraiser

Healthcare Practitioners and Technical

Medical & Clinical Laboratory Technicians

Legal

<u>Lawyer</u>

Life, Physical, and Social Science

Animal Scientists

Management

Advertising & Promotions Mgr Education Administrator

Legislator

Marketing Manager

Protective Service

Criminal Investigators

Sales and Related

Advertising Sales Agent

Insurance Sales

Real Estate Broker

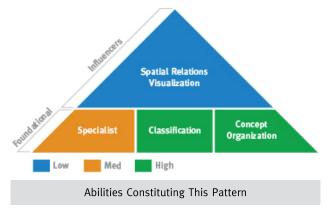
Real Estate Sales Agent

Sales Rep. Wholesale & Mfg

Solar Sales Representative

Advising

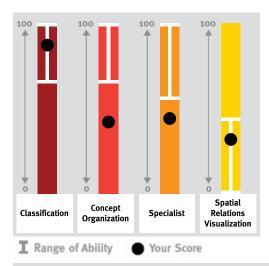
This pattern combines a Specialist orientation with a Consultative Problem Solving style (Classification and Concept Organization) in the intangible world (lower Spatial Relations Visualization). People with this pattern have a way of reasoning their way through life. The hallmark of this pattern is making connections rapidly and organizing information easily. This Consultative Problem Solving style combines the ability to diagnose what is wrong, and prescribe solutions to fix it. People with this pattern are able to gather and understand a range of un-related information, organize it and present it in a factual and convincing manner. The ability to



quickly identify problems, logically look at each step in the process, and then communicate findings in an articulate fashion allows them to work most effectively in a career that demands fast pace and rapid-fire problem solving.

Advising has many varied applications. You could be a doctor advising a patient on treatment or care, a lawyer advising a client on a contract, a financial planner advising a client on an investment strategy, a human resources manager advising an employer on an applicant to hire, or a marketing manager advising the company on what advertising strategies should be used. You have the natural ability to combine various components into a case or a pattern and to analyze causes. This is a highly valued skill in almost any industry.

With lower Spatial Relations Visualization, people with this pattern lean toward thinking intangibly and are comfortable dealing with laws, theories, concepts, and ideas, and do not require a tangible or concrete outcome of their work to feel satisfied. If you have a medium to high Spatial Relations Theory score, you may be especially good at working with intangible systems such as those used in Human Resources or Organizational Psychology.



Your Scores (black dots) Relative To Required Ability Range

Careers to Explore for Advising

Organized by Job Families which are groups of occupations based upon work performed, skills, education, training and credentials.

Arts, Design, Entertainment, Sports, Media Mental Health Counselors

Public Relations Specialist Reporter & Correspondent Producer, TV, News

Radio & Television Announcers

Business and Financial Operations

Fraud Investigator Loan Counselor

Personal Financial Advisor

Credit Counselors Investment Underwriter

Labor Relations Specialists

Loan Officer

Management Analyst Talent, Sports Agent Wholesale & Retail Buyers

Community and Social Service

Educational Guidance Counselor Marriage & Family Therapists Rehabilitation Counselors Community Health Workers

Probation Officers, Correctional Spec.

Computer and Mathematical

Business Intelligence Analyst

Education, Training, and Library

Secondary School Teachers Law Teachers, Postsecondary

Healthcare Practitioners and Technical

Dietician & Nutritionist

Occupational Health & Safety Spec,

Genetic Counselors Occupational Therapists

Pediatrician

Healthcare Support

Occupational Therapy Assistants

Legal

Judges & Magistrates

Lawyer

Arbitrator, Mediator

Life, Physical, and Social Science

Industrial-Organizational Psychologist

School Psychologists **Political Scientists**

Management

Compensation & Benefits Managers

Compliance Manager Financial Manager

Human Resource Manager Education Administrator

Fitness & Wellness Coordinators

Legislator

Training & Development Manager

Office and Administrative Support

Stock Broker

Protective Service

Criminal Investigator

Retail Loss Prevention Specialists

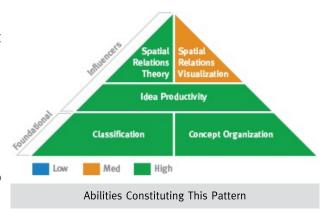
Police Detective Private Investigator

Sales and Related

Insurance Broker Real Estate Broker

Idea-rich Consultative Structural Problem Solving

This pattern utilizes idea-rich (Idea Productivity)
Consultative Problem Solving (Classification and Concept
Organization) within the structural world (Spatial
Relations Visualization and Theory). The combination of
several strong driving abilities means that people with
this pattern have very powerful abilities in many diverse
areas of functioning. A potential problem with this is
that it is nearly impossible for any one job to use all of
these talents. It is generally true that we experience
dissatisfaction on the job, not because of abilities we do
not have, but because of abilities we do have that we
are not using. The wide variety of strong abilities in this

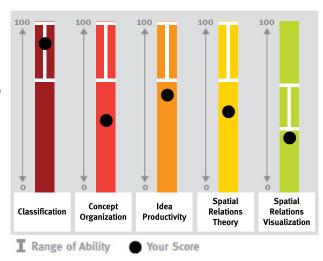


pattern suggests the need to seek outlets off the job as well as on. Think of your career in terms of expansion. At any given step, think of how you can use the experience and expertise you are gaining now to move to a wider area of influence. Developing one or more themes to your career will help you create a related path of jobs or career as you move from one area to another.

The first abilities to take into account are your relatively strong scores in Classification and Concept Organization. These abilities allow you to solve problems quickly and easily, communicate your conclusions to others compellingly, and plan strategic moves and consequences. People with this particular combination of abilities often enjoy functioning in an expert role. They are able to deal with problems quickly and help others understand the solution. They can combine more rapid non logical problem solving with more rigorous, logical and linear problem solving.

Strong Idea Productivity can help not only with problem solving, since it allows you to come up with many possibilities, but also with communicating, since you are more easily able to think of different ways to put your ideas so that people will understand them. This can help in situations in which you are teaching or convincing others of the rightness of your ideas.

Your score in Spatial Relations Visualization makes it easy for you to relate to both the tangible and intangible world. Your higher score in Spatial Relations Theory reinforces the strength of your moderate score in Spatial Relations Visualization, indicating that you may well possess significant spatial ability. This means that you will in all likelihood enjoy work that involves the real world in some way. Jobs that are completely abstract and that deal with ideas rather than things may



Your Scores (black dots) Relative To Required Ability Range

feel a bit unreal to you. You may enjoy work more that has a `hands on' feel to it. Your score in Spatial Relations Theory allows you to understand the systems of organizations and groups. You are able to enjoy thinking about the `why' as well as the `what' of a problem or situation in systems. This combination of driving abilities is seen quite often in people who consult face to face as an expert for others. Medical doctors, architects, and consulting engineers all use this pattern of abilities. In addition, it is often used by research scientists, professors, and people who must make on the-spot diagnoses of problems in systems, equipment, and operations.

Careers to Explore for Idea-rich Consultative Structural Problem Solving

Organized by Job Families which are groups of occupations based upon work performed, skills, education, training and credentials.

Architecture and Engineering

Architects

Fire-Prevention & Protection Engineers

Industrial Safety & Health Engineers

Education, Training, and Library

Farming, Fishing, and Forestry

Arts, Design, Entertainment, Sports, Media Forest & Conservation Workers

Producers

Business and Financial Operations

Claims Examiners, Casualty Insurance

Market Research Analysts **Labor Relations Specialists**

Logisticians

Logistics Analysts

Computer and Mathematical

Mathematicians

Software Developers, Applications

Construction and Extraction

Solar Energy Installation Managers

Architecture Teachers, Postsecondary

Healthcare Practitioners and Technical

Family & General Practitioners **Neurodiagnostic Technologists**

Neurologists

Obstetricians & Gynecologists

Pediatricians, General

Physical Medicine & Rehab Physicians

Veterinarians **Urologists**

Life, Physical, and Social Science

Medical Scientists Neuropsychologists **Atmospheric & Space Scientists**

Food Science Technicians Survey Researchers

Management

Chief Executives

Chief Sustainability Officers

Social & Community Service Managers

Wind Energy Operations Managers

Personal Care and Service

Morticians & Funeral Directors

Protective Service

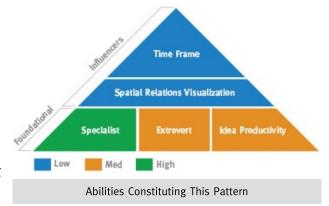
Private Detectives & Investigators

Security Guards

Selling-Specialized

This pattern combines the Detailed Communicator Personal Style (Specialist, Extrovert) with rich idea generation (Idea Productivity) within the intangible world (lower Spatial Relations Visualization) and within a timeframe of no longer than 5 years (Timeframe Orientation). People with this combination enjoy autonomy and independence as well as connecting with people.

Specialists are typically more comfortable when focusing on products within a narrow or specialized scope requiring in-depth product knowledge. For example, a



medical salesperson needs to know an extensive amount about their specific product and all of its possible uses as opposed to a clothing supplies salesperson that may have hundreds of products to sell. You are a self-starter who is motivated by having a task and the freedom to do it your way. Your Extroversion enables you to easily connect with others and stay on track. A Timeframe Orientation that extends up to 5 years is helpful to people with this pattern because the sales cycle can be lengthy. In addition, success is often based on developing relationships with customers over a period of time.

Idea Productivity enhances positions requiring "sales", whether it is selling ideas or tangible products. Even mid-range Idea Productivity demands to be used. Most roles in organizations do not require a high level of it. One exception is a role that requires a direct response to people's needs and then finding different ways to convince others of a solution. Think of selling in this broad context. Any time you listen to someone's needs, come up with alternative ideas, articulate those ideas so they are understood, and successfully change their minds, you are using this complex group of abilities. You have persuaded them to agree with your assessment and accept your solution, which means you have sold them.



Your Scores (black dots) Relative To Required Ability Range

The lower your Spatial Relations Visualization ability, the better you may function in advising, consulting, and

counseling roles where there is a premium placed on intangibles. The more mid-range your ability, the easier it is to facilitate understanding between those who relate best to the tangible world and those who relate best to the intangible world.

Careers to Explore for Selling-Specialized

Organized by **Job Families** which are groups of occupations based upon work performed, skills, education, training and credentials.

Business and Financial Operations

Agent, Business Manager

Credit Counselor

<u>Fundraiser</u>

Loan Counselor

Personal Financial Advisor

Healthcare Practitioners and Technical

Medical & Clinical Laboratory Technicians

Management

Public Relations

Production

Medical Appliance Technicians

Sales and Related

Advertising Sales

Demonstrators & Public Promoter

Insurance Sales Agent

Real Estate Sales Agent

Sales Agent, Financial Services

Sales Engineer

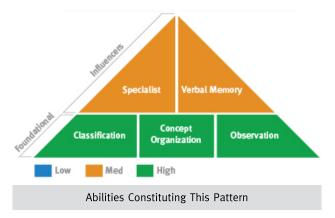
Sales Mgr, Technical & Scientific

Sales Rep, Wholesale & Mfg

Solar Sales Representative

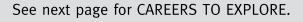
Investigating- Planning

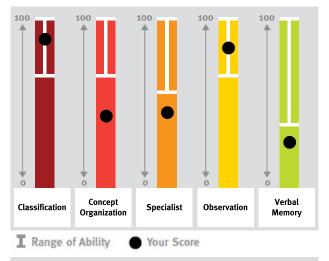
This pattern combines a Specialist orientation with a Consultative problem solving style (Classification and Concept Organization), an ability to remember what is read (Verbal Memory) and acute Observation. People with this pattern naturally apply their foot-wide/mile deep approach to seeing details that others might miss and then quickly ascertaining how the pieces fit together. This combination results in a natural attentiveness to visual details related to plans, progress toward goals, or the creation of a scenario from limited pieces of visual information.



This complex set of abilities enables you to conduct investigations and inquiries. You are a logical thinker, able to take what you have observed and make the connections needed to begin the investigation. Next, you can create a plan of action and then communicate the results. Verbal Memory allows you to sift through written material and retain information. This is helpful as you use the diagnostic side of your problem solving (Classification) to make connections with information you have read.

You have strong abilities for investigation and work roles in criminal justice or the legal profession. Many other occupations might interest you as well. This ability pattern itself is a broad set of seemingly unrelated tools that can be used in industries as diverse a library science and zoology. Any career that depends on rapid and logical problem solving, keen observation, and the ability to dig deep into an idea will satisfy you. Review your personal style characteristics for clues about careers where you might feel some natural draw. An Introvert with a Specialist orientation might draw you to careers in writing, planning, or analysis, which depend on working independently. An Extrovert may be more comfortable in people-oriented careers such as financial planning or news reporting.





Your Scores (black dots) Relative To Required Ability Range

Careers to Explore for Investigating- Planning

Organized by **Job Families** which are groups of occupations based upon work performed, skills, education, training and credentials.

Arts, Design, Entertainment, Sports, Media Business Intelligence Analyst

Broadcast News Analyst

Editor

Reporter & Correspondent

Business and Financial Operations

Auditors

Business Continuity Planners

Claims Examiners

Coroner

Energy Auditors

<u>Financial Examiners</u>

Fraud Examiners, Investigators

Insurance Adjuster, Investigator

Market Researcher

Credit Analysts

Environmental Compliance Inspector

Financial Analyst

Government Property Investigator

Computer and Mathematical

Actuaries

<u>Biostatisticians</u>

Education, Training, and Library

Librarian

<u>Criminal Justice Teachers</u>

Farming, Fishing, and Forestry

Agricultural Inspectors

Healthcare Practitioners and Technical

Speech Pathologist

Legal Lawyer

<u>Paralegal</u>

Title Examiner

Life, Physical, and Social Science

Archeologist

Economist

Environmental Restoration Planner

Forensic Science Technician

Anthropologist

<u>Transportation Planner</u> <u>Urban & Regional Planner</u>

Zoologist

Management

Compliance Managers

Emergency Management Planner

Geothermal Production Managers

Office and Administrative Support

Bill & Account Collectors

Billing, Cost, & Rate Clerks

Brokerage Clerks

Protective Service

Criminal Investigator

Fire Investigators

Intelligence Analyst
Police Detective

Fire Inspectors

Immigration & Customs Inspector

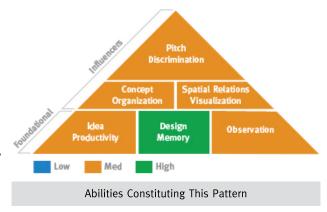
Private Detectve & Investigator

Transportation and Material Moving

Aviation Inspectors

Media Creative

This pattern combines rich idea generation (Idea Productivity) and Analytical Problem Solving (Concept Organization) with powerful Visual abilities (Design Memory, Observation) and a general heightened sensitivity (Pitch Discrimination) in the tangible world (Spatial Relations Visualization). The core of this combination is visual creativity, the combination of Design Memory, Observation and Idea Productivity. In our highly visual world, there is a constant need for new and creative ideas. Outside of the arts, industries everywhere require medium to high Idea Productivity and will reward its use generously. Brainstorming is a

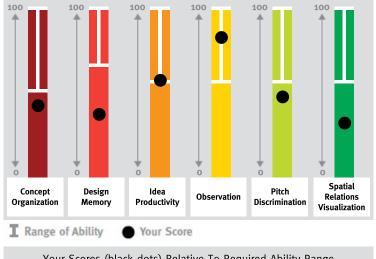


regular activity in media oriented industries, and Idea Productivity is one of the best abilities for a fast paced brainstorming session.

In addition to the visual abilities, the musical ability of Pitch Discrimination enhances sensitivity to and comfort with the key elements of media and design.

Concept Organization is the key ability in writing, planning and communication, and provides an advantage in writing copy, planning campaigns, and most importantly communicating any ideas in a logical and clear manner. Although advertising is an abstract and conceptual industry, every project has a tangible outcome that will greatly appeal to a person with Spatial Visualization.

A Specialist orientation, while not necessary, is often rewarded in creative careers as clients are often seeking new, unique, and distinctive ideas to communicate individuality. The clients want to set themselves apart from the herd of competitors, and need a specialist to look beyond the norm to achieve the competitive



Your Scores (black dots) Relative To Required Ability Range

edge. A Generalist orientation can be helpful in creative industries as an account executive or in managing a team of Specialists.

Careers to Explore for Media Creative

Organized by **Job Families** which are groups of occupations based upon work performed, skills, education, training and credentials.

Architecture and Engineering

Geodetic Surveyors

Arts, Design, Entertainment, Sports, Media

Art Director
Copy Writers

Commercial Designer

Director, Stage, Motion Picture

Fashion Designer
Film & Video Editor
Fine Artist, Illustrator
Floral Designers
Graphic Designer

Multimedia Artists & Animators

Photographer

<u>Set and Exhibit Designer</u> <u>Sound Engineer Technician</u>

Technical Director

Computer and Mathematical

<u>Video Game Designer</u> <u>Web Developer</u>

Education, Training, and Library

Art, Drama, Music Teacher Instructional Designer

Healthcare Practitioners and Technical

Diagnostic Medical Sonographers

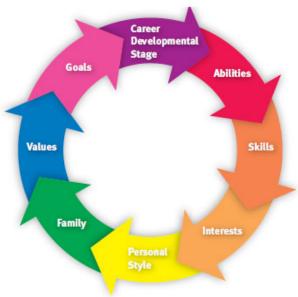
Management Advertising

VIII. Next Steps

Highlands' Whole-Person™ Approach

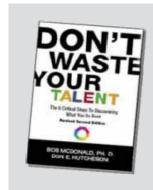
Highlands considers natural abilities *one* of 8 important factors you need to take into account while exploring your work options. In fact, we do not recommend making work-related decisions based on your abilities alone. We recommend you consider *your*:

- Natural Abilities what comes naturally to you
- Skills what you've learned or can learn how to do
- Interests what fascinates you
- Personal Style how you interact with others
- Family of Origin family influences
- Values what is important to you
- Goals your ideas about your future
- Stage of Career Development where you are in your life and education as well as the amount of experience in the work place



"Our Program is multidimensional. We don't settle for a simple picture of who you are. You are more than your personality, more than your interests, more than your values, even more than your natural talents. If you don't take a whole picture of yourself into account, you run the serious risk of getting into a job or career that will end up feeling as though it doesn't fit you at all." (McDonald et. al., DWYT)

For a fuller description of the Highlands Whole-Person™ approach, see the Highlands book:



Don't Waste Your Talent:

The Eight Critical Steps To Discovering What You Do Best

www.HighlandsLifeandCareerCenter.com

Consult Your Highlands Affiliate

Your Highlands Affiliate is an active partner in your career exploration. The more effort you put in, the more your Affiliate can help. Your Affiliate will help you understand the benefits of making the following shifts in how you approach your results, and how you can make educational and career choices now and in the future:

Move from thinking

Move to thinking

There is an answer or formula that an expert can provide to tell me what I should be or do	By understanding myself in terms of my abilities and other factors, I can choose and explore multiple options to determine the best fit
There is one "right", "best" or "ideal" ability profile	It is important that I understand my profile and how to best use my strengths
There is a perfect job/career	There is a job or career path that may fit me now and as I grow in my career
There is only one way to do a job	What is my best way of accomplishing specific job responsibilities
Jobs don't change	Because jobs and careers can change, I need to be aware of how my strengths fit and what, if any, skills I need to build
Personal circumstances don't change	Because personal circumstances can and do change I need to be aware of my personal style and abilities to learn to adapt to changing circumstances
The right job will just show up	I need to take action and explore options

Explore Your Interests

Abilities and interests go hand in hand. Abilities provide the potential for doing things well and interests provide the motivation and energy to use those abilities. Most of the time, a strong ability will assert itself and you will use it in a variety of ways without ever thinking about it. Sometimes, however, a strong ability may remain dormant due to lack of interest in applying it or lack of experience in using it. Conversely, a strong interest can provide the motivation to develop a particular skill even if your aptitude is low or moderate.

Take playing basketball as an example. Those who have a natural ability to play, and an interest in doing so, may play the game well with little effort. Those who have the natural talent and have never tried playing may not know their capability, while others with this natural talent may have no interest in playing. Either way, their natural talent for playing basketball will not be demonstrated. There is also a group of people who become very good basketball players through practice, practice, practice even though their natural talent is low to moderate.

If you've never explored your interests or if you are curious about the alignment of your abilities with your interests, you can begin by going to the free Interest Inventory published by the US Department of Labor on the O*Net website at http://www.mynextmove.org/explore/ip. The O*NET is the nation's primary source of occupational information. You can also work with your Highlands Affiliate who may have additional inventories and activities to explore your interests.

Seek Out Experiences Or Talk To People With Experience

Building self-awareness is key to your success. Success in college, success in the world and how much you enjoy your life will be determined by how well you know yourself. Knowledge about your natural abilities is at the foundation. Knowledge about other internal factors is key.

Awareness of how each factor works for you and how all factors work together will only come from seeing them in action. That's why proactively seeking out experience is critical.

You may consider volunteer work, clubs, committees, work-study programs, co-op programs, job shadowing, informational interviewing/surveying, part-time jobs, community service, and non-credit classes. You can tinker with computers, machines, equipment, instruments, artistic mediums, and other hands-on materials. You can run for office in a club, try your hand at public speaking or perform in a school or community play. Whatever experiences you have will help you expand or refine your career exploration.

Alternatively, take every opportunity you get to talk to people who are working in career fields that interest you. Develop a list of questions that will help provide you with the information you need to expand or narrow your search. Whether you take advantage of job fairs and speakers, or ask friends and family for people to talk to, this is an important way to gather realistic information and may even provide additional avenues to explore.

Your Highlands Affiliate can help you be proactive in your choices. Work with your affiliate to identify options to explore based on your unique self. You can feel confident about the talents identified by the HAB. You are equipped with a language to connect what you know about yourself to the world of work. Now it's up to you to use it!

"Some people use their talents: others ignore them. Our philosophy is this: TAP INTO YOUR TALENTS – DON'T WASTE THEM, they are your hard-wired key to personal and professional success" (McDonald et. al., DWYT)

CREDITS

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