



Conceptualizing “Career Fingerprint: Exploring your Skills and Styles” Card Sort

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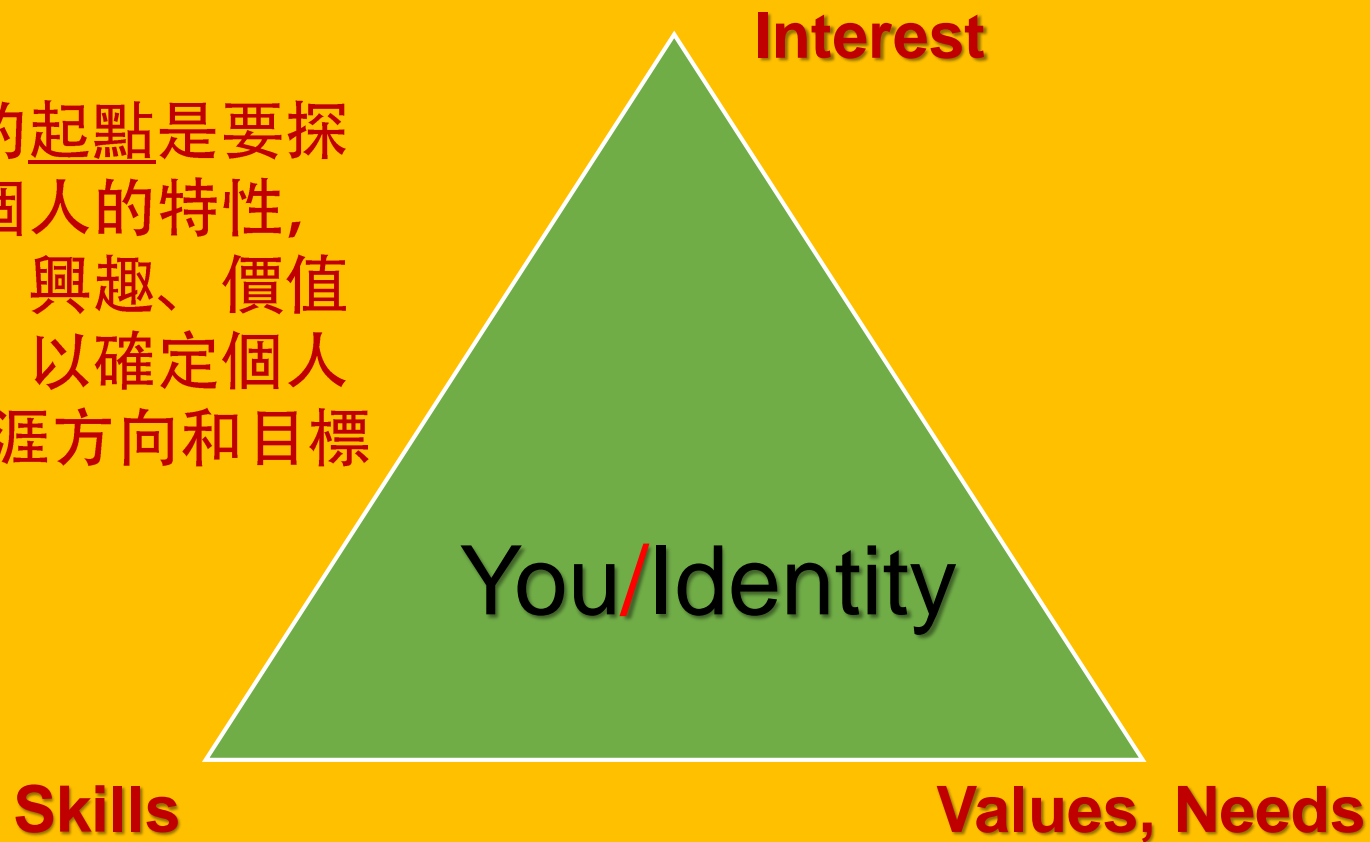


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生涯規劃 – 探索個人特質

“The beginning point of a decision-making process is Exploration, not Decision.”

生涯規劃的起點是要探索和了解個人的特性，包括需要、興趣、價值觀和技能，以確定個人的事業/生涯方向和目標





Beliefs 信念

Interests 興趣

Goals 目標

Abilities 能力

Skills 技能

Values 價值觀

Personalities 性格

Work Styles 工作風格

Foundations 基礎

Assets 資產



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O*NET classification of work styles within 6 global construct

Global Constructs	Work Styles
Achievement Orientation	Achievement/Effort, Persistence, Initiative
Social Influence	Leadership
Interpersonal Orientation	Cooperation, Concern for Others, Social Orientation
Adjustment	Self-Control, Stress Tolerance, Adaptability/Flexibility
Conscientiousness	Dependability, Attention to Detail, Integrity, Independence
Practical Intelligence	Innovation, Analytical Thinking

工作風格 Working Styles



幹勁 Drive

是修訂自O*NET成就取向的通用概念。高幹勁的人有高動機在工作上更上一層，並會主動找機會承擔額外的職務。他們對自己的表現有高期望。遇到障礙也不會輕易放棄。他們充滿自信，在職場上善於表達己見。

The global construct Drive is an adaptation O*NET construct Achievement-Oriented. Individuals who are high in Drive are motivated to advance in their jobs and will look for opportunities to take on additional responsibilities. They set high standards for their performance and will not let obstacles keep them from accomplishing their goals. They are self-assured and are comfortable expressing their opinions in the work-place.



人際溝通 Interpersonal Orientation

是結合了O*NET人際溝通和社交影響的通用概念。高人際溝通的人重視和同事的關係，並善於察覺他人的需要和情緒。他們喜歡同心協力的團隊工作。他們善於領導工作計劃和作重要決策。

The global construct Interpersonal Orientation is a combination of the O*NET constructs Interpersonal Orientation and Social Influence. Individuals who are high in Interpersonal Orientation value their relationships with their coworkers and are sensitive to the needs and emotions of others. They enjoy working on a team and collaborating on tasks. They may feel comfortable leading projects and making important decisions.



適應轉變 Adjustment

是沿用了O*NET同名適應轉變的通用概念。高適應轉變的人面對巨大壓力時仍然處變不驚。他們對於職場上的轉變應對良好，並不會讓工作壓力影響自己的個人生活。他們勇於接受正面批評，並會考慮自己行為的後果。

The global construct Adjustment follows the same structure as the O*NET construct of the same name. Individuals who are high in Adjustment stay calm and composed while working in high-pressure situations. They react well to changes in their work environment and don't let stressful situations at work negatively affect their personal lives. They accept constructive criticism and consider the consequences of their actions.

是整合自O*NET工作風格的概念，即是指可影響個人工作表現的不同個人特質。工作風格的框架主要建基於Messer and Ureksoy (2014) 的工作風格評估 (Working Styles Assessment, WSA)。它把工作風格分為下列5類：

Working Styles is an integrated adaptation O*NET construct of Work Styles which refer to various personal characteristics that can affect how well someone performs a job. The framework of Working Styles is mainly based on the conceptualization in the Working Styles Assessment (WSA) (Messer and Ureksoy, 2014). It categorizes Working Styles into 5 types as follows:



解決問題 Problem Solving

是修訂自O*NET實用智能的通用概念。高解決問題的人能合乎邏輯地解決複雜的問題，並懂得把眾多職務分辨緩急優先。他們往往能發現新的處事方法，而且善於打破常規。他們能在低監督下有效地完成工作，並毋須依靠別人為他們決策。

The global construct Problem Solving is an adaptation of the O*NET construct Practical Intelligence. Individuals who are high in Problem-Solving can work through complex problems in a logical manner and can prioritize multiple responsibilities. They often find new ways of doing things and are good at "thinking outside the box." They work effectively with minimal supervision and do not rely on others to make decisions for them.



責任承擔 Responsibility

是修訂自O*NET認真謹慎的通用概念。高認真謹慎的人努力履行許下的承諾，他們忠誠可靠。他們的工作成果質素甚高而少犯錯誤。他們誠實而遵守職場的規條。

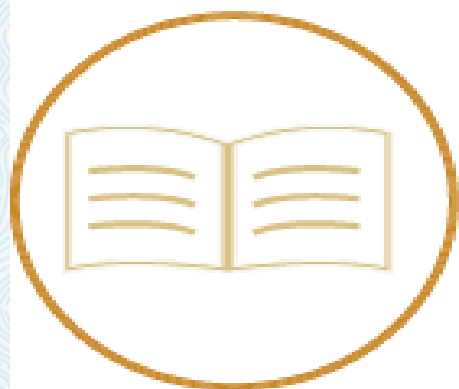
The global construct Responsibility is an adaptation of the O*NET construct Conscientiousness. Individuals who are high in Responsibility strive to keep the commitments they make; they can be counted on. They produce work that is high quality and generally free from mistakes. They are honest and adhere to the rules of the workplace.

WORKING STYLES

工作技能 Work Skills

本工具參考了O*NET職業概覽，共設有54種生涯素質卡，涵蓋了4類工作技能和5類工作風格。下列通用的概念乃修訂自O*NET的工作技能：

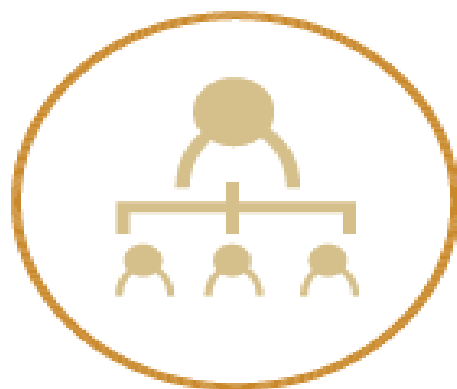
With reference to the O*NET Occupational Profiles, there are altogether 54 career attributes cards that comprise 4 categories of Career Skills and 5 categories of Working Style. The following global constructs are adapted from O*NET construct of Work Skills:



學習與思考技巧 Learning and Thinking Skills

是修訂自O*NET解決複雜問題技巧和大部分基本技巧的概念，即是指能促進學習和解決複雜與現實世界問題的能力。

is an adaptation O*NET construct of Complex Problem Solving Skills and most Basic Skills, which refer to developed capacities that facilitate learning and to solve problems in complex or real-world settings.



管理技巧 Management Skills

主要是修訂自O*NET資源管理技巧的概念，即是指有效分配資源的能力，以及O*NET系統技巧的概念，亦即是指了解、監察及改善社會技術系統的能力。

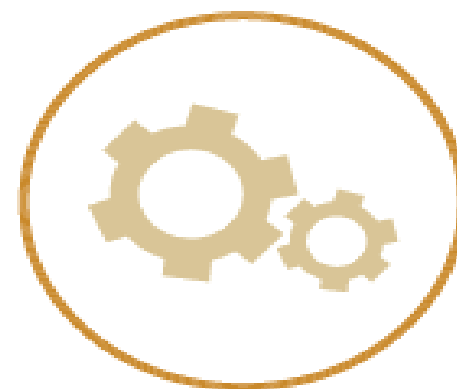
is mainly an adaptation O*NET construct of Resource Management Skills, which refer to developed capacities that used to allocate resources efficiently and the construct of System Skills that used to understand, monitor and improve socio-technical systems.



人際交往技巧 Social Skills

是修訂自O*NET人際交往技巧及一些基本技巧的概念，即是指與別人工作以達成目標的能力。

is an adaptation O*NET construct of Social Skills and some Basic Skills that refer to developed capacities used to work with people to achieve goals.



技術性的技能 Technical Skills

是整合自O*NET技術性的技能的概念，即是指設計、建立和更正機械或科技系統應用故障的能力。

is an integrated adaptation O*NET construct of Technical Skills which refer to developed capacities used to design, set-up, and correct malfunctions involving application of machines or technological systems.



作出明智的職業選擇 *(Frank Parsons, 1909)*

自我了解

清楚了解個人的性向、能力、興趣、抱負、擁有的資源、知識及限制

認識工作世界

認識工作對個的人要求、成功的條件、薪酬與福利、入行的機遇、未來發展的優勢與弱勢及可持續發展的機會

尋找兩者的
匹配與關係



生涯規劃 – 檢視過去，探索未來



生涯規劃不只是看明天，也要看昨天和今天

- 要有勇氣面對昨天，超越成長障礙，並從以往不同的經驗中找尋“我是誰？”
- 要積極地生活於今天，擴闊對自己的了解和視野。
- 了解昨天和今天的我，我該如何小心走明天的路？



“If you are looking for clues about tomorrow, the signs are to be found in your past and present.”



生涯規劃 – 建構目標與能力

興趣

興趣、目標及能力是一種自我建構，是需要培育和持續地發展出來的。

"Interests, Goals & Competence are self-constructed. They can be nurtured and continuously developed"

目標

能力

