

User Guide

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Overview

This user guide has been written to support a tutor helping a young person use CareerRadar in a group or one-to-one environment.

CareerRadar has three distinct areas that are described below. They can be used individually or form part of a process to help someone choose a career and find a job.

Emotional Intelligence

A 'Big Five Personality' test provides each user with detail regarding their personality and insight into understanding their strengths, weaknesses, motivators and de-motivators.

This has proven useful as an introduction to emotional intelligence and provides practical advice.

Career Suggestions

CareerRadar uses a sophisticated algorithm to suggest careers based on a user's personality, interests and education. A large government survey in the USA, O*Net, provides data relating to the attributes that are required for each career.

Current employment data is used to display a heatmap of the UK showing total vacancies, salaries and growth.

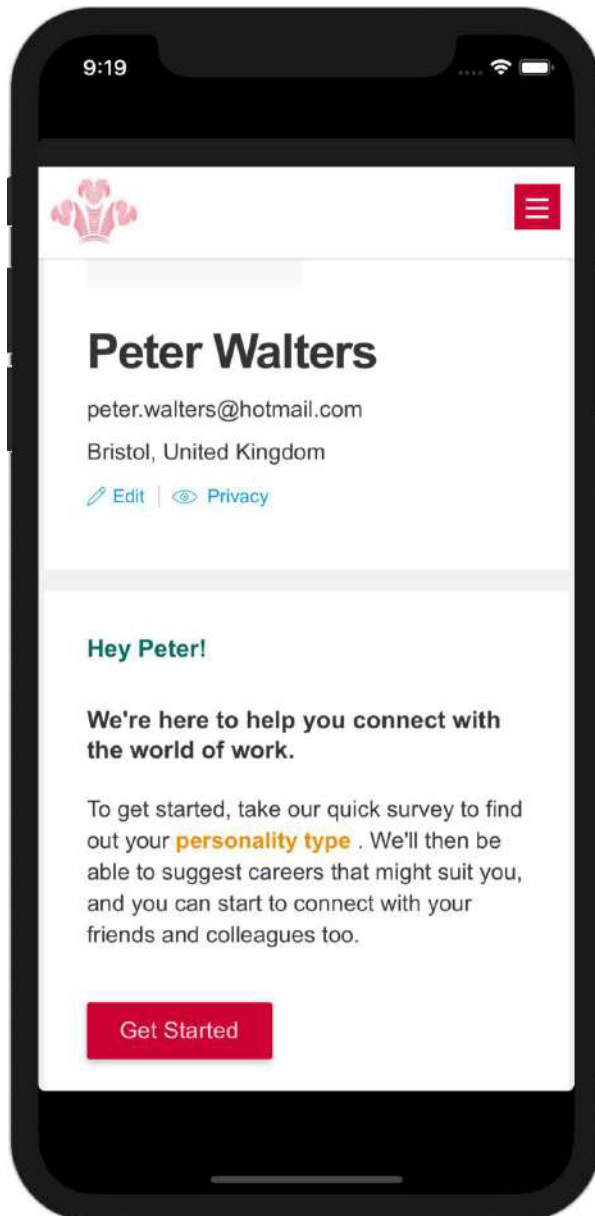
Over 400 videos provide short descriptions of each career.

Find A Job

Two 3rd party aggregation engines have been combined to provide a single list of current vacancies in the UK and around the World. The list is filtered by location, salary range and jobs matching. It is much easier to see all the current vacancies in one aggregated list rather than looking on many different employment agency web sites.

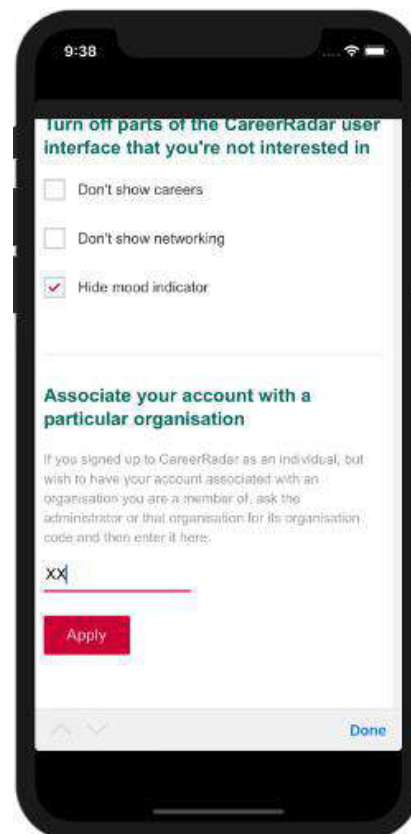
Registration

Enter <https://careerradar.org/princes-trust> in the browser or download the app from the Apple or Android store.



Press the Sign Up button and enter your details.

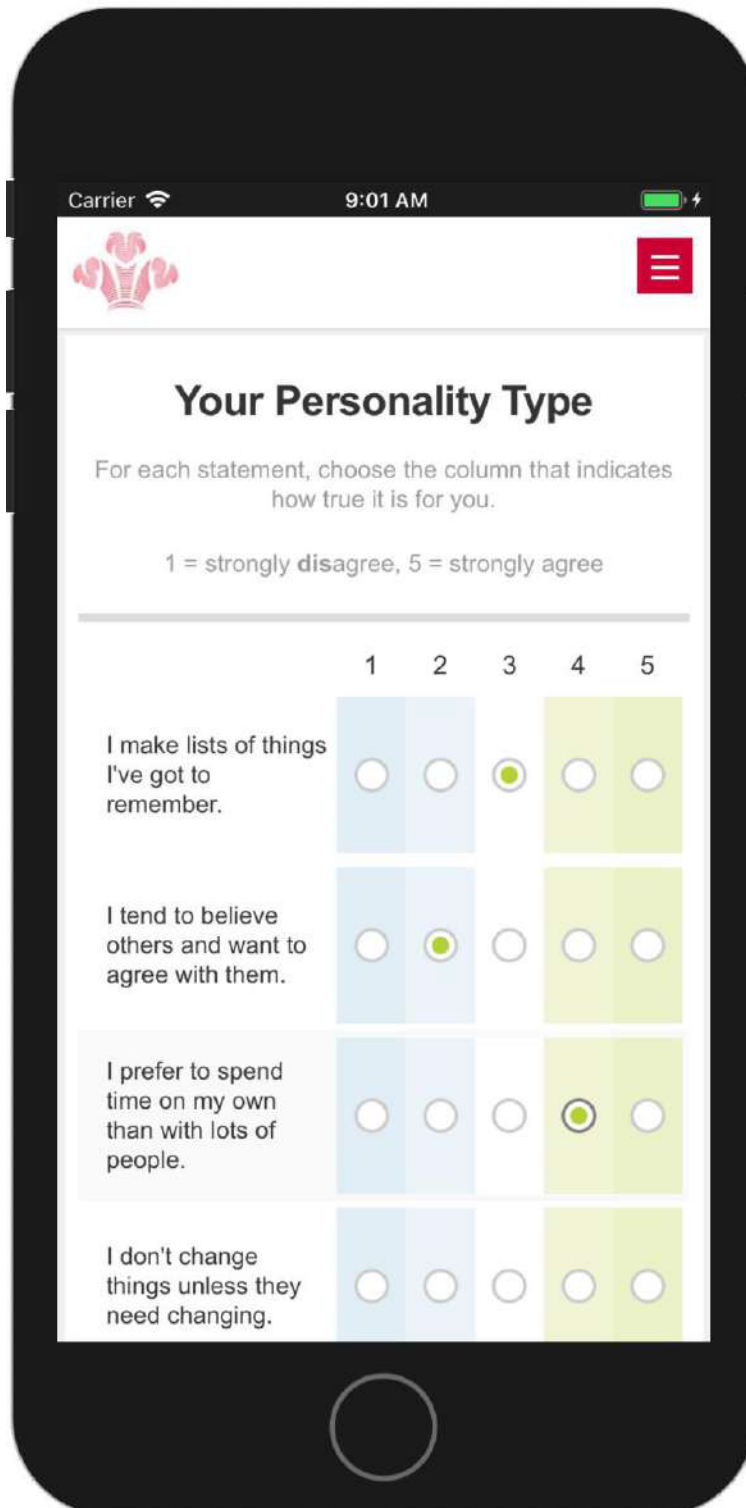
If you are registering using the App you will need to enter the organisation code (PT). Select the menu (top right), then User Settings and enter the code (PT) into the 'Associate your account with a particular organisation' field. See the example below where XX is the example organisation code.





Emotional Intelligence

Personality Questions

Select 'Get Started' and complete the personality questionnaire.



Carrier 9:01 AM

Your Personality Type

For each statement, choose the column that indicates how true it is for you.

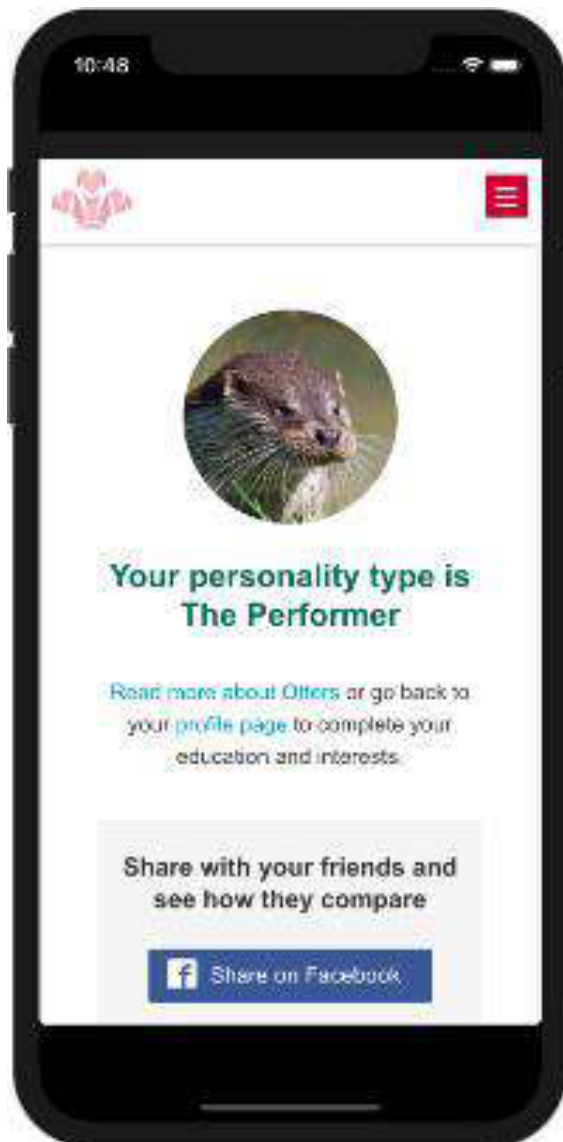
1 = strongly disagree, 5 = strongly agree

	1	2	3	4	5
I make lists of things I've got to remember.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
I tend to believe others and want to agree with them.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I prefer to spend time on my own than with lots of people.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
I don't change things unless they need changing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



This should only take 5 minutes and it is important that it is done relatively quickly.

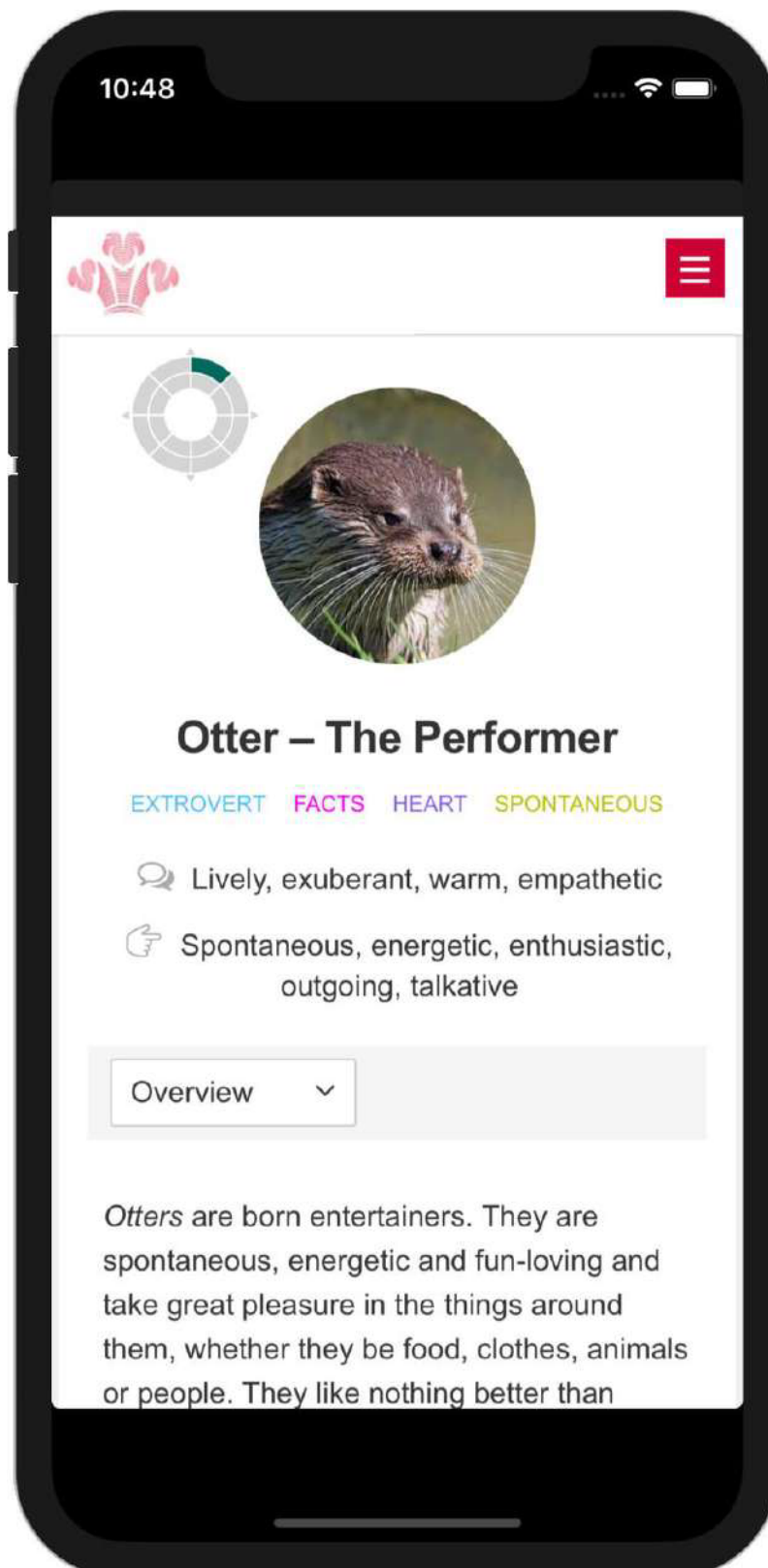
The answers will vary depending on a person's mood and can change each time that someone takes the questionnaire. However, the science behind the questions usually means that the result is very similar each time that a person completes the questionnaire.



At the end of the questionnaire the user is allocated an animal and description, in this case an Otter, the performer.

Personality Types

Select 'read more about ...' from the results screen or the main profile screen.





Does the description reflect the person's personality? This is a great way to engage with the young person and understand more about their personality.

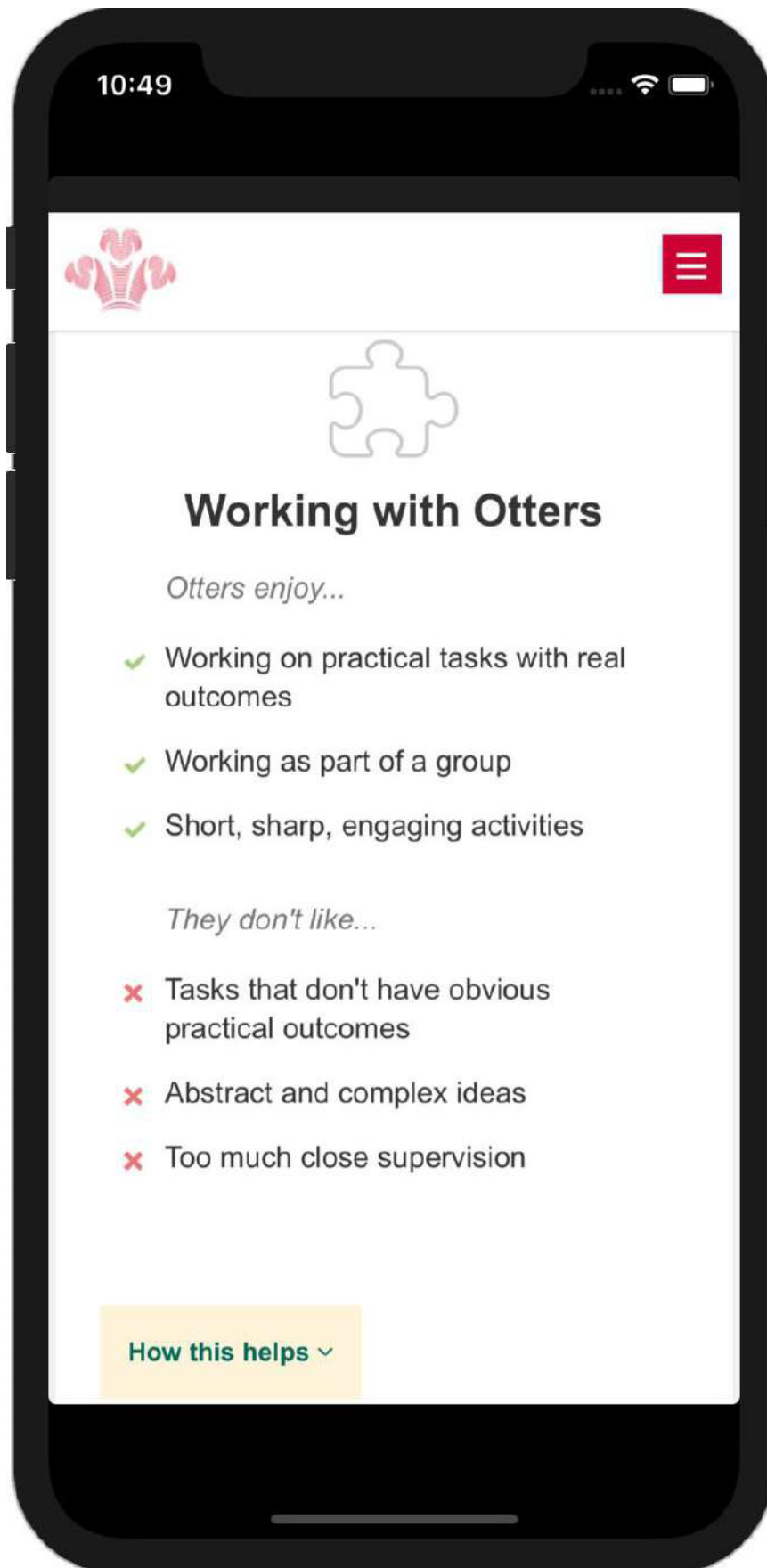
Note where they are on the chart to the top left of the Otter. The outer ring are extroverts, the inner ring introverts. Other personality characteristics determine where they are positioned around the ring.

Employees doing a similar role are usually clustered together. For example, computer programmers are usually in the top left quadrant. Health workers are in the bottom right quadrant.

Key messages:

- Everyone is different
- Be yourself, don't try and be like someone else
- All personality types have their strengths and weaknesses, know yours.

Select 'At Work' instead of Overview





Do the descriptions reflect the user's thoughts on what they like and dislike?

They should spend time doing things they enjoy.

They should choose a career that plays to their strengths, it's more fun.

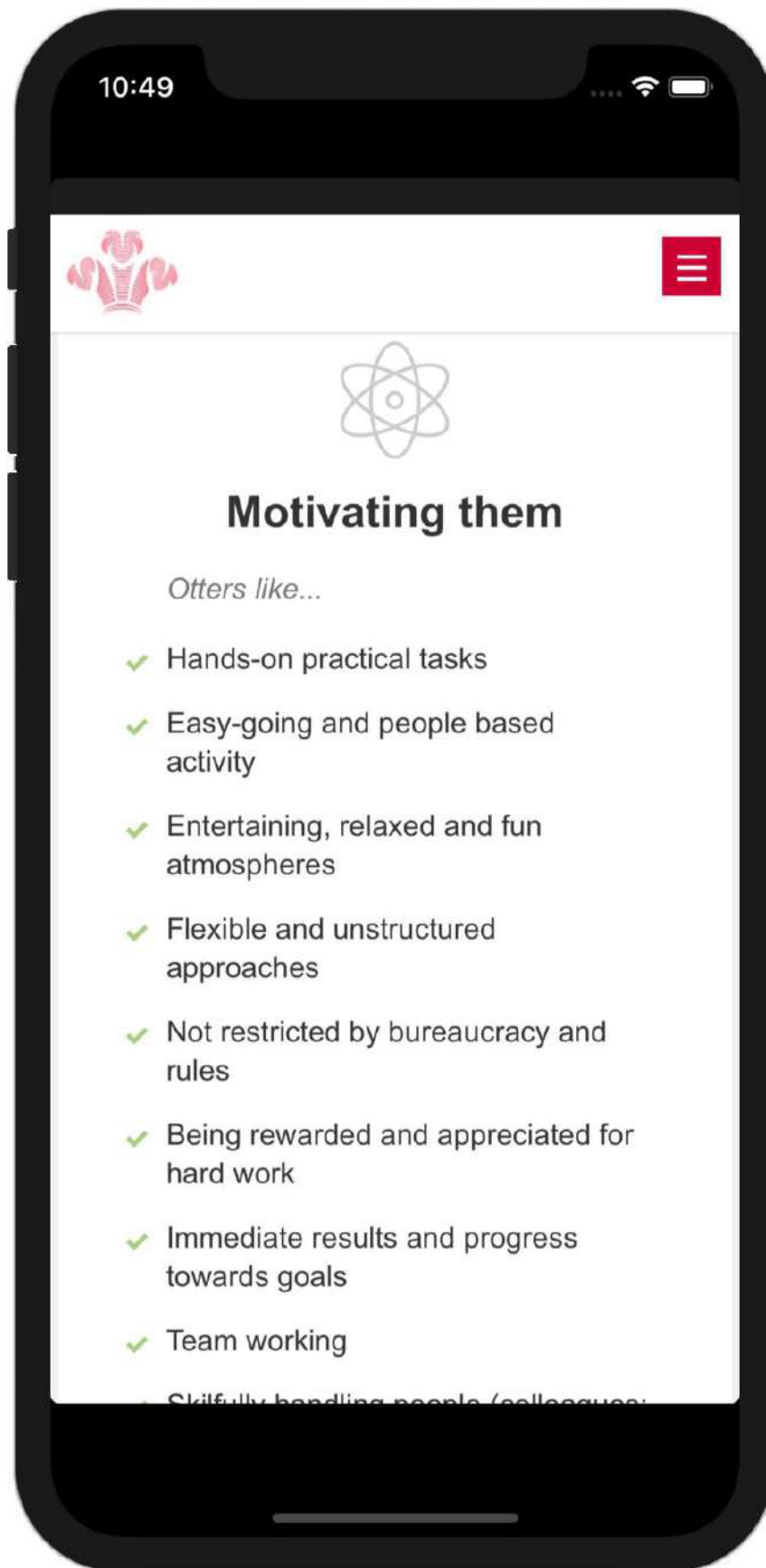
They can get help with things they don't like.



Which of these 2 tasks would suite an Otter best?

- a) Nurse
- b) Scientist looking for dark matter

Scroll down to the next section





Does the user recognise the motivation and de -motivation descriptions?

Key messages:

- Motivate yourself, you will then achieve your goals
- Avoid things that de -motivate you



Would an Otter be motivated by:

- a) Writing a book for 6 months in a cabin in the woods
- b) Working in a holiday camp
- c) Selling insurance

Group Exercises



Selling a Moped

Nominate one person to be the salesperson and one person to be a purchaser of a new moped. Everyone reads about a Raven before the exercise begins, the salesperson then tries to sell the purchaser a new moped. The rest of the group critiques his or her performance.

Key points to note when selling to a Raven:

- a) Ravens need detail so will ask lots of technical questions, the salesperson needs to know their facts
- b) Ravens won't make a quick decision, so answer their questions and let them go away and do their research. Don't push for a close.

Repeat the same exercise with a Dolphin which is opposite to the Raven on the chart.

Key points to note when selling to a Dolphin:

- a) The Dolphin probably won't want to know the engine size, stopping distance or mpg of the moped so don't bore them with too much detail
- b) Discuss with them their requirements and come up with a joint recommendation
- c) Try for a close.



Conflict Resolution

Peter, a Zebra, is the managing director of a company and does most of the selling. Claire, a Raven, runs production. They are always arguing and seem to be in a constant state of conflict. Peter accuses Claire of not listening to anything he says, Claire thinks Peter talks rubbish most of the time. What is going on?

Based on a real situation this is how Peter and Claire were trained to modify their behaviour:

Peter

Zebras are extroverts, Peter was bombarding Claire with too many new ideas too quickly for her to digest.

Peter learnt that Claire needed time to think through each idea, he stopped asking for an immediate answer.

Ravens are often quiet and will put forward well thought through answers to a question. Peter learnt to listen carefully to Claire and argue his case by challenging Claire's logic.

Claire

Extroverts often talk a lot and come up with great ideas mixed in with a lot of noise. Claire learnt to recognise the great ideas and ignore the background noise.

Zebras like team working and Claire engaged more in team discussions to provide feedback and encouragement to Peter.

If Peter demanded a response to his latest great idea Claire learnt to tell him what she needed – more time to think through all the ramifications.

The combination of Peter's great ideas and Claire's practicality meant they formed a great working relationship.



CV Writing

List 5 positive attributes of your personality that you would highlight in your CV to improve your chances of getting your perfect job.

For example, a Brown Bear might emphasise that they like working with other people, are highly organised and enjoy working hard.

Use the motivators and de-motivators to write an opening statement for a CV / Cover Letter.

Use the descriptors to support the young person to think about practical examples of when they have demonstrated these qualities.



20 Questions

The group asks the tutor 20 Yes/No questions to try and guess the tutor's animal personality.



Appreciate Different Personalities

Everyone selects the animal that is opposite them on the chart. If someone is on the inner ring (introverts) then they select an animal on the outer ring (extroverts) and vice versa.

Each person then describes a career that they think their new persona would enjoy. The group must guess the animal.



Employment

Mark is an Otter and runs his own business. He wants to employ someone to help with production and the accounts. Should he :

- a) Employ someone like himself on the basis that he will know their strengths and weaknesses and be able to manage them easily . If necessary Mark will do the accounts and production and let the new employee do sales.
- b) Employ someone that likes doing production and accounts but will have a totally different personality.

Most people make the mistake of employing people like themselves. All great teams recruit people of all personality types so that everyone can work to their strengths and get support in their weak areas.



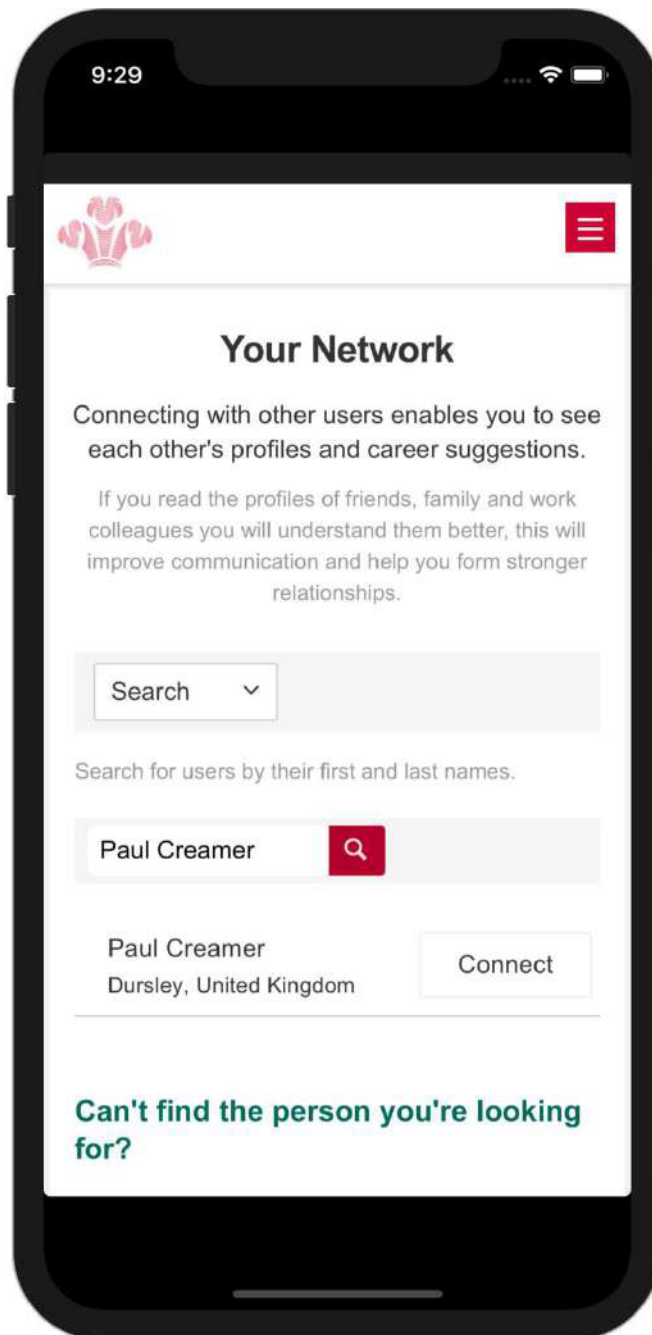
Stress

You are a Fox working in Tesco stacking shelves. You feel under stress and you don't enjoy your job. Which of the following statements are true?

- a) Foxes should be good at this job, why isn't this working for me? .
- b) I should ask the manager if there is a more challenging role .
- c) I should leave Tesco and try Sainsburys .
- d) I should look for a different career .
- e) Ian, a Raven, loves the job. I should try and be more like Ian .

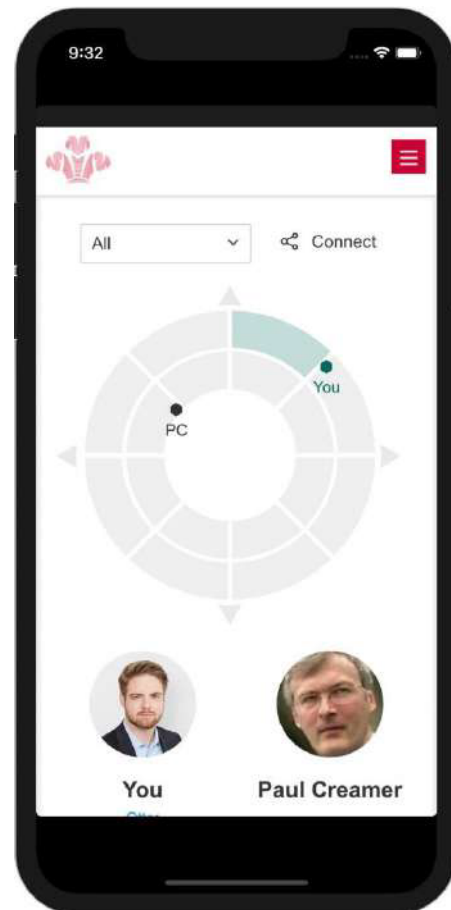
Networking

Networking allows you to share your profile with other people and see their profile. It is a great way to understand a bit more about your friends and colleagues.



Select Network ->Connect from the menu and search for someone. Press Connect to request a connection. They will receive an email; if they accept the request you will be able to see their personality.

Select Networking ->Compare to see the screen below. Click on one of the dots representing a connection to see that person's profile.





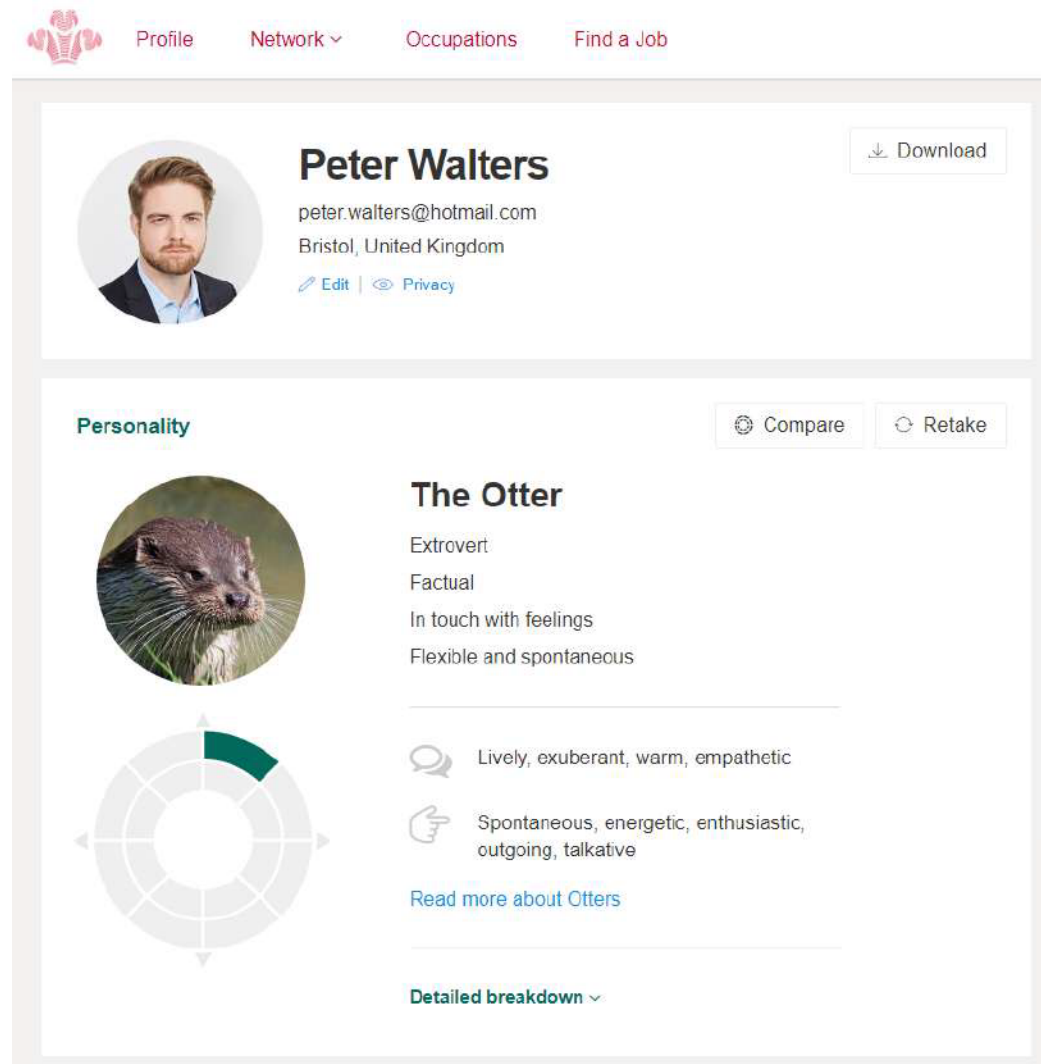
Connect with someone in the group. Did you guess their position on the chart correctly?

List 3 ways in which you might modify your behaviour towards that person based on their personality.

Printing

Printing is available on the web version. If you are on a mobile device you can access CareerRadar using your browser and <https://careerradar.org>.

Press Download , top right of the screen below, and a 2-page report is displayed. This can be printed or downloaded and emailed.



The screenshot shows the CareerRadar profile for Peter Walters. At the top, there are navigation links: Profile, Network, Occupations, and Find a Job. The profile header includes a circular profile picture of Peter Walters, his name, email address (peter.walters@hotmail.com), location (Bristol, United Kingdom), and links to Edit and Privacy. A Download button is in the top right corner. Below the header, the 'Personality' section is titled 'The Otter'. It features a circular image of an otter and a circular progress indicator with a green segment. The personality traits listed are: Extrovert, Factual, In touch with feelings, and Flexible and spontaneous. Below these, there are two speech bubble icons with text: 'Lively, exuberant, warm, empathetic' and 'Spontaneous, energetic, enthusiastic, outgoing, talkative'. A link 'Read more about Otters' is provided. At the bottom, there is a 'Detailed breakdown' link with a dropdown arrow.



The report will be useful for a n interview. It provides the interviewer with an insight into the interviewee's personality, education and strengths.

Mentors and tutors can use the report for the same purpose .



Personal Profile



Peter Walters
peter.walters@ucd.ac.uk
Bristol

Personality Type



Otter - The Performer

Extrovert
Factual
In touch with feelings
Flexible and spontaneous
Detailed Breakdown:
Extrovert 31%, Factual 6%, Heart 37%, Spontaneous 6%



Overview

Otters are born entertainers. They are spontaneous, energetic and fun-loving and take great pleasure in the things around them, whether they be food, clothes, animals or people. They like nothing better than being the centre of attention, and enjoy helping others have fun too. They are always warm and talkative, and have a playful sense of humour.

In work, Otters enjoy collaborating with others to make things happen, although they'd rather be spontaneously than plan ahead, and repetitive and complex analytical tasks bore them. They'd rather rely on luck or ask one of their extensive groups of friends to help out.

Otters collaborate with others as a genuinely two-way affairs. They are observant of others' needs and enjoy helping other people in practical ways, indeed, no other personality type is as generous with their time and energy.

Otters are flexible and adapt easily to new people and environments. They also have an eye for style. Whether it's how they dress or how they furnish their homes, the group love to impress and are often in touch with the latest fashions.

Interests

Making things, Acting, Volunteering, Books, and music, Travel



Personal Profile

Education

Achieved a HNC in Arts and Humanities

At Work

Working with Otter

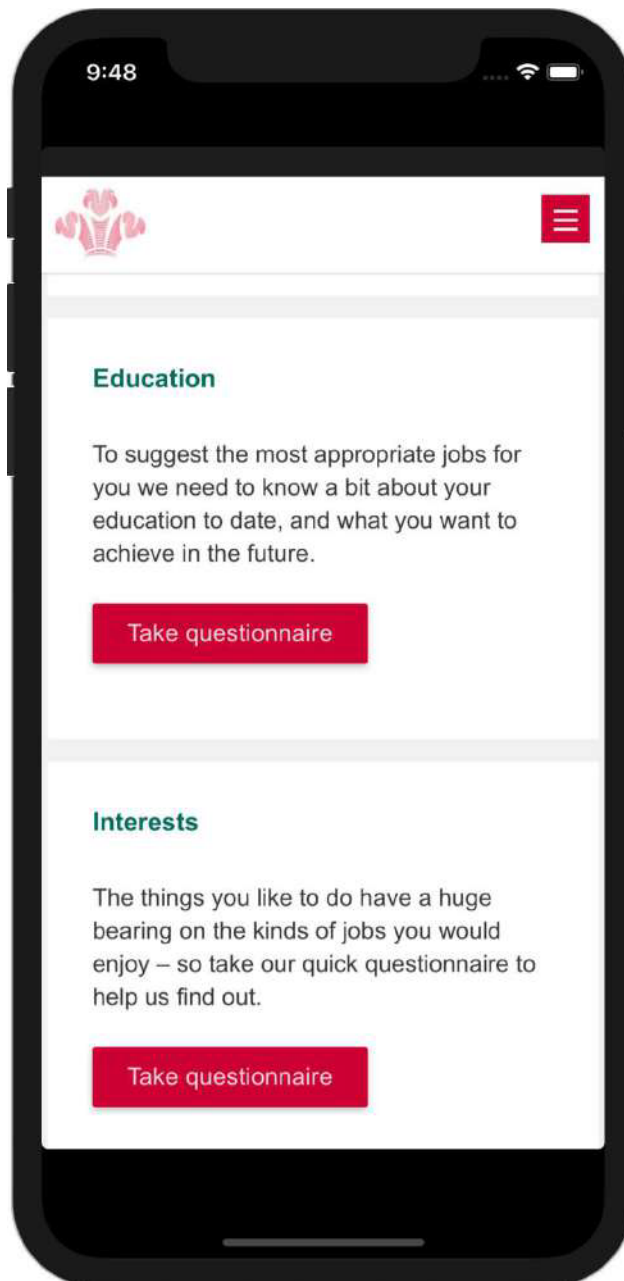
Otters enjoy...
 ✓ Working on practical tasks with real outcomes
 ✓ Working as part of a group
 ✓ Short, sharp, engaging activities
 They don't like...
 ✗ Tasks that don't have obvious practical outcomes
 ✗ Abstract and complex ideas
 ✗ Too much close supervision

Motivating Otter

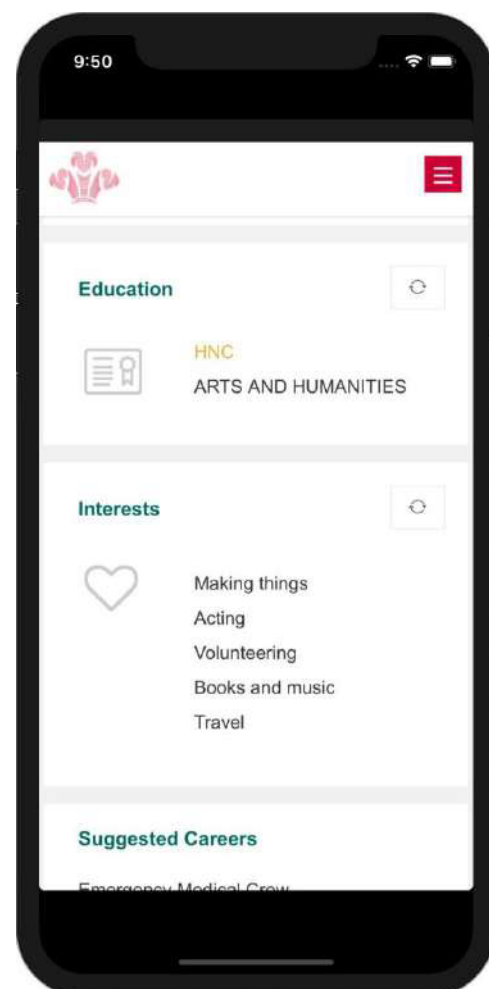
Otters like...
 ✓ Hands-on practical tasks
 ✓ Easy-going and people based activity
 ✓ Entertaining, relaxed and fun atmospheres
 ✓ Flexible and unstructured approaches
 ✓ Not restricted by bureaucracy and rules
 ✓ Being rewarded and appreciated for hard work
 ✓ Immediate results, and progress towards goals
 ✓ Team working
 ✓ Skillfully handling people (colleagues, customers)
 They are demotivated by...
 ✗ Roles that involve too much quiet reflection and back practical application
 ✗ Quiet and serious environments
 ✗ Vague and long term projects

Occupations

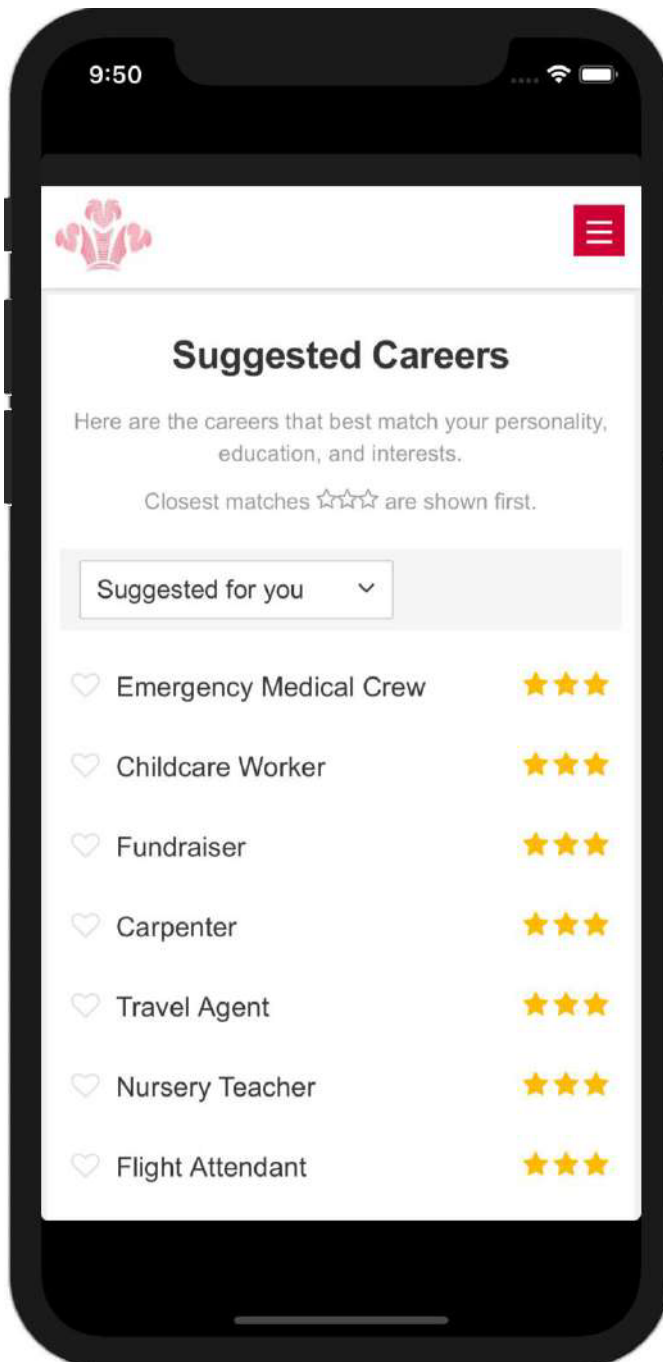
Before you look at occupations select Profile from the main menu and complete the Education and Interest questionnaires.



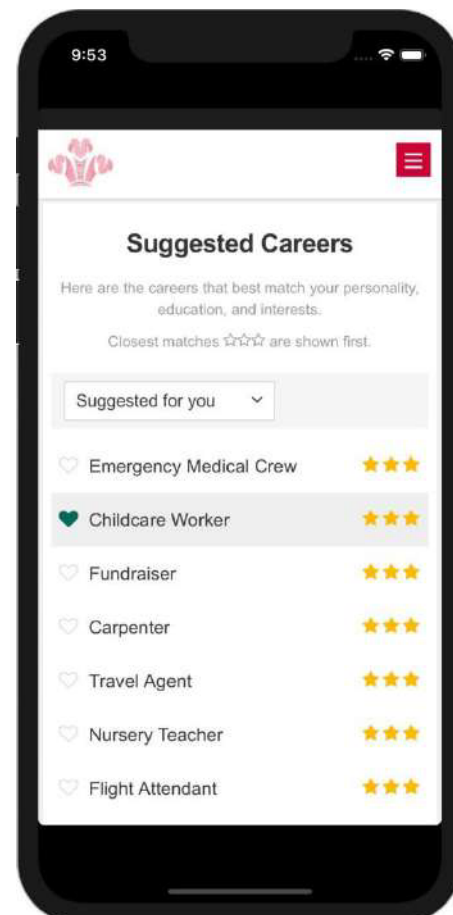
The occupation suggestions match personality against the attributes required for each occupation . The education and interests are used to further refine the list.



Select Occupations from the menu. The list shows occupations that should be considered .



If you would like to shortlist a particular occupation press the heart. Change 'Suggested for you' to list the favourites.





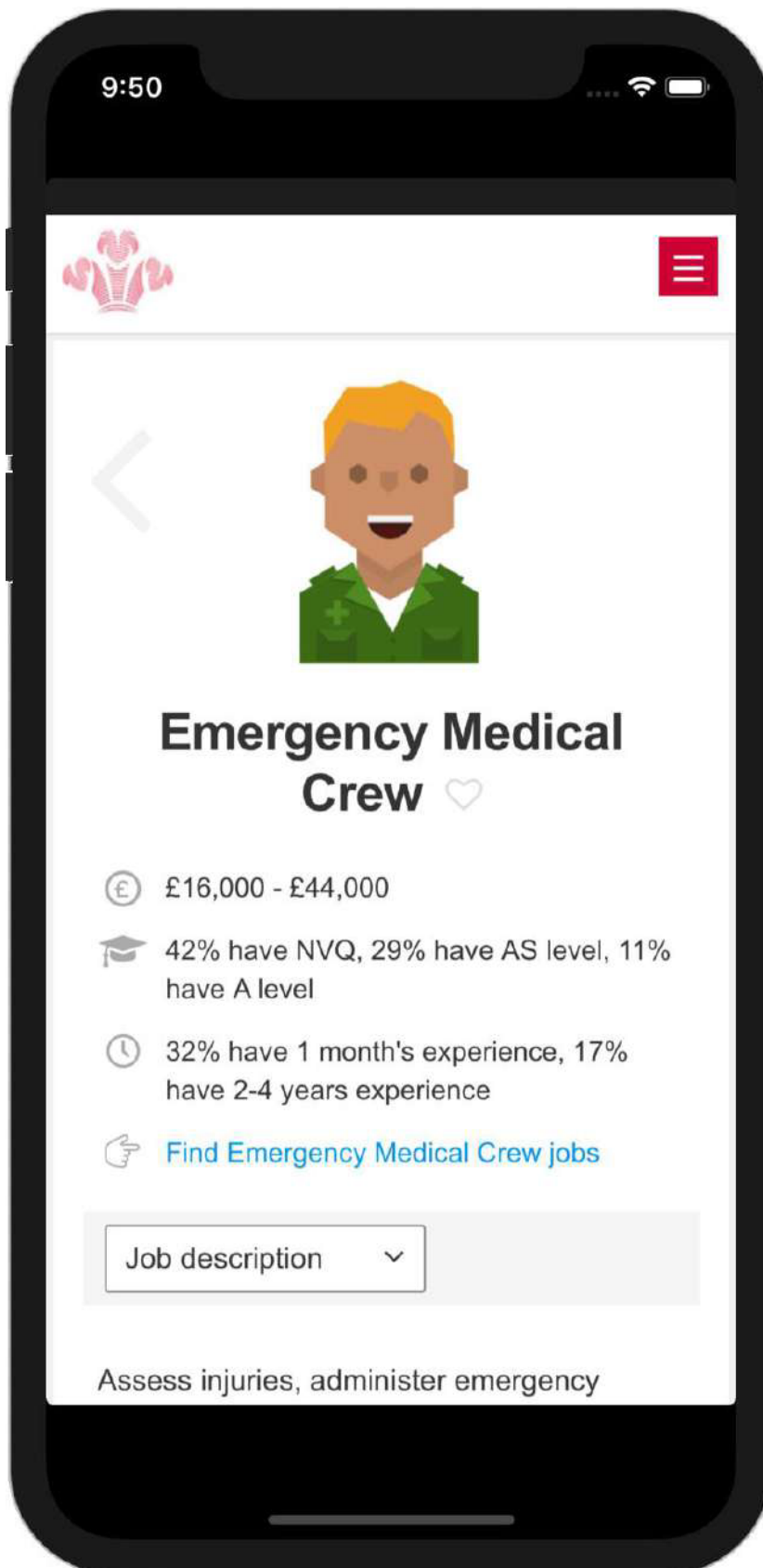
It is important not to choose the first career on the list but to review at least the first 20 .

The occupations have been selected on the basis that the user should be good at them and has the necessary qualifications. Normally, if you are good at something you will enjoy it as well.



Update the education questionnaire and see the new careers that appear. Is further education an option?

Click on an occupation to go into further detail.

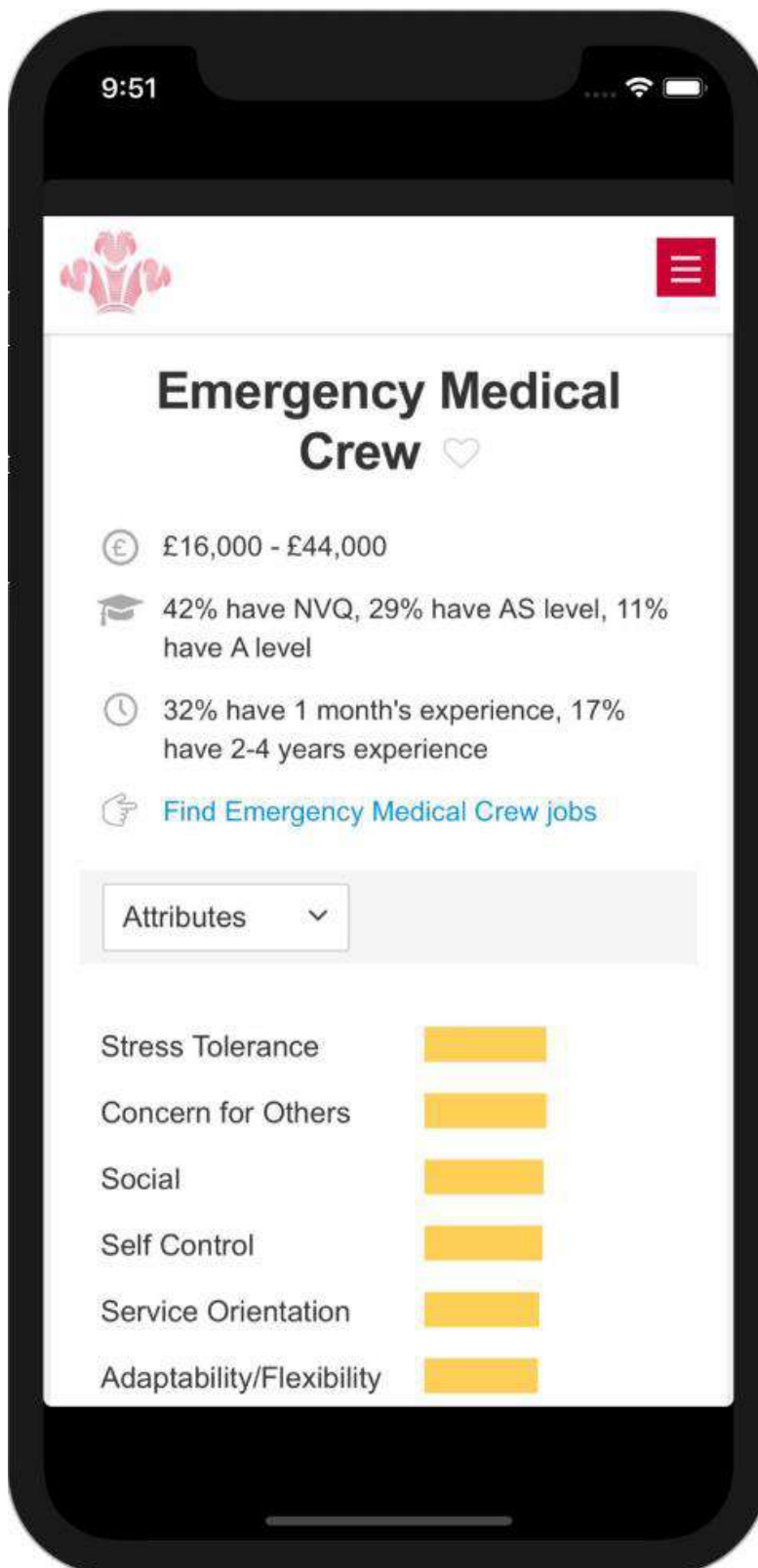




Each occupation has 4 sections, Job Description, A day in the Life Of, Job Market Data and Attributes .

Reading the job description is a good starting point.

Select Attributes in the dropdown.





The attributes come from a large research project from the USA that analysed 43 attributes required for over 1,000 jobs.

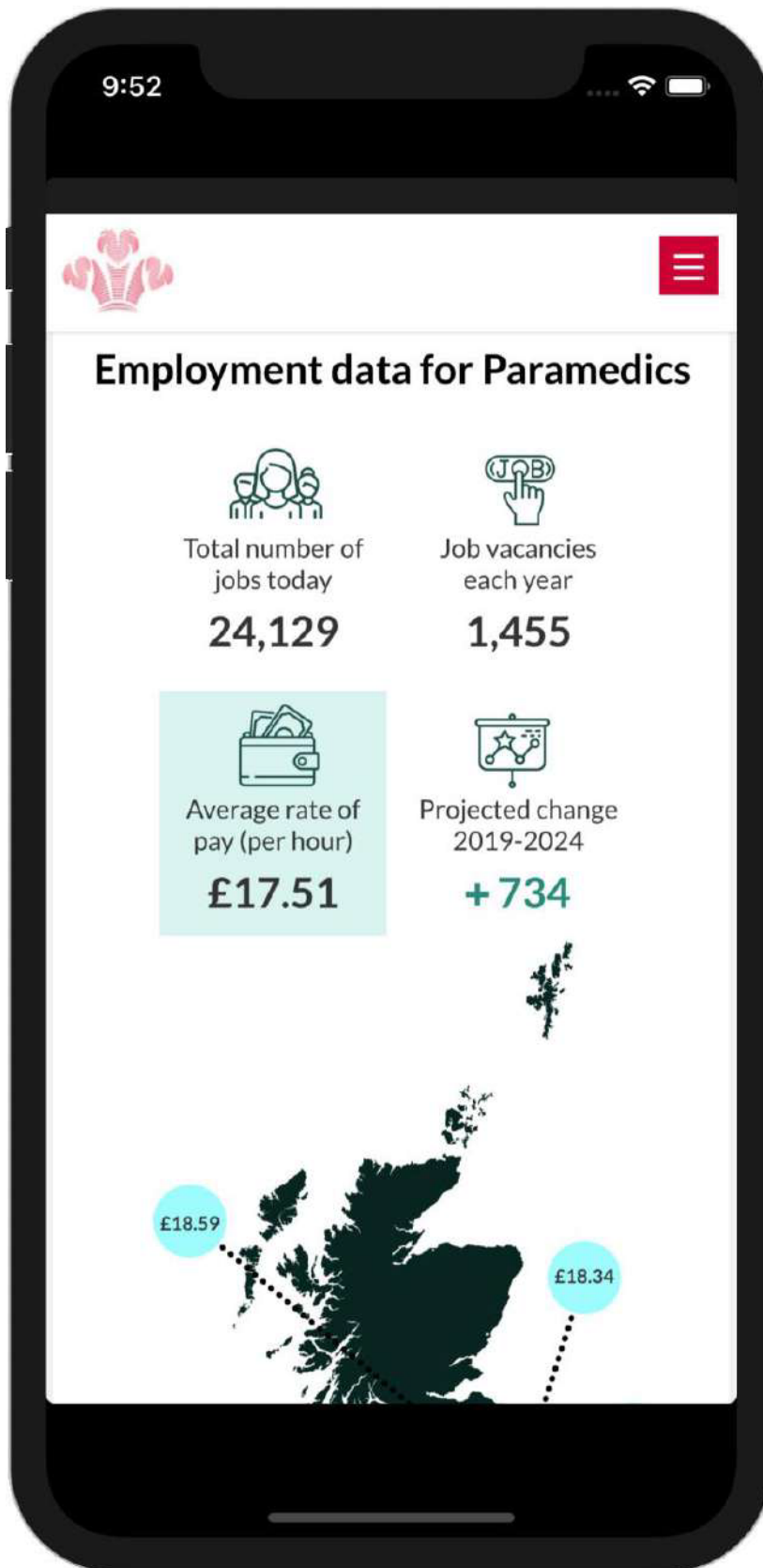
Does the user recognise the attributes at the top of the list and are they confident that they are achievable ?



List any of the top attributes where you feel weak . Training can overcome the weakness.

What courses or help are available to strengthen these areas? An employer will be impressed with any courses that you have undertaken that are important to your chosen career.

Select Job Market Data





The heatmap shows the total number of jobs, vacancies, salaries and projected growth.



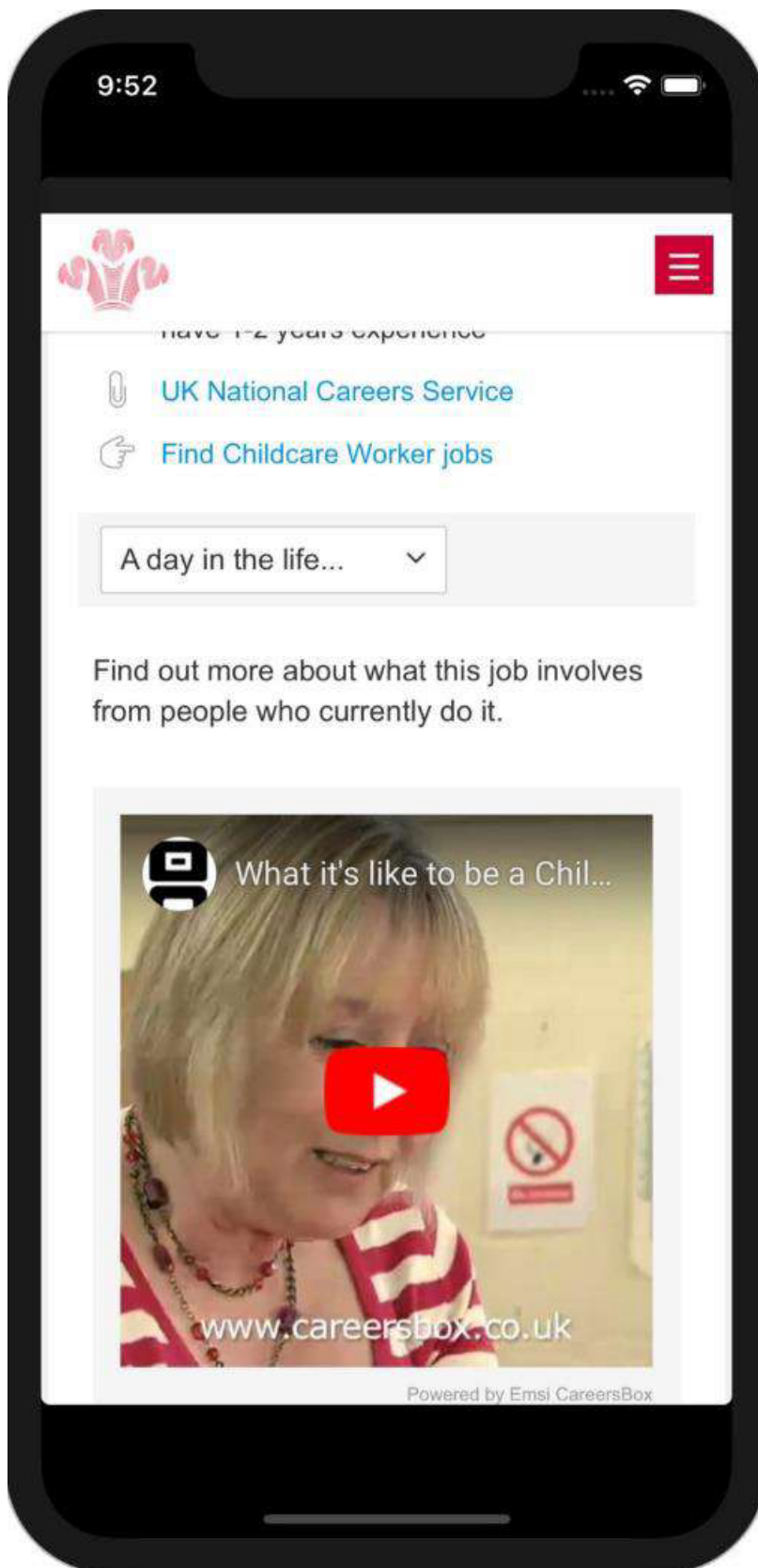
Which location has the most vacancies?

Which area of the country is showing the greatest growth potential?

Where are the highest salaries paid?

Select A day in the life...

This is available for 400 careers, not the full 1,000.

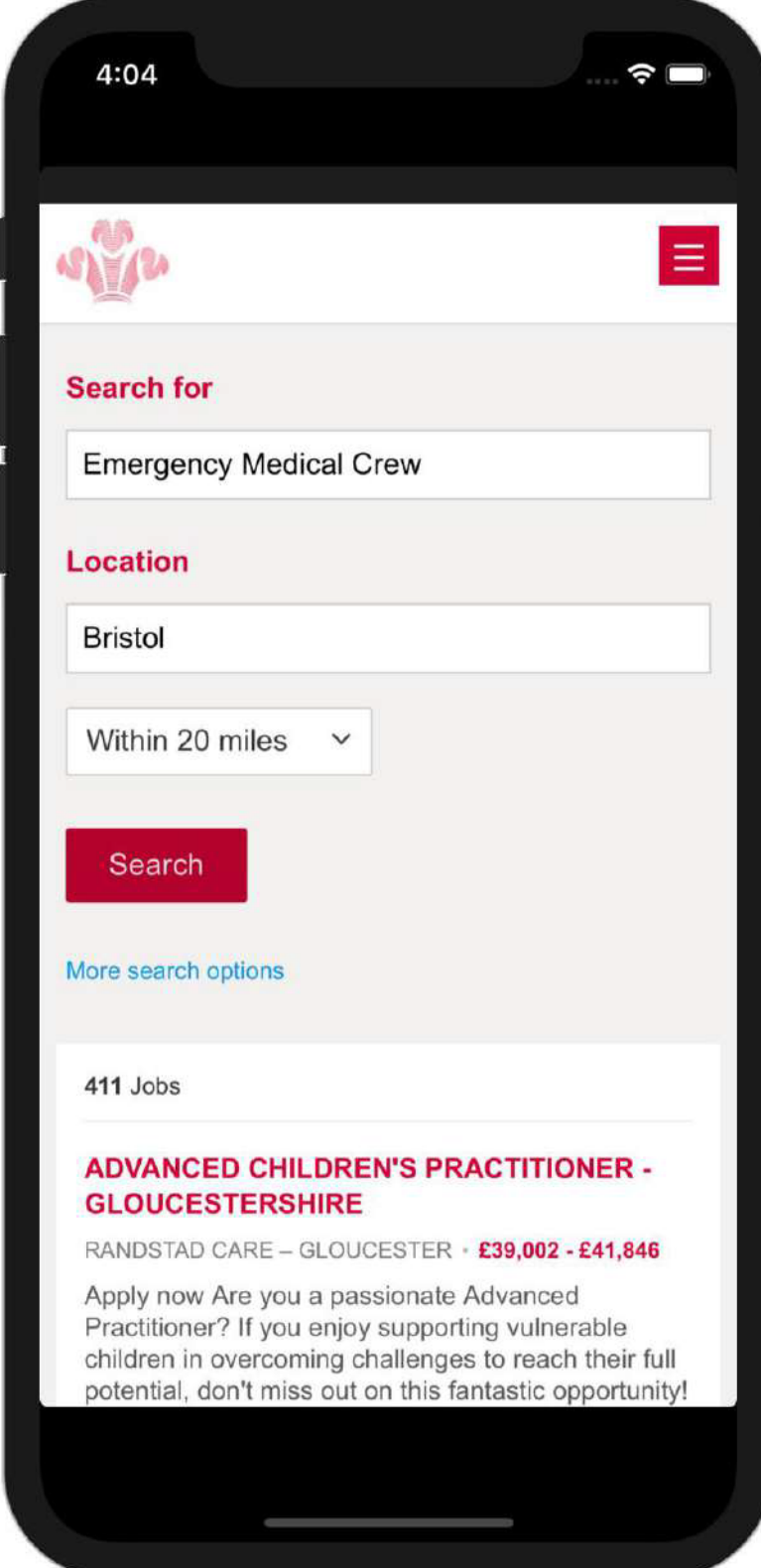




The site contains 400+ videos relating to different occupations. They have been made by young people doing a similar role.



Finding a Job

Select 'Find a Job' from the menu or the occupation list.



The image shows a smartphone screen with a job search application. At the top, the status bar displays the time 4:04, signal strength, and battery level. The app's header features a red logo on the left and a red menu icon on the right. Below the header, the search section is titled 'Search for' in red. It contains a text input field with 'Emergency Medical Crew'. Below this, the 'Location' section is also in red, with a text input field containing 'Bristol'. Underneath the location field is a dropdown menu showing 'Within 20 miles' with a downward arrow. A red 'Search' button is positioned below the dropdown. A link labeled 'More search options' in blue text is located below the search button. The results section, titled '411 Jobs', shows a job listing for 'ADVANCED CHILDREN'S PRACTITIONER - GLOUCESTERSHIRE' in red text. Below the job title, it says 'RANDSTAD CARE – GLOUCESTER • £39,002 - £41,846'. The listing description begins with 'Apply now Are you a passionate Advanced Practitioner? If you enjoy supporting vulnerable children in overcoming challenges to reach their full potential, don't miss out on this fantastic opportunity!'.

4:04

Search for

Emergency Medical Crew

Location

Bristol

Within 20 miles ▼

Search

[More search options](#)

411 Jobs

ADVANCED CHILDREN'S PRACTITIONER - GLOUCESTERSHIRE

RANDSTAD CARE – GLOUCESTER • **£39,002 - £41,846**

Apply now Are you a passionate Advanced Practitioner? If you enjoy supporting vulnerable children in overcoming challenges to reach their full potential, don't miss out on this fantastic opportunity!

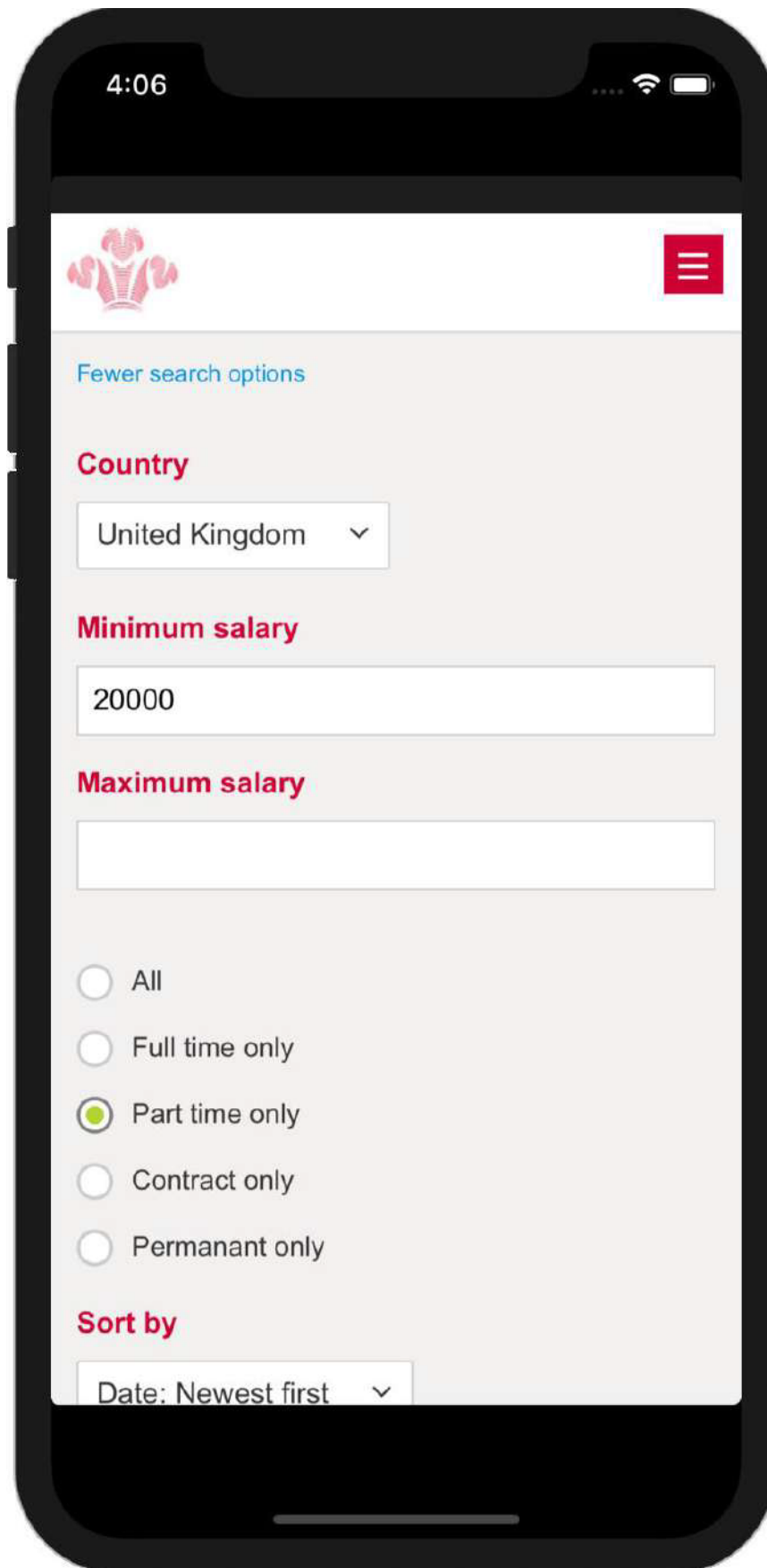


The application will return a list of all jobs relating to the chosen occupation. It is much better than looking for a job on a single employment agency site as it returns an aggregated list from all published jobs, not just a single employment agency.





Alter the job title in 'Search for' to look for related jobs .

Press 'More search options' to refine the search.



4:06

[Fewer search options](#)

Country

United Kingdom ▼

Minimum salary

20000

Maximum salary

☐ All

☐ Full time only

☒ Part time only

☐ Contract only

☐ Permanent only

Sort by

Date: Newest first ▼



The salary range is useful in excluding more senior roles.

We are only able to show a subset of current vacancies in countries outside the UK.

Some jobs don't publish a salary, you should still apply if you are interested and the salary will be discussed as part of the interview process.



Enter a maximum salary , location and distance and refine the search .

Apply for a job .