This booklet of Self-Inventory Cards is one of the 14 components of the Career Alert Planning (CAP) program (see note), a set of individualized materials designed to help participants find out about themselves and about the kind of work for which they are suited. In this program, participants become acquainted with occupations that are representative of 10 basic job functions. They learn how these occupations relate to personal interests, abilities, skills, educational goals, experiences, and training. They consider the work conditions, salary, and employment outlook for each occupation. Finally, participants use this information to make decisions and plans about the careers they will pursue. The Self-Inventory Cards are used, along with the Program Guide (CE 031 944), to help students begin to clarify their work attitudes and values. The cards are first cut out of the booklet by participants. The front of each card contains the code letter of the "job function" to which the statement relates. Participants take a self-inventory by sorting these cards according to degrees of interest and ability in given activities that are related to identified job functions. These are advising; arranging; building and making; doing clerical work; helping; maintaining and repairing; thinking in pictures; using information about the environment; working with equipment; and working with numbers and symbols. Each of these job functions, related to four specific job titles, is the subject of the Job Function Booklets of the CAP program. Participants choose one of these booklets on the basis of their scores on the self-inventory conducted with the Self-Inventory Cards. (NC)
THE NATIONAL CENTER MISSION STATEMENT

The National Center for Research in Vocational Education's mission is to increase the ability of diverse agencies, institutions, and organizations to solve educational problems relating to individual career planning, preparation, and progression. The National Center fulfills its mission by:

- Generating knowledge through research
- Developing educational programs and products
- Evaluating individual program needs and outcomes
- Providing information for national planning and policy
- Installing educational programs and products
- Operating information systems and services
- Conducting leadership development and training programs

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HELPING PEOPLE

SOLVING PUZZLES AND PROBLEMS

WORKING ON MANY DIFFERENT PROJECTS

TALKING TO PEOPLE YOU DON'T KNOW WELL

BEING THE LEADER IN CLUBS OR GROUPS

MAKING DECISIONS

I DEFINITELY LIKE THIS ONE BETTER.
THINKING THROUGH PROBLEMS
TO FIND THE BEST SOLUTIONS

LETS SEE... WHAT IS THE BEST ROUTE?

LOCATING IMPORTANT FACTS

GAINING THE TRUST AND
CONFIDENCE OF OTHER PEOPLE

BEING WELL ORGANIZED

LEARNING AND REMEMBERING
A LOT OF INFORMATION ABOUT
A SUBJECT

I READ AN INTERESTING STORY ABOUT THAT....
WORKING WITH OTHER PEOPLE

FINDING NEW WAYS TO DO THINGS

CHANGING THINGS TO MAKE THEM LOOK BETTER

LOOKING AT THINGS THAT ARE ATTRACTIVE AND PLEASING TO THE EYE

DRAWING PICTURES OF IDEAS

COMBINING COLORS AND STYLES TO CREATE AN EFFECT
REMEMBERING SMALL DETAILS

DEALING WITH CUSTOMERS WITH TACT AND COURTESY

ADJUSTING PLANS TO SUIT THE CUSTOMER’S WISHES

IMAGINING HOW THE FINAL PRODUCT WILL LOOK

HURRYING TO FINISH A PROJECT WITHOUT GETTING UPSET

MAKING DECISIONS BASED ON PERSONAL JUDGMENTS
WORKING WITH TOOLS

PAINTING

STUDYING DIFFERENT MATERIALS AND LEARNING HOW EACH IS USED

WORKING OUTDOORS

SEEING THINGS THAT ARE WELL MADE
MAKING SOMETHING BY FOLLOWING AN EXAMPLE OF WHAT SOMEONE ELSE HAS DONE

CHOOSING THE RIGHT TOOLS FOR A PROJECT

MEASURING THE LENGTH, WIDTH, AND DEPTH OF THINGS

FIGURING OUT HOW TO PUT THINGS TOGETHER

MATCHING COLORS OF THINGS LIKE PAINT

CLIMBING LADDERS AND LIFTING HEAVY ITEMS
DOING THE SAME BASIC DUTIES EVERY DAY

EACH DAY
8-10am FILL OUT FORMS
10 am INCOMING SHIPMENTS
1130am LUNCH
1230pm FINISH ANY LEFTOVER WORK
300 pm SHIPMENTS GOING OUT
500 pm LOCK UP

GREETING PEOPLE

WORKING WITH MACHINES SUCH AS CASH REGISTERS, TYPEWRITERS, ETC.

PUTTING THINGS IN ORDER

WORKING INDOORS
FOLLOWING DIRECTIONS

DOING ACCURATE AND CAREFUL WORK

FINISHING EACH JOB YOU START

BEING NEAT AND WELL ORGANIZED

CONCENTRATING ON WORK EVEN WHEN OTHER PEOPLE ARE AROUND

MOVING FROM ONE TASK TO ANOTHER WITHOUT BECOMING CONFUSED
MEETING NEW PEOPLE

DOING THINGS FOR FRIENDS

BEING AROUND MANY DIFFERENT
KINDS OF PEOPLE

MAKING DECISIONS

CHANGING FROM ONE DUTY
TO ANOTHER FREQUENTLY

STANDING OR WALKING
RATHER THAN SITTING

I THINK PAUL
IS THE BEST
CARPENTER.
DOING YOUR SHARE OF THE WORK

BEING SENSITIVE TO THE NEEDS OF OTHERS

FOLLOWING INSTRUCTIONS EXACTLY

BEING CALM WHEN FACED WITH A PROBLEM

USING COMMON SENSE

WORKING FAST IN AN EMERGENCY
FIXING BROKEN CLOCKS, TOYS, AND OTHER THINGS

HOBBIES LIKE BUILDING MODEL CARS OR SHIP MODELS

FINDING OUT HOW MACHINES WORK

DOING THINGS THAT REQUIRE PHYSICAL ACTIVITY

WORKING ALONE ON A PROJECT

USING MECHANICAL GADGETS
WORKING WITH TOOLS AND MACHINES

MOVING AND LIFTING HEAVY OBJECTS

WORKING TO PRECISE MEASUREMENTS

WORKING CAREFULLY WHEN DOING DANGEROUS JOBS

DOING THE SAME TASK OVER AND OVER WITHOUT GETTING CARELESS

FOLLOWING BLUEPRINTS OR DIAGRAMS
SHARING IDEAS WITH OTHER PEOPLE

TELLING STORIES WITH PICTURES

SEEING COLORFUL, ATTRACTIVE, AND HUMOROUS THINGS

DRAWING, PAINTING, AND SKETCHING

LOOKING AT SOMETHING RATHER THAN READING IT

CHOOSING DIFFERENT WAYS TO EXPRESS IDEAS
DRAWING PICTURES OF IDEAS

WORKING WITH PAINT BRUSHES, PENS, CHARCOAL, AND OTHER ART TOOLS

PICTURING WHAT SOMETHING WILL LOOK LIKE

WORKING QUICKLY WHEN NECESSARY TO MEET DEADLINES

FORGETTING ABOUT EVERYTHING BUT WORK WHEN THERE IS A LOT TO DO

CREATING THINGS THAT PEOPLE WILL LOOK AT
ENJOYING NATURE

WORKING IN FIELDS, OR NEAR TREES OR WATER

FINDING OUT WHY THINGS HAPPEN

LEARNING ABOUT THE EARTH

DOING PHYSICAL ACTIVITY

BEING RESPONSIBLE FOR THEIR OWN WORK
STUDYING INFORMATION AND USING IT TO MAKE DECISIONS

USING LOGIC TO SOLVE PROBLEMS

NOTICING THINGS THAT HAPPEN AROUND THEM

PLANNING WHEN AND HOW TO DO EACH TASK

DOING TASKS THAT REQUIRE PHYSICAL STRENGTH AND ENDURANCE

EXPLAINING THINGS TO OTHER PEOPLE
PLANNING YOUR WORK

WORKING WITH YOUR HANDS

TAKING THINGS APART AND PUTTING THEM BACK TOGETHER

OPERATING VARIOUS KINDS OF EQUIPMENT

FINDING PROBLEMS AND TRYING TO SOLVE THEM

USING BETTER AND QUICKER WAYS TO COMPLETE TASKS
KEEPING ARMS AND HANDS STEADY WHEN WORKING

WATCHING THINGS MOVE AND ADJUSTING A CONTROL AT THE SAME TIME

HANDLING VERY SMALL THINGS, WITHOUT DROPPING THEM

HAVING A GOOD SENSE OF BALANCE

WORKING ON ONE JOB FOR A LONG TIME

FOLLOWING SPECIFIC PROCEDURES FOR DOING THINGS
WORKING MATH PROBLEM:

\[
\frac{1}{2} + \frac{3}{4} = \star
\]

WORKING WITH PAPER AND PENCIL

PUTTING PUZZLES TOGETHER

SORTING THINGS INTO CATEGORIES

PAYING ATTENTION TO DETAILS

LEARNING THE MEANINGS OF CERTAIN SYMBOLS
RECOGNIZING DIFFERENCES IN SIMILAR ITEMS

COUNTING ITEMS CORRECTLY

WORKING ON ONE PROBLEM FOR A LONG TIME IF NECESSARY

ADDING, SUBTRACTING, MULTIPLYING, AND DIVIDING

DOING THINGS IN THE SAME ORDER EACH TIME

EXPLAINING IDEAS CLEARLY SO OTHERS CAN UNDERSTAND