

Working with Information, People, or Things

Jobs generally involve working with information, people, or things. To determine which category is most likely to be of interest to you, check the characteristics that appeal to you.

Information--Working with Data, Knowledge, or Concepts

- ___ Observing: Paying careful attention to and keeping track of details; being observant studying; concentrating
- ___ Comparing: Proofreading; discovering differences and similarities
- ___ Copying, Storing: Entering data; keeping records; addressing; posting; copying; recording; memorizing
- ___ Computing: Dealing with numbers; performing simple or complex arithmetic; keeping financial records; word processing
- ___ Researching: Investigating; surveying; inventorying; compiling; composing; classifying; reporting
- ___ Analyzing: Examining, reasoning; testing; evaluating; proving; interpreting
- ___ Organizing: Giving a definite structure and working order to things
- ___ Visualizing: Fine sense of rhythm; illustrating; photographing; sketching; designing
- ___ Improving, Adapting: Taking what others have developed and applying it to new situations
- ___ Planning, Developing: Determining the sequence of activities based on pertinent data or requirements and carrying out the plan

People--Working Individually with Humans or Animals

- ___ Taking Instructions: Listening to directions and carrying out the prescribed action
- ___ Serving: Answering implicit or explicit wishes or needs of others
- ___ Sensing, Feeling: Understanding through intuition; showing sensitivity to others
- ___ Communicating: Speaking or listening to others; interviewing; writing; giving instructions
- ___ Persuading: Influencing; inspiring; convincing; motivating; raising funds; promoting
- ___ Managing, Supervising: Determining goals; coordinating; managing; directing; controlling

- ___ Negotiating, Deciding: Working well with all people; treating people fairly; resolving problems; compromising
- ___ Advising, Consulting: Giving advice based on your expertise
- ___ Training: Giving new information or ideas to people through lecture, demonstration, or practice

Things--Working with Such Inanimate Objects as Substances, Equipment, or Products

- ___ Handling Objects: Lifting; carrying; moving; sorting; delivering
- ___ Working Outdoors: Plowing; planting; grounds maintenance
- ___ Loading or Emptying Machines: Stacking; loading; emptying; removing
- ___ Using Tools: Manipulating hand tools in the kitchen, on the grounds, or in a shop
- ___ Operating Vehicles: Driving or regulating controls
- ___ Minding Machines: Monitoring, adjusting, and servicing machines
- ___ Operating Equipment: Checking; controlling; adjusting; cleaning; refilling
- ___ Precision Work: Key punching; tuning; adjusting; having great finger dexterity
- ___ Setting Up: Preparing; building; assembling; displaying; installing
- ___ Repairing: Putting something back into good operating condition.

Which category did you check most often? You should do more research on jobs in that category to determine whether those are the kinds of careers you would enjoy.