

MATCHMAKER

TEACHER INSTRUCTIONS



About Matchmaker

The first phase of Matchmaker has 39 questions. These questions have students thinking critically about their interests and ranking them on a scale of Like Very Much to Dislike Very Much.

Their answers are weighed against aspects of each career to determine a strength of match: the higher they rank an interest and the more central its corresponding aspect is to a career, the stronger the match.

How do you feel about:

Working with children

This means children or teenagers from birth to 18. You will need to be patient, understanding and approachable. Other skills may depend on the age group you are working with. Working with children can involve teaching, advising, supervising, giving health care, counseling, caring for or looking after children/teenagers.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Using the paper-based Matchmaker

After students answer the questions on paper, the student or an educator will need to **enter their responses in the student's Xello account** in order to see how their interests match up with specific careers. Once the results have been entered, a strength of match indicator will appear for all careers.

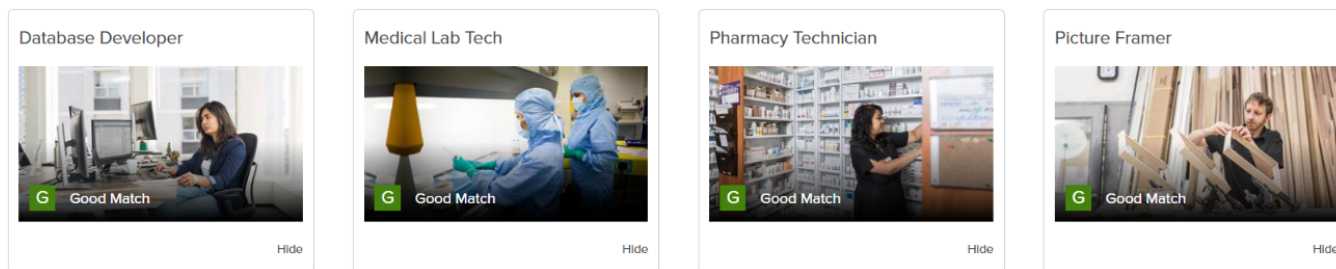
How students can explore their results

Strength of Match

Strength of match shows how well the tasks in a career are likely to match up with the student's interests.

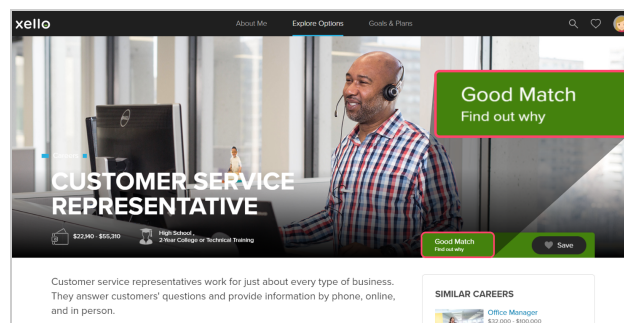


TIP: Before students see their results, let them know that this is one way of thinking about their career options. Matchmaker isn't telling them what they should do. And hopefully, they'll find some opportunities they hadn't considered before.



Exploring Career Matches

Sometimes a student's results may not match what they were expecting. If something doesn't make sense or they want to understand more, they can see how their Skill Profile matches up with different careers by clicking on the **Find out why** link beside the Save option in the career profiles.



MATCHMAKER






Discover Careers that suit your interests

Matchmaker asks about your likes and dislikes and then suggests careers based on your interests. Answering these 39 questions in Xello will provide a strength of match for every career in Xello. For each question, reflect on how much you enjoy the task or activity mentioned.

One question before we dive into your interests:

What would you like to do after high school?

		
Not Sure Yet	More School or Training	Alternate Route
No problem! Lots of people take time to decide what to do after school. Matchmaker is one way to start exploring careers that suit your interests.	This is a great way to get career-ready! Many jobs require extra education or training. In college or university, you can prepare for a specific career or get a general degree. In an apprenticeship, you'll earn a wage as you learn a trade.	Forge your own path! Thinking of joining the military or entering the workforce? Do you have a great idea for a business? You may want to travel abroad or volunteer for a bit. You could join community living and learn new skills.

Great! Let's get started!

Question 1

How do you feel about:

Working with children

This means children or teenagers from birth to 18. You will need to be patient, understanding and approachable. Other skills may depend on the age group you are working with. Working with children can involve teaching, advising, supervising, giving health care, counseling, caring for or looking after children/teenagers.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 2

Working outside in any weather

This means being prepared to work outside even when the weather is cold, wet or very hot.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 3

Learning about and using history

This means studying objects and/or written material in order to understand the past. You should want to learn about how people lived, how they made things, how they used objects, what they valued, and the cause and effect of different events.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 4

Working in an office

This means an office of any size. You may work in a large office building with lots of people or in a small office attached to a shop, factory or warehouse.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 5

Selling or encouraging sales

Selling involves persuading people that they want or need the goods or services you are offering. You may do this through direct contact with customers (face-to-face or on the phone) or indirectly, for example by writing information about goods or services or by setting up displays or exhibitions. You may also need to present a good image of your company so that customers will want to return.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 6

Learning new hands-on skills

This means using your hands or hand-held tools or instruments in a skilled way. For all jobs, you must be prepared to do some training. This could last from several months to several years depending on the job.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 7

Doing hands-on work not needing new skills

This means using your hands in jobs that may involve: cleaning, packing, operating machines, preparing food, and lifting and carrying.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 8

Learning about and using physics

This means having an understanding of heat, light, sound, magnetism, electricity and electronics. You could be involved in activities like solving engineering problems, developing new medical techniques, or developing and improving products and processes. You usually have to learn more about physics as part of the training for these jobs. You will also be required to use mathematics.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 9

Learning about and using chemistry

This means understanding the chemical characteristics of materials and substances. You will use this understanding to improve products and production processes. You may work in one of a number of areas, such as fertilizers, drugs, dyes, plastics, cosmetics, paints, food preservatives and petrochemicals. You usually have to learn more about chemistry as part of the training for these jobs.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 10

Presenting ideas and information in writing

This means using writing skills which may include choosing the most appropriate words for the subject and the audience, setting out the content in a logical order, summarizing clearly and simply, supporting your opinions with facts, and using examples to explain ideas.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 11

Having your own creative ideas about designs and styles

This means being visually creative and having original and imaginative ideas about the design of goods, products and images. There is a wide range of career areas that need this skill: fashion design, computer graphics, landscape design, hair and make-up, advertising, etc. If you are involved in the design of a product, you usually have to think about how useful it is and how likely it is that people will buy it, not just what it looks like.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 12

Operating machines

This means using machines, setting them up, or checking that they are working properly. Most jobs are in factories, farming, small workshops etc.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 13

Learning about and using law

This means learning about and/or being aware of laws and regulations. There are many different areas of law: business, criminal, family, property, etc. Your knowledge of law could be used in the following areas: advising or representing people, investigating possible law breaking, and ensuring that your organization's activities are lawful.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 14

Working with food and drink

This could mean cooking, preparing and serving food and drinks. Or it could mean cutting, weighing and presenting food for sale. In some cases you could be involved in studying the science of food and drinks and their nutritional value.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 15

Programming computers

This means knowing what computers can do and learning the languages used to control them. This knowledge can be used in designing software (programs) and hardware (the computers themselves), writing programs and checking that programs use data correctly.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 16

Providing health care or treatment to people

This means working directly with people to help them to improve or maintain their health or to cope with conditions that cannot be treated. Some health care specialists assess patients/clients to find out what is wrong with them. Others are mainly concerned with treating them. Treatment may include drugs, exercises, manipulation, advice or surgery.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 17

Being physically active and on your feet

This means doing work which is usually tiring because you are on the move or standing for long periods of time. You may be working indoors or outdoors.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 18

Making financial and other business-related calculations

This means being responsible for or recording the movement of money in one or more businesses. You will need to understand arithmetic and possibly use a calculator or computer. For some jobs you will have to understand advanced math in order to analyze and draw conclusions from relevant figures. Work may include book-keeping, calculating profits, managing accounts, or preparing bills and receipts.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 19

Using math to solve technical or scientific problems

This means using subjects studied in math such as geometry, algebra and trigonometry, to solve the sorts of problems you might come across in science and engineering. You would have to analyze problems, decide on the best mathematical methods to follow and make the necessary calculations.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 20

Following orders and instructions

This means doing exactly what you are told, often quickly and without question. This could arise in emergency situations or because high standards of discipline are required.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 21

Preparing or using maps and charts

Preparing maps and charts means collecting the data to produce them and being involved in their design and production. Using maps and charts means understanding the information that is given and being able to relate it to actual landscapes, geographical features and seas.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 22

Being involved with music, drama, or dance performance

This means being involved in the production, organization and preparation of performances. Work may involve managing people, using technical equipment and considering the visual effect of the performance, not just acting or performing.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 23

Learning about how buildings and roads are constructed

This means being involved in the design, construction, alteration, maintenance and repair of structures such as buildings, roads, tunnels and bridges. You will need to know about the materials used and the different methods of construction.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 24

Dealing with paperwork such as letters, forms, and records

This means completing forms and dealing with letters, computer print-outs, invoices and accounts etc. You need to understand and use a filing system so that you can store and find the appropriate paperwork quickly and easily.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 25

Considering the feelings, views, and behavior of people

This means trying to understand other people's points of view and what drives them emotionally. You will then use this understanding in the way you communicate with and relate to them. You need to win the confidence and trust of the people you work with.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 26

Providing a service to members of the public, like customers or patients

This means doing a job where you deal directly with people. You will be providing them with goods or services which they want or need. You will usually need to use some specialized skill or knowledge.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 27

Learning about the biology of animals and plants

This means understanding the way animals and plants function, reproduce and grow, and how they depend on each other. You will also need a general interest in science. In most cases you will learn more about biology as part of the training.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 28

Helping people with their social and personal problems

This means being able to make people feel at ease, listening to them and offering help and support. They may have personal problems, for example with maintaining relationships, or social problems such as poor living conditions. You might have to cope with emotional or embarrassing situations such as when people are angry or upset. You will need to be able to handle such situations without letting these emotions affect you.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 29

Controlling or adjusting technical equipment

This means understanding how the equipment works, what it can and cannot do, and how to use it skillfully. Technical equipment can be used in many ways, for example giving medical treatment; testing, monitoring, measuring or collecting data; flying an airplane or helicopter; or creating lighting and sound effects.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 30

Learning about how businesses and organizations work

This covers a wide range of organizations and companies such as manufacturing companies, financial institutions, hospitals and local government. You learn about different departments and how they work together, the way one organization affects others, how organizations plan, and how they make and spend money.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 31

Organizing or supervising people

This may mean organizing the tasks carried out by people at work and making sure they are completed correctly and on time. In other jobs you might have to arrange the activities of groups of people you are responsible for.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 32

Training or teaching

This involves passing on skills and/or knowledge to others. You may be involved in teaching subjects such as sports, crafts or business skills, or training people in skills related to a particular job. In some cases you may be training people in the skills they need in everyday life such as eating, dressing and communicating. As well as being interested in the subject you teach, you need a desire to pass on your knowledge and skills to others.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 33

Learning how machines work

This means understanding the mechanical and electrical workings of machines. You may need this understanding to make sure machines produce the best results, to identify and fix problems, or to instruct others in how to use them.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 34

Working with technical drawings and diagrams

Technical drawings and diagrams are precise, accurate, scale representations that are used to design, make or repair buildings, machines, electrical or electronic items, etc.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 35

Deciding the best way to use resources, such as materials, money, and people

This means thinking about the pros and cons of different ways of carrying out tasks and of how best to use the resources available to you. This is to make sure that your company or organization achieves the best quality goods or services at the minimum cost.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 36

Making sure that people are following laws or regulations

We have laws and regulations to protect the well-being and safety of people and to protect their property from damage and theft. Lots of different jobs involve making sure that people obey laws and regulations. In some cases you may specialize in one particular area of law while in others you might have to enforce a wide range of laws.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 37

Improving or managing the environment

This means being concerned with the natural/outdoor surroundings in the countryside and/or towns and cities. There is a wide range of work which could include: working towards cleaner air, water and land, protecting wildlife and their habitats, conserving and protecting historical buildings.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 38

Using the technical and creative skills of photography or film

This means being able to use the techniques of photography/film to get across an image, an idea or information. You may need to understand how photographic/film equipment works and how different visual effects can be achieved.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 39

Driving vehicles

This may include driving cars, trucks, trains, buses, tractors, motorcycles etc.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Great Job!

What happens next is that you, your teacher, or counselor will need to enter your answers in your Xello account. Then you'll get a strength of match for every career in Xello.

Strength of match shows how well the tasks in a career are likely to match up with your interests.



IMPORTANT: Matchmaker isn't telling you what you should do. Your results give you a way of thinking about your career options. And hopefully, you'll find some opportunities you hadn't considered before. **Your pathway is up to you!**

Your results may surprise you! If you're curious to see how your answers match up with a specific career, click the **Find out why** link beside the Save option in the career profiles.

The screenshot shows the Xello Matchmaker interface. At the top, there's a navigation bar with 'xello' logo, 'About Me', 'Explore Options', and 'Goals & Plans'. Below this is a large image of a man wearing a headset, representing a 'CUSTOMER SERVICE REPRESENTATIVE'. To the right of the image, a green box says 'Good Match' and 'Find out why'. Below the image, there's a salary range '\$22,140 - \$55,310' and an education requirement 'High School, 2 Year College or Technical Training'. At the bottom left, a description states: 'Customer service representatives work for just about every type of business. They answer customers' questions and provide information by phone, online, and in person.' At the bottom right, a section titled 'SIMILAR CAREERS' lists 'Office Manager' with a salary range of '\$32,000 - \$100,000'. A 'Save' button is also visible.

PERSONALITY STYLES

TEACHER INSTRUCTIONS



About Personality Styles

Xello's Personality Style assessment is the second phase of the Matchmaker assessment. After completing an **additional 28 questions** about their likes and dislikes, students receive a Holland Code, which they can then use to investigate and filter careers.

Their answers in the Personality Style quiz fine-tune their career matches from the first Matchmaker assessment and match them with careers that are popular for professionals with the same personality styles.

Question 1
How do you feel about|

Making agreements through negotiating and bargaining
This means expressing the ideas or wishes of the person or organization you are representing and listening to the person with whom you are negotiating. You may need to compromise in order to reach an agreement. You need a diplomatic approach and the ability to use logical arguments.

Like very much	Like	Doesn't matter	Don't like	Dislike very much

Using the paper-based Personality Styles

After students answer the questions on paper, the student or an educator will need to **enter their responses in the student's Xello account** in order to see how their personality style matches up with specific careers.



Note: Students MUST have completed Matchmaker, in order for their Personality Styles answers to be entered.

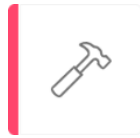
How students can explore their results

Personality Profile

Students can revisit and review their results at any time by clicking Personality Style on their dashboard or from their About Me page.

Holland Codes in Xello

In order to make the results easier for students to understand their results, Xello uses alternative names for each of the personality styles in the Holland Model.



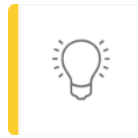
Builder

Holland Code
Realistic



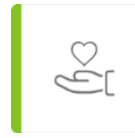
Thinker

Holland Code
Investigative



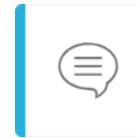
Creator

Holland Code
Artistic



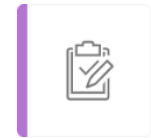
Helper

Holland Code
Social



Persuader

Holland Code
Enterprising

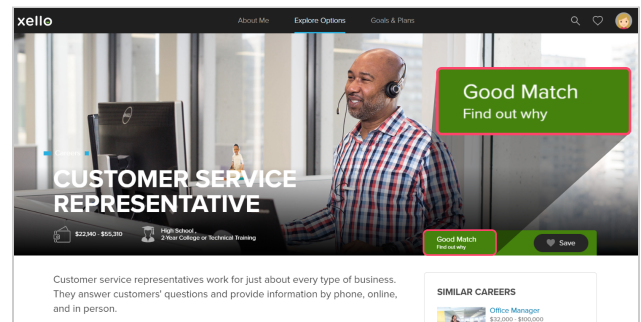


Organizer

Holland Code
Conventional

Exploring Career Matches

Sometimes a student's results may not match what they were expecting. If something doesn't make sense or they want to understand more, they can see how their Skill Profile matches up with different careers by clicking on the **Find out why** link beside the Save option in the career profiles.



PERSONALITY STYLES



Discover careers that fit your personality

Why does personality style matter?

You've got loads of personality. It's what makes you different from everyone else. Understanding your style can help you figure out what kind of career might make you happy. Ready to uncover your personality style?

For each question, reflect on how much you enjoy the task or activity mentioned.



Personality Styles is the second part of Matchmaker. You need to complete Matchmaker in order to get your Personality Styles results.

Question 1

How do you feel about:

Making agreements through negotiating and bargaining

This means expressing the ideas or wishes of the person or organization you are representing and listening to the person with whom you are negotiating. You may need to compromise in order to reach an agreement. You need a diplomatic approach and the ability to use logical arguments.



Like very much



Like



Doesn't matter



Don't like



Dislike very much

Question 2

Working with babies and young children

This means giving health care, teaching and providing for the needs of babies and young children up to age 10. You may also advise parents and train them to care for their babies and young children. The jobs require you to be patient and to cope with constant demands.



Like very much



Like



Doesn't matter



Don't like



Dislike very much

Question 3

Using tools or machinery to shape metal

This means using tools or machinery to, for example, cut, bend, weld and polish metal. You may use light, hand-held tools or large power-driven machines.



Like very much



Like



Doesn't matter



Don't like



Dislike very much

Question 4

Being aware of how colors, shapes, and patterns are used in design

This means being able to understand what makes an object, display or picture look interesting and attractive. You might need to choose colors which complement each other or arrange patterns and styles to produce a particular effect.



Like very much



Like



Doesn't matter



Don't like



Dislike very much

Question 5

Learning about the science of rivers, lakes, and oceans

This means understanding water systems, how they change, and the effect of these changes on the environment. Subjects studied may include: animal and plant life, geology, physics, chemistry, and the effect of human use of water resources.



Like very much



Like



Doesn't matter



Don't like



Dislike very much

Question 6

Organizing and storing information

This means understanding and using a storage system that arranges information, usually according to subject. This information could be in the form of books, documents, historical objects etc. You are likely to use computerized systems in such work.



Like very much



Like



Doesn't matter



Don't like



Dislike very much

Question 7

Asking questions and interviewing people

This means being able to express yourself clearly, ask the right questions, listen carefully and extract the relevant information.



Like very much



Like



Doesn't matter



Don't like



Dislike very much

Question 8

Working with people with physical disabilities

This means being involved with children or adults with physical disabilities in one or more of the following areas: teaching, advising, caring, or providing health or medical care. You may work in hospitals, health centers, residential or day care centers, or people's own homes. You need patience and understanding in these jobs.



Like very much



Like



Doesn't matter



Don't like



Dislike very much

Question 9

Working with vehicles

This means having an interest in vehicles (such as cars, trucks, trains, tractors, buses and motorcycles), their appearance and how they work. You may be involved in activities such as: - repairing - cleaning - selling vehicles or parts and accessories.



Like very much



Like



Doesn't matter



Don't like



Dislike very much

Question 10

Making or handling textiles and clothing

This means being involved in any stage of the design and production process of textiles, clothing and footwear. In some cases you may be cleaning or repairing clothes. The textiles you work with might include wool, leather, cotton or artificial fibers.



Like very much



Like



Doesn't matter



Don't like



Dislike very much

Question 11

Learning about the structure of the Earth

This means studying the physical history of the Earth. You would examine rocks, fossils, minerals, oceans and the atmosphere and learn how they were formed. You may need some understanding of math, chemistry and physics. There is work in a number of areas such as mining, quarrying, the oil industry, water supply and civil engineering.



Like very much



Like



Doesn't matter



Don't like



Dislike very much

Question 12

Learning about computer applications

This means knowing how computers can be used to make a job quicker or easier. You need considerable skill and understanding of computer packages and may need to adapt them to individual use. Computers are used in a range of jobs such as design or manufacturing, storing information or records, and organizing and analyzing data.



Like very much



Like



Doesn't matter



Don't like



Dislike very much

Question 13

Explaining ideas and information to people

This means speaking clearly, concisely and accurately. To do this you need to choose the most appropriate words for the subject and audience, arrange the information in a logical order and summarize clearly and simply. You may also need to support your opinions with facts or use examples to explain ideas.



Like very much



Like



Doesn't matter



Don't like



Dislike very much

Question 14

Working with people with mental disabilities

This means being involved with children or adults with mental disabilities in one or more of the following areas: teaching, advising, caring, or providing health or medical care. You may work in hospitals, health centers, residential or day care centers, or people's own homes. You need patience and understanding in these jobs.



Like very much



Like



Doesn't matter



Don't like



Dislike very much

Question 15

Repairing things

This means finding out what is wrong with a machine or object, deciding how and what you need to fix it and then carrying out the repairs. If you are fixing a machine you might have to test it after completing the repairs.



Like very much



Like



Doesn't matter



Don't like



Dislike very much

Question 16

Drawing accurately

This means being able to draw to scale. You might use freehand techniques or technical drawing instruments.



Like very much



Like



Doesn't matter



Don't like



Dislike very much

Question 17

Learning about the scientific uses and properties of materials

This means using a knowledge of the physical and chemical characteristics of materials such as wood, metals, textiles, oil, paint and gas. You might be involved in activities such as improving products and processes, solving problems, and developing new medical techniques.



Like very much



Like



Doesn't matter



Don't like



Dislike very much

Question 18

Using keyboard skills

This means using equipment such as word processors, computers and calculators. You may spend most of your day working on a keyboard, or a computer may be essential for your work. You could be using a keyboard to type letters, make calculations, fill out forms, create designs or to store, retrieve and compare information.



Like very much



Like



Doesn't matter



Don't like



Dislike very much

Question 19

Helping people with emotional or psychological problems

This means being able to set people at ease, encouraging them to talk, listening to their answers and offering help, treatment and support. In some cases people have a temporary emotional or psychological problem. In others the problem is permanent.



Like very much



Like



Doesn't matter



Don't like



Dislike very much

Question 20

Working in a workshop or factory

Workshops and factories are places where things are made. They range from large industrial factories to workshops with a few workers. You might be involved in making or packing products, or in operating machinery.



Like very much



Like



Doesn't matter



Don't like



Dislike very much

Question 21

Learning about how sound is produced and recorded

This means learning about how noise, music and speech are produced, recorded and copied. Scientific knowledge of sound and vibrations is needed for a range of purposes like helping people overcome speech difficulties, reducing noise from machines and vehicles, and recording and broadcasting.



Like very much



Like



Doesn't matter



Don't like



Dislike very much

Question 22

Learning about and using geography

This means using a knowledge of the physical structure of the world including the land, weather, towns and industries. You will learn about agriculture and industry throughout the world and how these change, develop and influence each other.



Like very much



Like



Doesn't matter



Don't like



Dislike very much

Question 23

Keeping accurate records or reports

This means being precise and up-to-date when recording factual information. This information could be financial or scientific data, or accounts of interviews or meetings.



Like very much



Like



Doesn't matter



Don't like



Dislike very much

Question 24

Working with elderly people

This means meeting the needs of elderly people by providing services such as transportation, medical help, social activities, or being a 'friendly ear'. You need to be patient and tactful and understand the emotions of people who may be losing their independence.



Like very much



Like



Doesn't matter



Don't like



Dislike very much

Question 25

Being interested in road or rail transportation

This means being concerned with activities such as maintaining vehicles, managing transportation systems, planning the use of transportation, and maintaining or repairing routes and equipment.



Like very much



Like



Doesn't matter



Don't like



Dislike very much

Question 26

Learning about human biology

This means understanding how the human body works. You would learn about the different systems within it such as blood circulation, the nervous system and bone structure, as well as how these systems affect each other. Jobs involving an interest in human biology may be concerned with illness and medicine, food and nutrition, fitness, physical and emotional well-being, or hair and beauty.



Like very much



Like



Doesn't matter



Don't like



Dislike very much

Question 27

Being accurate with numbers in counting, measuring, and arithmetic

You need to be precise and careful in these activities. Sometimes you may need to do sums in your head.



Like very much



Like



Doesn't matter



Don't like



Dislike very much

Question 28

Working with older children and teenagers

This means being involved with older children and teenagers in one or more of the following areas: teaching, advising and giving guidance, organizing, caring and providing for their needs, and working with parents.



Like very much



Like



Doesn't matter



Don't like



Dislike very much

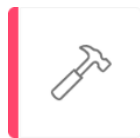
Congratulations! You're on your way!

What happens next is that you, your teacher, or counselor will need to enter your answers in your Xello account.

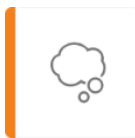


Note: If you haven't completed Matchmaker, you'll need to do that before your Personality Styles answers can be entered.

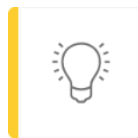
Once your answers are in, you'll be able to see your Personality Style results and how your personality style compares to careers.



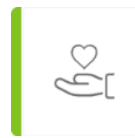
Builder



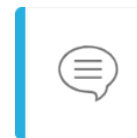
Thinker



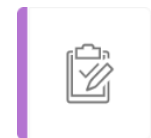
Creator



Helper



Persuader



Organizer

If you're curious to see how your answers match up with a career, click the **Find out why** link beside the Save option in the career profiles.

CUSTOMER SERVICE REPRESENTATIVE

\$22,140 - \$55,310 High School, 2-Year College or Technical Training

Good Match
Find out why

Save

Customer service representatives work for just about every type of business. They answer customers' questions and provide information by phone, online, and in person.

SIMILAR CAREERS

Office Manager
\$32,000 - \$100,000

MISSION COMPLETE

TEACHER INSTRUCTIONS



Land on Careers that suit you best

These last 49 questions in the Matchmaker trio of assessments have students further narrowing their interests to give them more accurate career matches.

Using the paper-based Mission Complete

After students answer the questions on paper, the student or an educator will need to **enter their responses in the student's Xello account** in order to see how their personality style matches up with specific careers.



Note: Students MUST have completed Matchmaker and Personality Styles, in order for their Mission Complete answers to be entered.

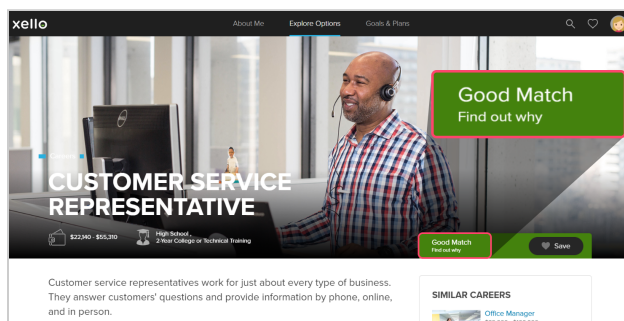
How students can explore their results

Updated Strength of Match

Once the Mission Complete answers are entered, students' strength of match will be updated for all careers in Xello.

Exploring Career Matches

Sometimes a student's results may not match what they were expecting. If something doesn't make sense or they want to understand more, they can see how their Skill Profile matches up with different careers by clicking on the **Find out why** link beside the Save option in the career profiles.



MISSION COMPLETE



Land on Careers that suit you best

Mission Complete is the third and final section of the Matchmaker quizzes.

Your destination is in sight. Your answers to these 49 questions will refine your career matches and give you the best results. Ready to land on careers that make the most sense for you?



You need to complete Matchmaker and Personality Styles in order to get your Mission Complete results.

Question 1

How do you feel about:

Using a foreign language

This means being able to communicate effectively in more than one language. For example, you may be fluent in Spanish, Chinese or Russian. For some jobs you will need to work abroad. In most cases you need to use other skills such as technical, secretarial and business skills.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 2

Learning about and using economics

This means being interested in what, how and why goods and services are produced or provided. Subjects covered include prices and inflation, employment and unemployment, and production and government policies to increase production.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 3

Assessing the financial value of goods, buildings, or services

This means estimating how much money things are worth for the purpose of selling, buying, investing, borrowing, renting, taxing etc.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 4

Planning how work is to be carried out

This means having ideas about how tasks should be done. You have to think about things like what materials are needed, what tools should be used, who should be involved, what order tasks should be carried out in, and when tasks need to be finished.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 5

Solving problems by seeking new ideas

This means approaching problems from new angles, using original and creative thinking. You will need to ask the right questions to find out what the problem is. For example, you may be concerned with sorting out problems between groups of people. Or you may be helping businesses to improve the way they work and to provide better products and services.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 6

Using statistics to gather, interpret, and present information

This means collecting figures by studying a representative sample of something such as people, experiments or businesses. In some cases you will compare two or more sets of figures to spot patterns of change and to predict trends. Various people use this sort of information to help plan for the future and make decisions.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 7

Working with animals

This means working with any type of animal. In many cases you need to be concerned with animal welfare for commercial reasons. You may be involved in any of the following activities: breeding, caring for or treating, selling, or studying.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 8

Working with plants

This means being concerned with flowers, trees, vegetables, fruits, crops or even grass. You may be involved with any of the following activities: growing, selling, conserving, and studying.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 9

Being involved with farming

This means being concerned with the organization and working methods of farms. You may be involved in any of the following: looking after animals and/or crops, managing the day-to-day running of a farm, working with farm machinery, studying the way farms run, and advising farmers on agricultural matters.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 10

Facing dangerous situations

This means being prepared to put yourself in situations where your physical safety may be at risk. In all cases you have to accept danger as a part of the job. In some jobs you might be responsible for reducing the danger.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 11

Learning about 3D design for buildings, machines, or products

This means being concerned with the appearance and shape of objects like vehicles, machines, buildings (inside and out) or household products. As well as considering how a product looks, you will need to think about how useful it is and whether people are likely to buy it.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 12

Working with electricity or electronics

This means learning about and using the science of electricity. You will be concerned with power and how it is used, for example in lighting and heating. You will also be involved with electronics. This is the use of low power electric circuitry such as that in radios, computers and telecommunications.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 13

Working with wood

This means using hand-held or machine tools to make something out of wood. You could be involved in working in a number of areas including: furniture, fittings in buildings, the wooden structures of buildings, and boat-building.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 14

Being responsible for people's safety or well-being

This means improving and protecting the safety or well-being of individuals or society as a whole. People will be dependent on your working skills and knowledge. You might be involved with improving lifestyle, health, living and working conditions, or the environment.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 15

Being involved with sports and recreational activities

This means being concerned with activities, sports and games of all kinds. You might be involved with teaching and coaching people, management and organization, and maintenance (for example of grounds, equipment and buildings).

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 16

Seeking out and analyzing information

This means collecting information such as facts, figures, ideas and opinions. You will then need to evaluate this information to reach conclusions that are supported by the evidence.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 17

Being involved with household organization and activities

Being involved with household organization and activities This means being concerned with activities such as household tasks like ironing, cooking and cleaning; planning and sticking to a budget; and looking after and repairing equipment. You might perform these tasks yourself or supervise others. In some cases you may be giving advice.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 18

Being involved with people's health, but not directly treating them

This means being concerned with activities such as helping to run or manage health centers or hospitals, advising patients and health staff, and doing tests to help medical staff decide on treatment. You may or may not have direct contact with patients.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 19

Following clearly defined procedures

This means doing a series of tasks following a set pattern. This pattern might have to be repeated several times without variation. You may need to do this to ensure safety and accuracy, or to make sure that the tasks can be understood and carried out by other people.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 20

Providing information

This means responding to requests for information by passing on your own knowledge or by finding out. You might give out written or verbal information about many different things including prices, laws, products, and health.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 21

Coordinating people and groups

This means bringing together people or groups with similar interests to carry out a project, provide a service, share skills or ideas etc. Your role with the group may then finish or you might take part in the group's activities.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 22

Persuading and motivating people

This means being able to influence, lead or encourage people. These skills are often needed in situations where you are teaching, managing, selling or advising etc.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 23

Using phones or radio systems

This means using the phone to take messages, give information, answer inquiries, plan meetings, events or courses etc. In some cases you will spend most of your working day using the telephone or it may be essential for you to do your work. You may use a two-way radio to keep in touch with colleagues or with your base.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 24

Work involving teamwork and cooperation

A team may be made up of people doing similar work or of people who have different skills and do different tasks. The emphasis is on the team being more important than the individual. Teamwork may be important to ensure that work is done effectively or to maximize safety. You will rely on other people to do their share of the work and they will rely on you.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 25

Speaking in front of groups of people

This may involve explaining ideas, giving instructions, teaching, presenting an argument etc. You may speak in front of adults and/or children.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 26

Cleaning and clearing up

This means being prepared to clean and tidy up after yourself in your working environment or after other people. You might have to keep somewhere clean and tidy for reasons of hygiene, safety or appearance.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 27

Work requiring accuracy and attention to detail

This means concentrating and being very careful in your approach to tasks. You will need to be aware of the importance of being precise.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 28

Lifting or carrying heavy things

This means being prepared to lift or carry as a major part of your job. Activities could include loading and unloading vehicles, crates etc.; lifting people or animals; and carrying building materials, tools or equipment.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 29

Being organized and tidy with practical tasks

This means deciding how to do a hands-on task and making the preparations needed to carry out the task in the most efficient way. In most cases the emphasis is on taking care and maintaining a high quality of work.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 30

Repeating the same short tasks

This means specializing in one or more tasks which need to be done very quickly. Pay can sometimes depend on how quickly you work.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 31

Traveling around locally from place to place

This means that you have a fixed work base but frequently travel to other sites. These could be in your local area or further away. This could be during the course of one day or over longer periods.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 32

Being involved with boats, ships, or water transportation

This means having an interest in boats and in sea, river and canal transportation. You may be involved in activities such as work on a ship; the design, repair and maintenance of vessels; planning the use of transportation; and maintaining waterways.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 33

Being involved with air transportation or aircraft

This means being concerned with activities such as planning the use of transportation, working on an aircraft, designing aircraft, and constructing or maintaining aircraft.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 34

Working in a store or shop

This means working in places ranging from large department stores to small specialist shops. You may be involved in activities such as handling stock, displaying and selling goods, dealing with customers, and managing stores.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 35

Being involved with manufacturing or processing industries

Manufacturing is about making things and processing is about changing materials. You may be interested in methods of manufacturing and could be involved in activities such as designing new products, using new materials, improving the way products are made, and improving the quality of products.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 36

Working in a warehouse

This means working anywhere goods are kept between being made and being sold. The warehouse may be large or small. In some cases it may have to be kept at a certain temperature to preserve the goods being stored.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 37

Working on ladders or at a height

This means being willing to work at a site which is well above the ground or to do work which involves being up a ladder. It is important that you are not scared of heights. Although many jobs which involve the use of ladders are outdoors, there are also some indoor ones.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 38

Working in a noisy place

This means being willing to work somewhere where there is constant loud noise. This might be caused by machines or vehicles but there may be other causes such as animals and people. You may have to wear ear protection.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 39

Getting your hands or clothes dirty

This means being willing to do work in which you are constantly dirty or get dirty from time to time. In some cases you need to keep clean most of the time but be prepared to do some messy work. You may be in contact with things such as oils, paint, soil and blood. You might have to wear protective clothing like overalls or gloves.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 40

Dealing with uncooperative or difficult people

This means staying calm and being tactful when dealing with people who are angry, impatient, unhappy or uncooperative. In some cases your role will be to talk to and help such people, and in others it will be to control them.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 41

Working on your own for long periods of time

This means being left to get on with work without other workers to talk to and without a supervisor or manager nearby.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 42

Working under pressure

This means situations where there are frequent periods of intense work or where there are deadlines to be met. You may need to work very quickly and in some cases this will be necessary in order to save lives. You will need to stay calm, think clearly and act appropriately despite the pressure.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 43

Providing advice

This means offering solutions to problems or giving your opinions based on your knowledge and experience. You will need to be able to weigh up the pros and cons of different situations.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 44

Being away from home regularly

This means working away from home. In some cases it may be for days or weeks at a time and in others it may be for months or years. You may also live abroad.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 45

Coping with unpleasant or upsetting situations

This means working in situations which may be distressing for you. You may have to cope with other people's anxiety, fear, upset, illness or death. You need to be calm and in control of your own emotions so that you can help others and carry out your job.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 46

Working evenings or weekends

Many jobs require regular Saturday and/or Sunday work. Others may require you to work in the evenings on a regular basis. This means that your free time may be during the day or on weekdays when everyone else is working.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 47

Working shifts, which could include nights

Shift work may mean working a regular pattern of any part of the 24 hour day or working irregular hours. In some cases you need to be 'on call' (available to go to work whenever you are needed). Your free time may occur at different times of the day, sometimes when other people are working. Shift work often occurs where 24 hour health care is needed or where machinery has to be kept running.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 48

Doing small and detailed tasks that need careful handling

This means hands-on tasks such as using very fine tools or instruments, using sewing needles and thread, wiring electrical components, drawing with small paint brushes, and handling delicate young plants or flowers.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



Question 49

Handling cash

This means being responsible for receiving cash for goods or services and giving the correct change. For most of these jobs you will need to be able to add and subtract numbers quickly in your head.

Like very much



Like



Doesn't matter



Don't like



Dislike very much



You did it! You completed the mission!

What happens next is that you, your teacher, or counselor will need to enter your answers in your Xello account.



Note: If you haven't completed Matchmaker and Personality Styles, you'll need to do that before your Mission Complete answers can be entered.

Once your answers are in, your strength of match will be updated for all careers in Xello.

Then, you'll be able to see how your answers match up with different careers by clicking on the Find Out Why link beside the Save option in the career profiles.

The screenshot shows the Xello website interface. At the top, there's a navigation bar with 'xello' logo, 'About Me', 'Explore Options', and 'Goals & Plans'. Below this is a large banner image of a man wearing a headset, representing a customer service representative. Overlaid on the banner is a green box with the text 'Good Match Find out why'. Below the banner, the job title 'CUSTOMER SERVICE REPRESENTATIVE' is displayed in large, bold letters. To the left of the title, there's a salary range '\$22,140 - \$55,310' and a requirement 'High School, 2-Year College or Technical Training'. To the right of the title, there's a 'Good Match Find out why' button and a 'Save' button. Below the banner, there's a description: 'Customer service representatives work for just about every type of business. They answer customers' questions and provide information by phone, online, and in person.' To the right of the description, there's a section titled 'SIMILAR CAREERS' with a link to 'Office Manager' with a salary range of '\$32,000 - \$100,000'.



SKILLS LAB

TEACHER INSTRUCTIONS



What is Skills Lab?

Skills Lab is a 35 questions assessment that asks students about skills they would find in different careers. Students assess how often they would like to use that skill, rather than how skilled they are.

How frequently would you like to use this skill in your future career?

Learning Making an effort to take in and understand new information.				
Always	Often	Sometimes	Rarely	Never

Using the paper-based Skills Lab

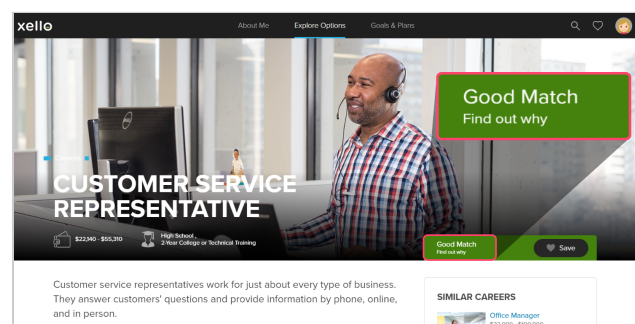
After students answer the questions on paper, the student or an educator will need to **enter their responses in the student's Xello account** in order to see how their skill profile matches up with specific careers. Once the results have been entered, a strength of match indicator will appear for all careers.



If students have already done Matchmaker, Personality Styles, or Mission Complete, the strength of match score will be a combination of the results from all of their assessments.

How students can explore their results

Sometimes a student's results may not match what they were expecting. If something doesn't make sense or they want to understand more, they can see how their Skill Profile matches up with different careers by clicking on the **Find out why** link beside the Save option in the career profiles.



SKILLS LAB



What is Skills Lab?

Skills Lab helps you think about what skills you want to use in the world of work. It creates your skills profile using your answers and then suggests matching careers.

There are 35 questions about different skills you would find in different careers. There are no right and wrong answers. Circle what best fits YOU.



Your answers don't have to be based on the skills you're good at. Think about skills you enjoy using or want to improve on.

Question 1

How frequently would you like to use this skill in your future career?

Learning

Making an effort to take in and understand new information.



Always



Often



Sometimes








Rarely



Never



Question 2

How frequently would you like to use this skill in your future career?

Listening Paying attention to what others say. Taking care to hear, understand, and ask questions.				
				
Always	Often	Sometimes	Rarely	Never






Question 3

How frequently would you like to use this skill in your future career?

Critical Thinking Using logic and reason to think about and assess facts and data from many sources.				
				
Always	Often	Sometimes	Rarely	Never






Question 4

How frequently would you like to use this skill in your future career?

Learning Strategies Using different ways to learn based on the task or topic.				
				
Always	Often	Sometimes	Rarely	Never






Question 5

How frequently would you like to use this skill in your future career?

Math Using math to solve problems.				
				
Always	Often	Sometimes	Rarely	Never






Question 6

How frequently would you like to use this skill in your future career?

Attention to Detail Paying attention to yourself, others, or systems to improve or fix performance.				
				
Always	Often	Sometimes	Rarely	Never






Question 7

How frequently would you like to use this skill in your future career?

Reading Being able to understand written information.				
				
Always	Often	Sometimes	Rarely	Never






Question 8

How frequently would you like to use this skill in your future career?

Science Using scientific knowledge, rules, and methods to study and solve problems.				
				
Always	Often	Sometimes	Rarely	Never






Question 9

How frequently would you like to use this skill in your future career?

Speaking Expressing ideas in a clear manner through speech.				
				
Always	Often	Sometimes	Rarely	Never






Question 10

How frequently would you like to use this skill in your future career?

Writing Expressing ideas in a clear manner through writing.				
				
Always	Often	Sometimes	Rarely	Never






Question 11

How frequently would you like to use this skill in your future career?

Problem Solving Recognizing problems, coming up with solutions, and choosing the best one.				
				
Always	Often	Sometimes	Rarely	Never






Question 12

How frequently would you like to use this skill in your future career?

Managing Money Setting a budget and deciding on the best way to spend and track money.				
				
Always	Often	Sometimes	Rarely	Never






Question 13

How frequently would you like to use this skill in your future career?

Managing Resources Choosing the right tools, materials, and facilities to carry out work.				
				
Always	Often	Sometimes	Rarely	Never






Question 14

How frequently would you like to use this skill in your future career?

Managing People Supporting and directing others as they work. Hiring the best people for the job.				
				
Always	Often	Sometimes	Rarely	Never

Question 15

How frequently would you like to use this skill in your future career?

Time Management Managing your own and others' time well.				
				
Always	Often	Sometimes	Rarely	Never






Question 16

How frequently would you like to use this skill in your future career?

Social Adaptiveness Changing your behavior in response to others' actions in a social setting.				
				
Always	Often	Sometimes	Rarely	Never


Question 17

How frequently would you like to use this skill in your future career?

Teaching Helping others gain new skills or knowledge.				
				
Always	Often	Sometimes	Rarely	Never






Question 18

How frequently would you like to use this skill in your future career?

Negotiating Bringing people together to solve issues or find common ground.				
				
Always	Often	Sometimes	Rarely	Never






Question 19

How frequently would you like to use this skill in your future career?

Persuading Convincing others to agree with you or carry out an action.				
				
Always	Often	Sometimes	Rarely	Never

Question 20

How frequently would you like to use this skill in your future career?

Helping People Looking for ways to help people. For instance, providing customer service or medical aid.				
				
Always	Often	Sometimes	Rarely	Never






Question 21

How frequently would you like to use this skill in your future career?

Social Perception Being aware of and understanding why others act the way they do.				
				
Always	Often	Sometimes	Rarely	Never






Question 22

How frequently would you like to use this skill in your future career?

Decision Making Considering all options and picking the best one.				
				
Always	Often	Sometimes	Rarely	Never






Question 23

How frequently would you like to use this skill in your future career?

<h3>Analyzing Systems</h3> <p>Understanding how a system works and how changes will affect outcomes.</p>				
 <p>Always</p>	 <p>Often</p>	 <p>Sometimes</p>	 <p>Rarely</p>	 <p>Never</p>






Question 24

How frequently would you like to use this skill in your future career?

<h3>Evaluating Systems</h3> <p>Checking how well a system works. Finding ways to improve its performance.</p>				
 <p>Always</p>	 <p>Often</p>	 <p>Sometimes</p>	 <p>Rarely</p>	 <p>Never</p>






Question 25

How frequently would you like to use this skill in your future career?

<h3>Equipment Maintenance</h3> <p>Knowing how to care for equipment and do routine maintenance.</p>				
 <p>Always</p>	 <p>Often</p>	 <p>Sometimes</p>	 <p>Rarely</p>	 <p>Never</p>






Question 26

How frequently would you like to use this skill in your future career?

Tool Selection Choosing the right tools and equipment to do a job.				
				
Always	Often	Sometimes	Rarely	Never






Question 27

How frequently would you like to use this skill in your future career?

Installation Installing equipment, machines, or programs to meet specifications.				
				
Always	Often	Sometimes	Rarely	Never






Question 28

How frequently would you like to use this skill in your future career?

Operating Equipment or Machines Using equipment, machines, or systems in a safe manner.				
				
Always	Often	Sometimes	Rarely	Never






Question 29

How frequently would you like to use this skill in your future career?

Monitoring Operations Watching over systems to make sure they are working well.				
				
Always	Often	Sometimes	Rarely	Never






Question 30

How frequently would you like to use this skill in your future career?

Analyzing Operations Reviewing system or product needs to come up with a new design.				
				
Always	Often	Sometimes	Rarely	Never






Question 31

How frequently would you like to use this skill in your future career?

Programming Writing computer code. These are used to build apps, websites, games, and more.				
				
Always	Often	Sometimes	Rarely	Never






Question 32

How frequently would you like to use this skill in your future career?

Quality Control Testing products, processes, or machines. Making sure they work as intended.				
				
Always	Often	Sometimes	Rarely	Never






Question 33

How frequently would you like to use this skill in your future career?

Repairing Fixing damaged parts in machines or systems.				
				
Always	Often	Sometimes	Rarely	Never






Question 34

How frequently would you like to use this skill in your future career?

Designing Technology Creating technology to meet user needs.				
				
Always	Often	Sometimes	Rarely	Never

Question 35

How frequently would you like to use this skill in your future career?

Troubleshooting Finding the cause of an error and working out how to fix it.				
 <p>Always</p>	 <p>Often</p>	 <p>Sometimes</p>	 <p>Rarely</p>	 <p>Never</p>




Congratulations! You did it!

35 questions—done. That's awesome.

What happens next is that you, your teacher, or counselor will need to enter your answers in your Xello account.

Then, you'll be able to see how your Skill Profile matches up with different careers by clicking on the **Find Out Why** link beside the Save option in the career profiles.



CUSTOMER SERVICE REPRESENTATIVE

\$22,340 - \$55,310

High School, 2-Year College or Technical Training


Good Match
Find out why

Good Match
Find out why

Save

Customer service representatives work for just about every type of business. They answer customers' questions and provide information by phone, online, and in person.

SIMILAR CAREERS

 **Office Manager**
\$32,000 - \$100,000

LEARNING STYLES

TEACHER INSTRUCTIONS



What's your learning DNA?

Learning Styles is a 20 question quiz about students learning and experience preferences. Based on their answers, students will receive a personal learning style profile with tips and tricks to help when they're learning new things, remembering information, and building their skills.

Question 1

When reading a novel, I tend to:

become restless, and can almost feel what the characters are doing or feeling

imagine seeing what I am reading

either read out loud, or imagine hearing the words I am reading

Using the paper-based Learning Styles

After students answer the questions on paper, **the student or an educator will need to enter their responses in the student's Xello account** in order to their personal learning profile.



LEARNING STYLES



What's your learning DNA?

Everybody's brain works differently. Some people learn best by listening. Others prefer reading or doing hands-on tasks. Still others use a mix of these styles to learn. Our quiz will reveal how you learn best.

Question 1

When reading a novel, I tend to:

become restless, and can almost feel what the characters are doing or feeling

imagine seeing what I am reading

either read out loud, or imagine hearing the words I am reading

Question 2

I prefer websites that have:

things to listen to, like music, radio programs, or interviews

things to read

things to do, like games

Question 3

When I'm with a group of friends, I would rather:

go to a movie

go to a concert

do something active, like sports, games or hiking

Question 4

When I see the letters 'c – a – t', the first thing that comes to mind is:

petting or playing with a cat

a picture of a cat

the sound of the word 'cat'

Question 5

When concentrating on something, I am more likely to:

be distracted by movement or clutter around me

be distracted by noise near me

have difficulty sitting still

Question 6

It's easier for me to understand if I:

listen to someone talk

make or do things with my hands

read about it or watch a demonstration

Question 7

When learning in class, I prefer to:

listen to the teacher

read the material

make or create things with my hands

Question 8

If learning to cook, I would rather:

follow written recipes

create my own recipes, tasting as I cook

be told how to cook

Question 9

When using electronic equipment for the first time, I prefer to:

read the instructions

listen to someone explain how to use it

have a go and learn by 'trial and error'

Question 10

When going to some place new, I prefer to:

ask for spoken directions

look at a map

find it using my sense of direction

Question 11

When teaching something new to someone, I would rather:

give a demonstration

explain verbally

write instructions

Question 12

I remember something best by:

saying it aloud or repeating words and key points in my head

reading about it

doing the activity, or imagining it being done

Question 13

To relax, I would rather:

listen to music

read a book

get some exercise

Question 14

In school, I find it easier to remember:

what I've read in the textbook

what the teacher said in class

what I wrote in my notes

Question 15

I usually learn best when:

someone explains the topic to me

I am given written material and diagrams to read

I am able to participate in a hands-on demonstration

Question 16

I find it easiest to remember:

names

things I have done

faces

Question 17

I learn best from a teacher who:

uses hands-on activities

lectures to explain the material

uses the whiteboard or visuals like videos

Question 18

To learn new computer software, I would rather:

learn by using it

read the manual

ask a friend to tell me how to use it

Question 19

I remember best by:

listening to a lecture or a class discussion about the subject

reading the textbook or lecture notes

doing something with the material

Question 20

I prefer a teacher who uses:

class demonstrations

handouts, books, or readings

classroom discussions or guest speakers

Awesome! You did it!

What happens next is that you, your teacher, or counselor will need to enter your answers in your Xello account.

Once your answers are in, you'll be able to see your Learning Style profile and find tips and tricks to help you learn new things, remember information, and build your skills.

