

# Pathway Planner<sup>®</sup>

## User's Guide

## Introduction

The Pathway Planner® (PWP) is an assessment battery designed to aid users in career exploration. The User's Guide introduced the PWP, explains the report, and outlines how it can be used for career guidance. The assessment is composed of three parts, Thinking Style, Personality Traits, and Interests and the results are compared to the characteristics of successful individuals from approximately 800 careers to determine what jobs would be a good fit for each PWP respondent. The report lists the jobs that match the respondent from all three sections of the assessment as well as the experience and education level the respondent has or is willing to obtain.

Please remember that as you use the PWP, and questions arise, support is available to you from your Profiles account representative.

## Understanding & Using the Pathway Planner

The PWP report lists the jobs the user most likely has the best chance of being successful in, because they are a lot like successful individuals who currently hold those jobs. Careers in different fields require different people. The Pathway Planner identifies the user's characteristics and shows the careers for which they are a natural fit. Research has shown that employees who are well fit to their positions are not only more satisfied with their jobs, but also more successful.

In addition to providing users with a list of careers for which they are a, the Pathway Planner also provides resources for the user to investigate the careers suggested to them.

As part of the Profiles International, Inc. line of products, the Pathway Planner is designed to offer its users a way to explore careers that would be a good fit for who they are. The PWP can be used for any individual interested in exploring careers that fit with their behaviors and interests. For example, parents and students can use the report to explore careers and plan for the student's educational advancement. Students completing their education can use the PWP to explore career opportunities within a specific field to fit with their interests. Even individuals looking to change their career can use the PWP to determine a new field in which they have the best chance for success.

The users' characteristics are identified by the ProfileXT® (PXT), a psychometric instrument in use for over 30 years by over 600,000 job applicants and incumbents. This group represents a diverse cross

section of ages, ethnic groups, income levels, education levels, job titles, companies, and industries. The PXT is the product of collaboration between several test development psychologists and specialists coordinated by Profiles International, Inc. The PXT assesses three key areas (Thinking Style, Personality Traits, and Interests) to evaluate who an individual is and how well they fit into a particular job. Through a comprehensive review of the user's Thinking Style, Personality Traits, and Interests, we expand our ability to discover which areas will be most effective in determining job fit for a given position.

## Reading the Pathway Planner® Report

The Pathway Planner report is presented clearly and requires no interpretation beyond the printed report. The report is designed for the user, with clear language and explanations of the different parts within the report. The report contains three main sections, described below.

### The Pathway Planner Results

The first section of the report provides an overview of the user based on the responses to the assessment. This section of the report presents the results of each scale in a narrative form, with brief descriptions of each of the scales accompanying the results. The following sections are found in the Pathway Planner® results section.

#### Thinking Style

The Thinking Style section measures the users' understanding of words and numbers and how they use each as a part of the reasoning process. It forms the foundation for problem-solving, communication, interaction, and learning skills used on the job. This section provides the user with information about their expected learning, reasoning, and problem-solving abilities.

#### Personality Traits and Activities

Personality Traits help define who we are by influencing our behaviors. As our strengths and the combinations of our personality traits vary, so do our behaviors. This assessment measures some of the traits known to be important in work settings. Descriptions of the user's typical behaviors are reported in the Personality Traits section, based on the user's assessment results.

**Interests**

It has been determined there are six interest areas effective for predicting an individual's motivation and how satisfied they would be in various job positions. Each interest area defines a category of activities that identify the unique aspects of work environments. The theories of Dr. John L. Holland were an essential guide for the development and interpretation of these Occupational Interests. The PWP identifies which of the six interest themes are most likely to motivate the user while on the job.

**Career Pathway**

The Career Pathway section presents the results of the comparison of the user's characteristics with those of successful individuals in different jobs, listing possible career choices that match the user.

When taking the assessment, respondents are asked to select three career fields from a list of 16 career categories they are most interested in exploring. The PWP report lists jobs in those three fields that are a fit to the user's profile and educational background or goals.

**Linking Pathway Planner to Your Future**

The Linking Pathway Planner to Your Future section provides additional information to aid in the users' career exploration beyond the information provided in the report. This section includes a guide for using some of the information in the report and instructions for navigating the Occupational Information Network (O\*Net). The report also provides some other internet sources for career exploration and suggestions for how to utilize the user's personal network.

## Scale Descriptions

The following tables describe the scales from the Pathway Planner report sections in greater detail.

### Thinking Style

**Learning Index** - an index of expected learning, reasoning, and problem solving potential.

### Personality Traits

**Energy Level** - tendency to display endurance and a capacity for a fast pace. This scale deals with issues such as efficiency and time utilization.

**Assertiveness** – tendency to take charge of people and situations. Leads more than follows. Identified as a measure of generalized influence. It is often associated with expressing confidence.

**Sociability** – tendency to be outgoing, people-oriented, and participate with others. A strong measure of social presence. It directly relates to one's desire for group associations. This trait relates to maintaining interpersonal contacts and group activities.

**Manageability** – tendency to follow policies, accept external controls and supervision, and work within the rules. Suggests a strong relationship to social responsibility and stability. It is a measure of how one reacts to the limits placed by authority and the acceptance of established procedures.

**Attitude** – tendency to have a positive attitude regarding people and outcomes. Measures the degree to which one is willing to trust others. It relates to the tendency to suspend judgments about others.

**Decisiveness** – uses available information to make decisions quickly. Reflects how confident someone is for accepting the risk of making a decision in a timely fashion using what information is available at the time.

**Accommodating** – tendency to be friendly, cooperative, and agreeable. To be a team person. Often associated with concern for group accountability. A willingness to consider the needs and ideas of others is typical.

**Independence** – tendency to be self-reliant, self-directed, to take independent action, and make own decisions. Defines the manner in which an individual prefers to be directed by others and one's potential to accomplish tasks with minimal supervision.

**Objective Judgment** – the ability be objective in decision making. Reflects the willingness to prefer either observable information or intuition in decision making. This is often referred to as the balance between thinking through the details of a situation and going with one's feelings and intuition.

## Interests

**Enterprising** - indicates an interest in activities in which one uses persuasiveness and enjoys presenting ideas and leading others.

**Financial/Administrative** - indicates interest in activities that involve the organization or coordination of information, the administration of business procedures, the processing of financial data, conventional office routines, etc.

**People Service** - indicates interest in activities that involve helping people, tending to the welfare of others, reaching compromises, working with others, etc.

**Technical** - indicates interest in activities that center on scientific and technical activities, research, and intellectual skills.

**Mechanical** - indicates interest in activities that involve applied vocations with tools and machinery as well as work that involves various trades or the outdoors.

**Creative** - indicates interest in activities where one may be imaginative, original, and artistic.

## Administering the Pathway Planner

All Profiles assessments are available for administration online, via the Profiles Assessment Center™. Please consult the *Assessment Center Guide* for information on scheduling and administering an assessment. Instructions are also provided for communicating with those who will be completing the assessment. This information can be found at <http://www.profilesinternational.com>. As always, if you have questions regarding the Pathway Planner or any of Profiles' assessment tools, please contact your Profiles account representative.

On occasion some clients will administer the Pathway Planner® in person. Follow these steps when working with someone completing the Pathway Planner in person:

1. Read this entire guide before using the Pathway Planner assessment.
2. Administer the Pathway Planner to everyone under similar conditions.
3. Provide them with a comfortable testing area that is quiet, well-lit, and free from distractions.
4. They should be prepared for the assessment (wearing glasses, if required, etc.) and feeling well, not overly tired, nor under unusual stress.
5. Those completing the assessment should be able to read at the 6<sup>th</sup> grade level or higher.
6. Ask them whether they have special requirements or need assistance to complete the assessment.
7. This assessment should take approximately 60 minutes. However, there is no exact time limit for completion.