



University of  
South Australia



# STUDENT WORKBOOK

Choosing a career that's right for you

Name:

School:

Year Level:

Date:

## Welcome to your MyCareerMatch Workbook

**This workbook is designed to help you explore what you want to be and what careers best match your personality profile.**

Finding the right career is all about understanding what you enjoy doing most. By using your personality profile, you will be able to explore a range of different careers that will compliment your natural talents. You might even discover some careers that you have never considered before. Plan to be surprised!

### The right mindset

Whatever career or occupation you choose, it's important to have the right mindset. You must bring passion, hard work and commitment. The one thing that all successful people have in common, is that they are determined to have a real impact in their field of work and be the best they can be.

## Personality styles - D.P.S.A<sup>®</sup>



MyCareerMatch talks about four basic personality styles - *Driver*, *Promoter*, *Supporter* and *Analyser*. When blended together in varying percentages, they make you who you are. One style is not better than the other. These styles define the way you act, think, learn, socialise and behave.

"Who you are" goes beyond these four personality styles. It's also about how you were raised, your home life, family heritage, religious upbringing, education and life experiences. If you imagine that "who you are" is like an iceberg, then the part people see above the water is your personality style.

## Personality styles explained



**DRIVERS** have a high desire to achieve. They are self-motivated, independent and highly individualistic. They like a fast-paced environment. They are competitive and like to be challenged. Most of all, they want to be in control and do things their way.



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



**SUPPORTERS** are dependable, practical and kind people. Most of all, they are patient and want to help others. They like to work in teams and dislike rapid change. They prefer a secure and constant environment that is conflict free.



**ANALYSERS** are perfectionists who look to systems, rules and order within a structured environment. They like accuracy and precision. They are reserved, detailed and logical.

# Your personal profile

## Step 1

Get your MyCareerMatch Report and go to the **Style Intensity Graph** on page 3. Then, capture the percentages of each of your four personality styles below.

As an example, the graph on the right indicates that this person is a **Promoter Driver** – Driver 75%, Analyser 40%, Promoter 100% and Supporter 40%.

Write down your intensity percentages

**DRIVER:**

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**PROMOTER:**

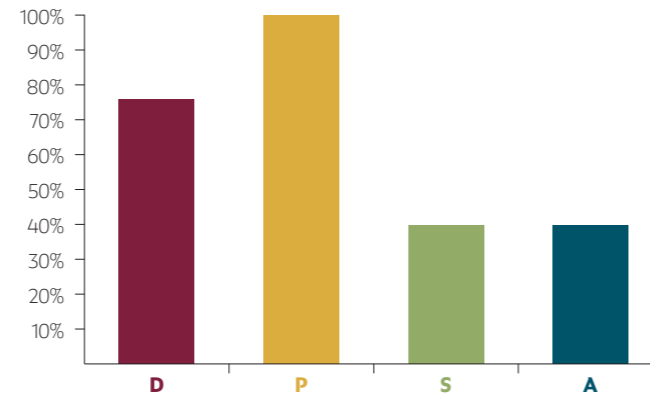
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**SUPPORTER:**

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**ANALYSER:**

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Example: MyCareerMatch Style Intensity Graph

Write a sentence that describes you

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Highlight your percentages

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

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Example: MyCareerMatch Percentage Chart

## Step 2

Plot your percentages by highlighting them on the chart on the next page.

## Step 3

Looking at your highlighted words, choose one or two from each section (starting with your highest percentage) and write a sentence to describe you on the next page.

Here is an example:

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

It's important to explain here, that if you have a low Supporter percentage, it doesn't mean that you don't help or encourage others. It means that you are more decisive and action orientated.

## Describing me

Reflecting on your MyCareerMatch Report, write four statements that describe you the most in each of the following sections.

### My work related strengths are:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

### Qualities I bring to a job:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

### Things I like:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

### What people admire about me:

1 \_\_\_\_\_





2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

## Personality strengths and weaknesses

All four personality styles have their own strengths and weaknesses. For personal growth, it's important to know what your own strengths and weaknesses are. Some people are good at some things and others are not. By knowing what you are good at, you can then focus on these to build your career. You should also understand your weaknesses because these can let you down and really limit your opportunities.

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

## My behaviour

*In the space below, capture the strengths and weaknesses that you think apply to you.*

Be honest here and look at yourself objectively. Go through the chart on the previous page and really reflect on the different strengths and weaknesses listed in your personality style.

### My strengths:

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_

### My weaknesses:

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_

## My natural skills

*In the space below, list four natural talents that you have.*

These talents are the things that you do well and that feel easy and comfortable. Examples include, drawing, singing, fixing things, caring for animals, sports, and so on.

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_

## How I can make a difference

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

### At work

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

### At home

You make a difference at home and in your personal relationships by knowing the key elements of your personality and how your strengths and weaknesses can impact others.

### In your community

You can make a difference in your community by actively volunteering or dedicating your time to causes that you are passionate about and that fit with your natural abilities.

*In the space below, list the four areas that mean the most to you and where you feel that you could make a difference – at work, at home and/or in your community.*

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_

## My skills

*In the space below, list four skills that you have developed well.*

Skills are things that don't necessarily come naturally, but you have had to learn. For example, playing an instrument, speaking another language, solving mathematical equations, and so on.

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_

## My hobbies

*In the space below, list four hobbies or “out of school” activities that you do.*

Your hobbies are no less important than your learned skills and natural talents. Hobbies tell you a lot about what you like to do. You may think that hobbies are just spare time activities, but hobbies can play a big part in defining your career pathway.

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

## My family and friends

Think about the Dominant personality styles of people that are close to you. How do these people act most of the time? Are they good with people or better with tasks? Do they get things done quickly or do they take their time? Are they outgoing and fun or do they keep to themselves? Are they ready for new adventures or do they like things to stay the same?

*In the space below, identify the traits in their Dominant personality style that describe them best. If you are unsure, refer to the style descriptions on page 3.*

Person you know	Their personality style
Parent	
Parent	
Sibling	
Sibling	
Best friend #1	
Best friend #2	
Favourite teacher	
Career adviser	

## Career opportunities

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

It’s important to note that there are successful people of all styles in all occupations, however certain occupations are more satisfying to particular personalities.

- For **DRIVERS**, the ideal career is where they can make decisions, set goals and measure results.
- They enjoy power, control and independence.
  - They function best when carrying out responsibilities with authority.
  - They don’t like too much detail and are big picture people.
  - They are comfortable with change and accept responsibility for their actions.

- For **PROMOTERS**, the ideal career involves people.
- They are outgoing extroverts who enjoy the company of others.
  - They are creative and have an ability to communicate and persuade others.
  - They enjoy working with people, motivating, representing, lobbying and influencing others.
  - Promoters are friendly and optimistic.

- For **SUPPORTERS**, the ideal careers are those that involve people, service and information.
- They are easy going people.
  - They enjoy working in a secure team environment that requires repetitive tasks or processes.
  - They enjoy following routines and instructions and like to help others solve problems.
  - They are naturally cautious and function best in a stable and non-confrontational environment.

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

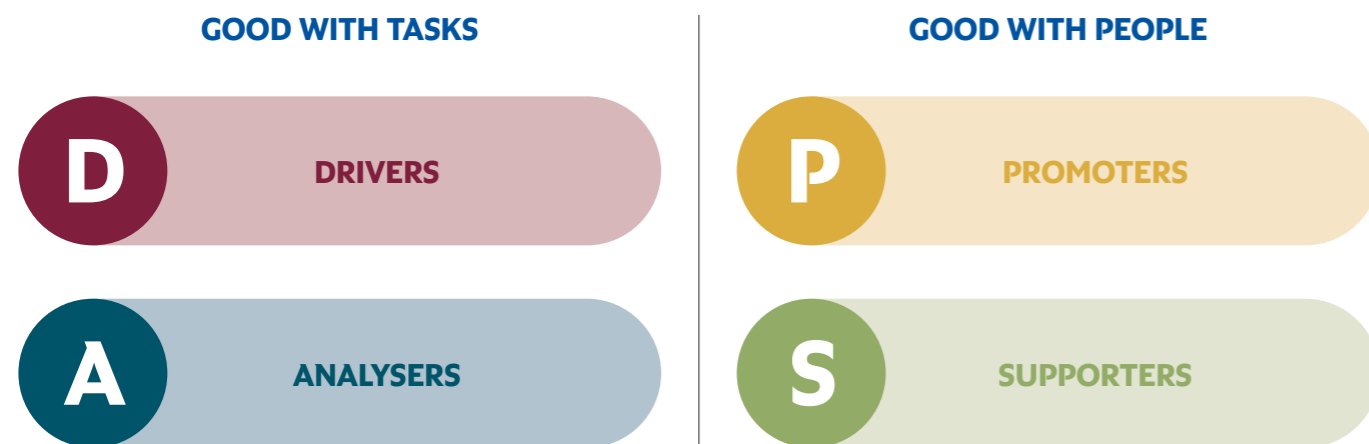
## Career matching

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

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

If you are attracted to **TASKS**, then careers that involve sciences, technology, research, education, medical services, finance, statistics, construction, engineering and agriculture are best. These are jobs that are more related to systems and processes, rules and procedures, along with research and analysis.

Many of you will be a combination of both. This means that you can do both types of work when required, but you favour your Dominant style ahead of your Backup style. As an example, if you are a Promoter/Analysers you are typically good with **PEOPLE** and **TASKS**. You have a skill of making the complicated easy to understand.



Circle what your personality style is most attracted to

My **Dominant** style is attracted to: **Tasks** or **People**

My **Backup** style is attracted to: **Tasks** or **People**

## Choosing a career

What jobs interest you?

What school subjects do you like most?

What school subjects are you good at?

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

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

## How to decide

### Rules to follow when choosing your subjects

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

**INTEREST** - choose subjects you enjoy.

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

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

### Good decision-making

Recognise this as an important decision and take time to consider all your options. Ask yourself the following questions:

- What subjects are available?
- What subjects interest me?
- What subjects am I good at?
- What subjects do I need for further study?

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

### Bad decision-making

It's important not to choose subjects because of the following:

*Your friends are taking it.*

Your friends may have different abilities, interests and motivations to you.

*Your favourite teacher is teaching it.*

Teachers often change classes or even schools.

*You want to go on a particular excursion.*

This won't be enough to motivate you throughout the year.

*You've heard it's a "bludge" subject.*

If someone tells you a subject is a bludge, chances are that they are bludging and will probably do poorly.

*You need to do it even though you hate it.*

If you need to do a subject as a prerequisite, remember that there will be more of it in the course you choose!

*Boys/girls don't do that subject.*

There are no subjects that favour boys or girls, it's up to the individual.

## Action planner

### What are my career goals?

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

My dream career / job / position:

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

Take a look at your career goals and determine what level of education, skills and training you will need. It's important to keep these four points in mind:

**1. What type of degree or qualification will I need?**

(i.e. diploma, certificate, bachelor's degree, master's, PhD).

**2. What skills will I need to learn?**

(i.e. language, organisational, sales, technical, artistic, communication).

**3. What hands-on training will I require?**

(i.e. computer, medical, legal, trades).

**4. What people and resources can help me to achieve my career goals?**

(i.e. work experience, volunteering, teachers, career advisers, counsellors, student organisations, universities, TAFE, trade schools, internet, parents, relatives, mentors.)

Education, skills and training I need:



Let's discover your family's career ancestry.  
 If a relative has had more than one job, list the two most recent or longest employed.

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