



Career Navigator Report

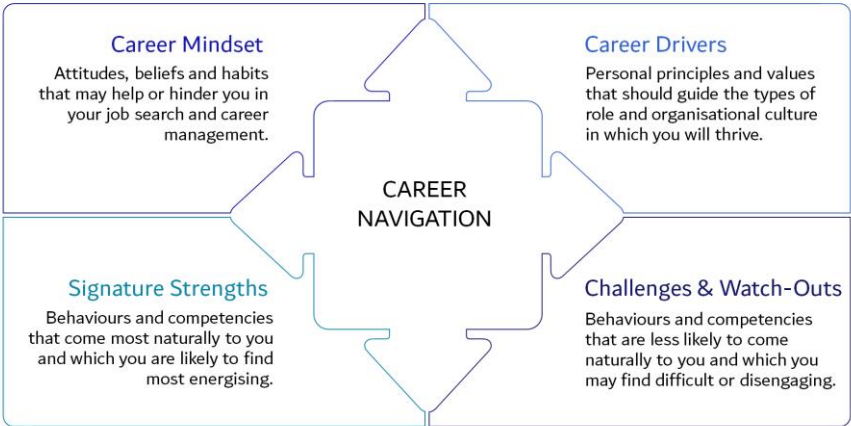
Sam Sample
July 27th 2020

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Introduction

The purpose of your Career Navigator report is to provide you with a structured approach to increase your self-awareness and to craft a personalised career action plan. The information provided is based on your responses to a series of psychometric questionnaires which measured your preferences, attitudes and values.

Whether you are at the start of your career, exploring opportunities for promotion within your current organisation, or in a period of career transition, this report is designed to help focus and guide your career decisions based on the four key areas described below:

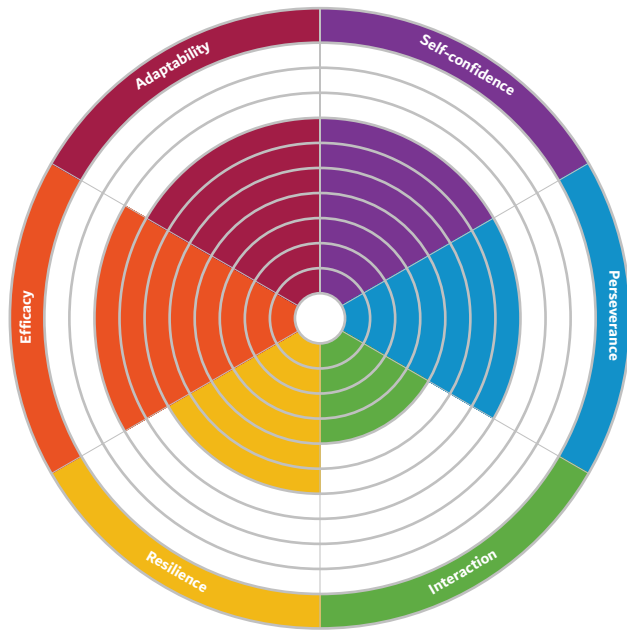


Please keep the following points in mind when interpreting this report:

- Your Career Navigator report is based on your responses to the psychometric questionnaires completed on July 27th 2020.
- Significant changes in your work or personal life can influence your character and values over time. The information should be considered valid and interpretable for 12 – 18 months, after which it may be less relevant or reliable.
- The report does not provide definitive measures of the dimensions covered. Rather, it presents hypotheses for you to explore and validate further.
- This report is confidential to you, however you are encouraged to share with friends, family, colleagues and others who know you well in order to understand their perspective and further increase your self-awareness.

My Career Mindset

The image below shows your Career Mindset profile. A deeper dive is presented to the right. Strength of mindset is measured on a 10-point scale on the circumplex below (colour shading toward the outer edge represents a stronger, more helpful mindset).



What is Career Mindset?

Your attitudes, beliefs and habits can both help and hinder you throughout your career journey. We call this your Career Mindset, which is represented in the ASPIRE model shown below.

- **(A)daptability** - Being open-minded about change and staying positive despite the uncertainty presented during career transition.
- **(S)elf-confidence** - Believing in yourself and being confident in your own strengths, skills and capabilities.
- **(P)erseverance** - Being determined to achieve career goals and persevering to overcome challenges experienced during career transition.
- **(I)nteraction** - Seeing the value in relationships and being proactive to connect with different career stakeholders.
- **(R)esilience** - Being able to recover and move on from setbacks and disappointment experienced during career transition.
- **(E)fficacy** - Feeling that you have control over your career journey and that you are able to influence your future.

Mindset Enablers & Saboteurs

To develop on your career journey, it is important to understand the aspects of your Career Mindset that are Career Enablers (aspects that serve and help you) or potential Career Saboteurs (sabotaging aspects that may limit or undermine you).

Career Enablers

Aspects of your mindset that will support you in your career journey:

- **Adaptability** - You tend to be open-minded about change and tend to stay positive despite the uncertainty and ambiguity it presents. Through career transition, you are likely to adopt a mindset of openness and flexibility, focusing on the opportunities presented by change.
- **Self-confidence** - You tend to believe in yourself and have confidence in your own strengths, skills and abilities. Through career transition, this confidence will help you retain your self-esteem and see the value you can bring to new roles and opportunities.
- **Perseverance** - You tend to be determined to achieve your career goals and you are likely to persevere to overcome challenges. Through career transition, this quality will be very beneficial in ensuring that you keep focused on your goals, even where you experience setbacks and obstacles.
- **Resilience** - You tend to be able to recover and move on from setbacks and disappointment. During career transition, your resilience will help ensure that you are able to remain focused and mentally strong even when you experience challenges and things do not happen as you would like or expect.
- **Efficacy** - You tend to believe that you have control over the circumstances of your life and that you can influence the future. This will be really valuable during career transition, when you will believe that the actions you take will influence your career direction, which will help you plan and deliver actions to move you forward.

Career Saboteurs

Less helpful aspects of your mindset that you should challenge and adapt:

- **Interaction** - Career transition can feel like lonely experience, but it need not be. Your natural tendency may be to limit your connection and interaction with others, but it is important to recognise the value that others can bring in supporting you and helping you to find opportunities. You should consider who in your network you might want to reach out to and for what purpose, be it practical or emotional support or advice.

My Career Drivers

Our values drive our actions in life and work and play a significant part in shaping our careers. By being aware of your career drivers, you can understand what motivates you to succeed and in what type of job and organisational culture you are likely to thrive.

Based on your responses to the questionnaires, your top 5 career drivers are listed below. For each of your 5 drivers, information is provided around what kinds of roles and organisations you might be best suited to.

Career Driver:	You are likely to be most engaged and motivated in a role in which...
<div>Novelty</div>	You can try out new approaches and have new experiences. You are most likely to thrive in an organisation which constantly embraces new ideas and provides unique experiences and opportunities.
<div>Curiosity</div>	You are able to explore your interests. You are likely to thrive in an organisation in which curiosity is valued and people are encouraged to follow ideas and projects which interest them.
<div>Challenge</div>	You can work towards challenging targets and goals. You are most likely to thrive in an organisation with ambitious goals and culture of high performance.
<div>Adventure</div>	You can take risks and experience excitement. You are most likely to thrive in an organisation where risk-taking is encouraged and opportunities for adventure are available.
<div>Autonomy</div>	You are able to make independent decisions about your work priorities and approach. You are likely to thrive in an organisation in which people are given the freedom and trust to plan their workload, rather than having it closely controlled or managed by others.






Using My Career Drivers

Use the questions below to reflect on the 5 career drivers on to the left and how they might inform your future career choices, with respect to jobs you will enjoy, the types of people you would enjoy working with, what kind of manager or leader would motivate you most, and what kind of organisational culture would suit you best.

<div>Job / Role:</div>	
What jobs or roles do you think you might be most suited to based on your Career Drivers?	
<div>Team Environment</div>	
What kind of people and team would you feel most energized working with?	
<div>Management / Leadership</div>	
What kind of manager or leader would get the best out of you?	
<div>Organisational Culture</div>	
What type of organisational culture are you most likely to thrive in?	

My Signature Strengths

Your strengths are those behaviours and competencies that come most naturally to you and which you are likely to find most energising. By focusing on these strengths, you will be able to achieve your best results and career success. Your top 5 strength areas, based on your questionnaire responses, are shown below:

You are likely to be naturally strong at:		
	Innovation	Contributing toward an innovation-orientated culture by being creative, adventurous and open to exploring with pioneering and optimal ways of working.
	Digital Fluency	Implementing knowledge of the digital landscape and seeking out best practice to positively impact the organisation. Proactive in leveraging technology to optimise performance.
	Resilience	Showing agility, positivity and composure when faced with setbacks, challenge and change.
	Learning Agility	Continually learning and developing through an active pursuit of new knowledge and feedback. Effectively assimilating and applying new learning.
	Commercial Acumen	Actively seeking information about the performance of the organisation and viewing situations from a commercial perspective, in order to inform and support decisions that maximise business growth and improvement.

Showcase My Strengths (Interview Preparation)

To best showcase your strengths during an interview, be sure to use specific examples of how you were able to leverage your strength to solve a challenge that's relevant to the role for which you're applying. By preparing ahead of time, you can ensure your answer achieves a balance of humility and confidence.

The following are examples of typical interview questions aligned to your top 5 strengths. Spend some time reflecting on each and make notes of specific examples. Use the STAR structure described below to ensure you clearly articulate your strengths and experience:

- **Situation** – Clearly describe the situation and the context for the example you are sharing.
- **Task** – Describe the task goal or desired outcome.
- **Action** – Articulate what actions you took to make this happen.
- **Result** – Describe the result or outcome of your actions clearly.

1. Innovation

Interview Question & Probes:

Describe a time when you identified a creative solution to an organisational problem.

- What was the problem?
- What was your solution and What was creative about it?
- How did you identify the solution?

Situation:

Task:

Action:

Result:

2. Digital Fluency

Interview Question & Probes:	Situation:
<hr/>	
<hr/>	
Detail a time when you identified a new technology and used it in your work.	
<hr/>	
Task:	
<hr/>	
<ul style="list-style-type: none">How did you find out about it?	<hr/>
<ul style="list-style-type: none">What steps did you take to implement it?	<hr/>
<ul style="list-style-type: none">What was the outcome?	Action:
<hr/>	
<hr/>	
<hr/>	
Result:	
<hr/>	
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3. Resilience

Interview Question & Probes:	Situation:
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<hr/>	
Describe a time when you encountered a significant setback or disappointment.	
<hr/>	
Task:	
<hr/>	
<ul style="list-style-type: none">How did you feel?	<hr/>
<ul style="list-style-type: none">How did this impact your behaviour at work?	<hr/>
<ul style="list-style-type: none">What helped you to overcome this setback?	Action:
<hr/>	
<hr/>	
<hr/>	
Result:	
<hr/>	
<hr/>	
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4. Learning Agility






Interview Question & Probes:	Situation:
<hr/>	
<hr/>	
Describe a project or activity that required you to learn and apply new skills and knowledge quickly.	
<hr/>	
Task:	
<hr/>	
<ul style="list-style-type: none">What skills and knowledge were important for you to acquire?	<hr/>
<ul style="list-style-type: none">What learning approach or methods did you use?	Action:
<ul style="list-style-type: none">How did you put this learning into practice?	<hr/>
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Result:	
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5. Commercial Acumen

Interview Question & Probes:	Situation:
<hr/>	
<hr/>	
Describe a time when you applied your commercial knowledge to solve a business problem.	
<hr/>	
Task:	
<hr/>	
<ul style="list-style-type: none">What was the commercial issue you identified?	<hr/>
<ul style="list-style-type: none">What knowledge did you draw on?	Action:
<ul style="list-style-type: none">What outcome did you achieve?	<hr/>
<ul style="list-style-type: none">How do you keep your commercial knowledge up-to-date?	<hr/>
<hr/>	
<hr/>	
<hr/>	
Result:	
<hr/>	
<hr/>	
<hr/>	

Challenges & Watch-Outs

Certain behaviours and competencies are less likely to come naturally to you, and you may find them difficult or de-energising. The 5 areas that were identified as ones that fall into this category for you, based on your responses to the questionnaires, are presented below. With focus and development effort, you may be able to convert these into 'learned' capabilities.

You are less likely to be naturally strong at:		
	Enabling People	Driving the engagement and motivation of others by understanding and addressing individual needs and aspirations, providing meaningful feedback and learning opportunities and celebrating success.
	Planning and Organising	Managing task delivery through effective prioritisation, planning and a structured approach.
	Customer Focus	Operating as a trusted advisor to customers and stakeholders, taking a long-term perspective to customer relationships. Going beyond expectations to meet customer needs in line with organisational priorities.
	Teamwork	Helping to build an environment of teamwork and collaboration by providing support to others, valuing others' contributions, and personally contributing to the team's objectives.
	Valuing Diversity	Supporting a culture of inclusion by showing respect and being an advocate for diverse perspectives. Personally modelling inclusive behaviour, encouraging others to do the same.

Managing the Curveballs (Interview Preparation)

It can be hard to answer the question, "What is your greatest weakness?"—especially when you expected to be discussing the skills, talents and capabilities that make you the strongest candidate for the job. Framing your weaknesses positively can be challenging, but when you combine self-awareness with an action plan, you can quickly stand apart from other job applicants.

The key to preparing for this question is to identify relative weaknesses that still communicate strength. This will show the interviewer you're introspective enough to know your areas of opportunity.

The following are examples of typical interview questions aligned to your 5 weakest areas. Spend some time reflecting on each and make notes of specific examples to prepare for curveball questions and ensure you can frame your weaknesses in a positive light and showcase how you are improving in each area.

1. Enabling People

Interview Question & Probes:

Situation:

Describe a time when you had to motivate someone else under difficult circumstances

Task:

What approach did you take and why?

What did you say and do?

How did they react?

Action:

Result:

Managing the Curveballs (Interview Preparation cont.)

2. Planning and Organising

Interview Question & Probes:	Situation:
	Task:
	Action:
	Result:

3. Customer Focus

Interview Question & Probes:	Situation:
	Task:
	Action:
	Result:

4. Teamwork

Interview Question & Probes:	Situation:
	Task:
	Action:
	Result:

5. Valuing Diversity

Interview Question & Probes:	Situation:
	Task:
	Action:
	Result:

Career Navigator: My Action Plan

Now you have had a chance to review your report and Career Navigator profile, it’s time to turn this into action. This final section is about turning the insight into actionable steps to support your career goals.

1. Discover

Self-awareness is the first step in proactive Career Management. Explore, investigate and clarify the information you have received from this report. Remember, your profile is not absolute; it presents hypotheses for you to test and explore based other sources of information and self-reflection.

My Career Mindset

Reflect on those aspects of your Career Mindset that are working for your and those that are working against you.	Which aspects of my Career Mindset are serving me and helping?
	Which aspects are sabotaging me or working against me?
	What actions will I take to strengthen my Career Mindset?

My Signature Strengths

You are defined by your strengths and your personal principles and values. You career choices should be guided by these elements that give you energy and align to your natural skillset.	My Signature Strengths
	My Career Drivers:

2. Envision

Your Career Vision is a clear mental image of who you want to be and what you hope to accomplish in your career. It serves to motivate you and give you clarity of direction.

My Career Identity

Determine what you want to be known for and your ideal self-image professionally. This should be aspirational and future-focused, who you want to become, not who you are currently.	Describe an ideal future image of yourself, 10-years from now.
	Who do I want to become and be known for in my career?

My Career Aspirations

Define clear career ambitions and aspirations. Consider what it is you want to achieve over the medium-term.	What do I want to accomplish in the next 3 – 5 years?
	What do I want to achieve in my career over the next 3 – 5 years?

3. Plan

Without a clear plan, it is difficult to track progress and measure your successes and accomplishments towards your next job and long-term career aspirations. Focus initially on your short and medium-term plan.

Short-Term Plan (focus for the next year)

Keeping in mind your current strengths, career drivers, and long-term aspirations, identify the types of job and organisations that would give you the stepping-stones to reach your goals in the next year.	List three specific jobs or role-types you would like to pursue.
	Name three organisations that you would love to work for and why.

Medium-Term Plan (focus for the next 2 – 5 years)

Thinking beyond your next role, be ambitious and consider the types of job and organisations you would want to work for in the following 2 – 5 years.	Beyond my next role, where do you see yourself next?
	What skills and capabilities will you need to develop prior to that?
	What critical experiences and learning opportunities will you need?

4. Involve & Include

Your job search and career journey does not, and should not, be an isolated experience. Career stakeholders are family, friends, colleagues and contacts that can influence and inform your career choices. Creating connections and involving others is essential and energising.

My Career Stakeholders

Identify those people in your personal and professional life who can support, inform and influence your career choices.	List four key family members and friends to involve and define why.
	List four colleagues or professional contacts to keep close to and why.

My Career Relationships

Building and maintaining relationships takes time and effort. Think of ways you can build your professional network and strengthen those relationships.	How can I best leverage social media to build my network?
	What professional conferences or networking events will I attend?
	What will I do to create win-win, mutually beneficial relationships?

5. Execute

Once your career plan is in place, it is important not only to monitor and track progress, but also to find ways to keep yourself on track and accountable. Celebrate your successes and achievements, large or small.

Track Progress

Define specific and measurable goals by clearly articulating what success will look like.	What are my success measures? How will I know I have achieved it?

Look for Accountability

Sharing your goals with a friend, family member or professional contact will help you stay accountable. When someone else holds you accountable, you are more likely to get things done.	Who can I share my goals with?
	How can they help me stay on track and accountable?

Celebrate Success

With each accomplishment, it is important to take a step back and celebrate your achievements. Acknowledging and celebrating your accomplishments every few weeks is a way for you to track progress towards your greater career goal.	Week 1 and 2 Successes:
	Week 3 and 4 Successes:
	Week 5 and 6 Successes:
	Week 7 and 8 Successes:

6. Sustain

You career journey will be ongoing and achieving your goals will require sustained effort and perseverance. Planning for how you will handle setbacks and stay focused on your goals will be critical.

Managing Setbacks & Challenges

Reflect on your Career Mindset and what insight it provides you into how you might deal with challenges which stand in the way of achieving your goals.	What resources do you have that will help support you when managing setbacks and challenges?
	What practical steps might you take to help minimise the impact of setbacks?

Staying Focused on Your Goals

Day-to-day life can distract us from our longer-term goals. Consider how you can ensure that you stay focused on them.	What might deflect or distract you from your goals?
	What steps can you take to ensure you remain focused and motivated?



About Propel

Propel International is an award-winning Talent Assessment & Development Consultancy. Since 2010, our growth has been fueled by a set of unwavering core values centred around our passion for people, pioneering solutions, and lasting partnerships.

Today, almost a decade later, we stand strong as 150 Talent Management experts, Data Scientists and Occupational Psychologists across the globe, serving clients worldwide from our offices in the UAE, UK, Spain, Australia, New Zealand and the USA.

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