



# e-GUIDE Online Career Guidance tools Instruction leaflet

## Helpful Pointers for practitioners to introduce the eGUIDE tools to clients.

### General Introduction

The e-Guide tools will help you think about your interests, your personal style, your strengths and your ambitions. The tools will help you to meet your potential by making you more aware of yourself in terms of the career you might like to do. The tools will help *you* to make a decision about your future path, be it a job or a training course.

Below is information for the you specific to the three individual types of tools in the eGUIDE followed by general information applied to all tools.

### Interest Explorer

The eGUIDE "Interest Explorer" asks you to decide what kind of activities you might like to do. The more interested you are in the job or training course you go into the more likely you are to stay with it and be successful. You will be shown different characters. It is important to remember that the interest tool is asking if you might like to do something and not whether you can do it.

- The Interest Explorer is not a test, there are no right or wrong answers
- There is no time limit but try to work through it at a steady pace
- Try to answer with the first thing that comes into your head as this is often your true opinion
- There are five responses to the questions try to avoid a middle answer as this does not indicate if you like or dislike the activity.
- The questions ask whether you might like the activity and not whether you would be able to do the activity

### Personality Discovery Quiz

Your personality is the way in which you behave in different situations. Your personality is unique to you and by becoming more aware of your personality you can understand the type of career that might suit your personal style. If you find the career that matches your personality you are more likely to be happy and stay with it. The eGUIDE "Personality Discovery Quiz" shows you a number of different characters behaving in different ways in different situations. You have to decide whether

you would behave in the same way in the same situation.

- The Personality Discovery Quiz is not a test there are no right or wrong answers
- There is no time limit but try to work through it at a steady pace
- Try to answer with the first thing that comes into your head as this is often your true opinion
- There are five responses to the questions try to avoid a middle answer as this does not indicate if you like or dislike the activity.

### Cognitive Explorer

Your cognitive abilities are the things that you are good at. The tools try to help you find out what things you are good at. By becoming more aware of what you are good at you will be able to make a better decision as to the type of career you would be happiest in. The cognitive explorer contains 4 quizzes or brain teasers that ask you to find the solution to a number of problems. At the beginning of each type of problem there is an example which allows you to get an understanding of the way to solve the problems. At this point try to ask questions if you don't understand.

- This is a test, however there is no time limit but try to work through the tool at a steady pace
- If you get stuck at any point on one problem try to make your best guess and move on
- There is only one correct answer to each question

### General Information for the User

- All of the results from the tools are computer generated and will be available to you at your next session.
- All of the information provided by you is confidential and only the practitioner and administrator will have access to it
- Information is kept for you for follow-up purposes but can be destroyed at your request
- If during the tools you feel you must leave or are having a problem you can stop at any time but please make your instructor aware of this.
- Please help us improve the tools by noting down any difficulties or errors that occur during the use of the tools
- You can do the tools in any order you want