



## Available Job Profile Reports

Job Reports	Available Reports/Feedback		Description
<b>Administrative</b>	Summary Report	Interview Questions	Positions that are supportive in nature to other employees; these positions often entail tracking of data or other details as well as interacting with other employees to gain access and to share information, reports, etc; examples of position titles are administrative assistant, receptionist, secretary, and data entry.
<b>Administrative - Senior</b>	Summary Report	Interview Questions	Positions that are supportive in nature to other employees and mid to senior level management. These positions often entail tracking of data or other details as well as interacting with other employees to gain access and to share information, reports, etc. In many cases, this position may require the person to interact with senior level executives. Examples of position titles are Senior Administrative Assistant, Executive Assistant, Law Clerks and Title Examiners.
<b>Artist</b>	Summary Report	Interview Questions	Artists must be able to create functional and/or decorative objects or products, ranging from sketches of court trials to fashion illustrations to fine art objects and more. They must be able to apply principles of design and to use a variety of materials, equipment, and techniques, including computer technology, as required. They need ability to visualize and to be creative and original. Job types include illustrators, sketch artists, painters, sculptors, cartoonists, animators, and multi-media artists, etc.
<b>Bank Teller</b>	Summary Report	Interview Questions	Positions that require the employee to deal with monetary items, follow strict procedures and deal directly with customers; position titles would also include loan officers, financial planners, etc; please note that the "Financial" report can also be helpful.
<b>Cashier</b>	Summary Report	Interview Questions	Handle cash registers, customer interaction, product or service returns, daily paperwork, and questions from customers. Responsible for accuracy of daily cash drawer according to cash, credit card, returns, exchanges, etc.

<b>Child Care</b>	Summary Report	Interview Questions	Child care workers attend to young children in such settings as child care centers, schools, businesses, and private homes. They support children's early learning and emotional and social development. They need to apply principles of child development and developmental stages and of early learning. They must also be interpersonally sensitive, both to children and their parents, and be able to use a variety of learning and disciplinary strategies.
<b>Collections</b>	Summary Report	Interview Questions	Bill or account collectors locate and notify customers with delinquent accounts to solicit payment. They also receive and credit payments or, when a customer fails to respond, initiate repossession or disconnection of service. Collectors need to be socially perceptive and good record keepers. They must be skillful negotiators and persuasive communicators. Other titles may include credit collector, account resolution analyst, or patient account representative.
<b>Construction</b>	Summary Report	Interview Questions	Positions where the employee works on construction projects; Position titles include estimators, foreman, plumber, electrician, day laborer, construction workers, etc; please note however that if the position requires the employee to manage other people, the "Management" report will be helpful.
<b>Consultant</b>	Summary Report	Interview Questions	Consultants provide analysis, evaluation, and advice to managers or executives to assist them in operating more effectively and efficiently. Among their tasks is collection of information on problems or procedures from direct observation or examination of various materials, analysis of data, preparation and delivery of reports and recommendations or other products as requested. They need good judgment and to be skillful observers and communicators. Titles include management, business, or program analyst.
<b>Courtesy Driver</b>	Summary Report	Interview Questions	Transfers clients by driving and maintaining a vehicle such as a limousine, shuttle van or other personal service vehicles. Plans routes and requirements by studying schedule or special requests; determines occupant and luggage requirements; checks road conditions; estimates travel times as well as other preparation for each client situation.
<b>Creative Writer</b>	Summary Report	Interview Questions	Positions that provide creative thought and written expression. Writing may be for articles, marketing pieces, journals, etc. In many cases, this position will provide for a basic topic, product, service or information and the individual is expected to find creative ways to present the information, product or service to the targeted reader.
<b>Customer Service</b>	Summary Report	Interview Questions	Positions that entail basic support and direct interaction with customers either by phone or face to face; there may be some "up-selling" involved but these positions are not as much as sales related as focused on customer service; examples of position titles include CSR, sales support and account representative.

<b>Data Entry</b>	Summary Report	Interview Questions	Positions that require the accurate entry of information into computer systems. Positions will usually also entail the review, reporting and correction of erroneous information.
<b>Designer</b>	Summary Report	Interview Questions	Designers develop and design a wide array of things from manufactured products to interiors to fashion to displays or exhibits. They specialize in a particular area or type of product, but all must combine artistic skills with attention to market research, intended product use, and selection of suitable materials to create pleasing and functional products. Designers need to be innovative problem-solvers and able to communicate clearly with clients or customers and with technical workers who produce the products.
<b>Driver</b>	Summary Report	Interview Questions	Positions involving an automobile, van or truck either for route or long-haul driving to deliver and/or pick up goods.
<b>Editor</b>	Summary Report	Interview Questions	Reads, reviews and edits articles, marketing pieces, manuscripts, etc. for clarity, grammar and subject matter.
<b>Engineering - Professional</b>	Summary Report	Interview Questions	Analyze technology, resource needs, and market demand, to plan and assess the feasibility of projects. Planning and research may include areas such as installation, testing, reviewing product or building design, specifications improvements or changes. Positions may include industry areas such as Technology, Architecture and Research and Development Initiatives.
<b>Entrepreneur</b>	Summary Report	Interview Questions	A position that requires the ultimate personal responsibility for business development, business survival, hiring, managing, as well as the management of vendor and customer relationships. Unlike a Franchise situation, this position typically has little structure or policies in place. Typically this person is also involved or personally responsible for the initial idea for the product or service and the start of the business.
<b>Examiner - Inspector</b>	Summary Report	Interview Questions	Examiners or inspectors are required in a wide variety of areas such as insurance claims, building construction, criminal or fire investigations, motor vehicle or other transportation inspectors, health and safety compliance officers, and many more. Whatever they are examining or inspecting, they need good judgment and to be careful and detailed observers, able to solve complex problems, and make decisions efficiently. They must also be able to communicate clearly both orally and in writing.

<b>Executive Management</b>	Summary Report	Interview Questions	Management positions that are typically considered mid management and higher within an organization. These positions require the individual to not only manage people, but often they must manage a corporate strategy, budgets and other corporate initiatives. This position usually requires the person to manage "other managers or supervisors" within the organization. Titles may include Executive, Senior V.P., CFO, CIO, CEO, etc.
<b>Financial</b>	Summary Report	Interview Questions	Positions that entail dealing with cash and financial records; examples of position titles include bookkeeping, financial reporting, data analysis, accountant and controller.
<b>Food Service</b>	Summary Report	Interview Questions	Positions that require the employee to deal directly with food items and typically with the customer themselves; position titles can include fast food service, banquet services, waiter, etc.
<b>Graphic Artist</b>	Summary Report	Interview Questions	Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects. Titles may include Graphic Design.
<b>Health Caregiver</b>	Summary Report	Interview Questions	technician, etc. Hospitality Positions where the employee interacts directly with guests; positions titles include banquet food service, front-desk, concierge, maid, etc.
<b>Hospitality</b>	Summary Report	Interview Questions	Positions that require the individual to work directly with patients; position titles include, nurse, home care
<b>Human Resources</b>	Summary Report	Interview Questions	Positions that involve working with employee/personnel issues, employment policies and procedures and planning.
<b>Inbound Call Center</b>	Summary Report	Interview Questions	Positions where the employee deals with outbound and/or inbound calls to support customers, up-sell goods or services or provide information; please note that the "Telemarketing" report is better suited for call center positions that require the employee to sell products or services in a direct manner.
<b>IT</b>	Summary Report	Interview Questions	Positions involving tasks such as programming, network support, and troubleshooting IT problems.
<b>Journeyman - Tradesman</b>	Summary Report	Interview Questions	These positions include electricians, plumbers, pipe fitters, and other similar trade skills. In the specific skill areas an individual should be able to assemble, install, test, and maintain relevant systems using all the tools and equipment of the trade and without frequent oversight or supervision. They should also be able to diagnose and repair malfunctioning systems and be sure that all work meets job specifications and code standards.
<b>Light Industrial</b>	Summary Report	Interview Questions	Positions within production and manufacturing environments that typically require the individual to follow a process and safety procedures.

<b>Maintenance Technician</b>	Summary Report	Interview Questions	Positions that involve the maintenance, repair and installation of internal machinery and equipment; examples of positions titles include service technician.
<b>Management</b>	Summary Report	Interview Questions	Managers direct the activities of a business or of a unit of a large enterprise. They plan and oversee activities; manage staff schedules and assignments; establish financial and productivity standards and review performance according to those standards; coordinate with other business units or outside groups to achieve objectives. Managers must be able to apply standard management principles, be decisive and socially perceptive, and have good judgment and persuasive communication skills.
<b>Marketing &amp; Public Relations</b>	Summary Report	Interview Questions	Marketing and public relations specialists or analysts develop effective communications for purposes such as building goodwill for the business or organization, promoting its products or services, providing information, etc. primarily to the general public or targeted segments but often internally as well. They may also track data on effectiveness of their efforts or on emerging trends. Strong communications skills, both written and oral, and good interpersonal skills are essential.
<b>Mechanic</b>	Summary Report	Interview Questions	Mechanics maintain, adjust, diagnose, repair, overhaul all kinds of engines, machines, and other equipment. They normally work on a single type of equipment such as autos, industrial machinery, small engines, airplane engines, etc. They must follow standard procedures, maintain safety requirements, and be able to operate the apparatus of their trade from basic tools to advanced technological equipment. They also need to communicate clearly with their customers about proper use and repairs.
<b>Multi-Location Manager</b>	Summary Report	Interview Questions	(Other position titles include Multi-Unit Manager) - This position typically has total supervisory responsibility for all stores and/or locations in his/her assigned division/territory, including, but not limited to sales profits, gross margin, expense control, and retention of customers as well as employees. Should communicate and manage individual location supervisors to achieve sales, payroll and profit goals in conformance with company strategy and goals.
<b>Other (General)</b>	Summary Report	Interview Questions	Positions that are unique and not currently covered with the generic job category templates provided.
<b>Outbound Call Center</b>	Summary Report	Interview Questions	Outbound Call Center Positions where the employee deals with outbound calls to support customers, provide information and may in some cases gently attempt to up-sell additional goods or services. These positions are not telemarketing in nature where a strong close is necessary. These positions are primarily for providing assistance and/or information to the caller.
<b>Persuasive Sales</b>	Summary Report	Interview Questions	Positions that require prospecting, closing, and account management.

<b>Project Manager</b>	Summary Report	Interview Questions	In charge of the overall management, update and completion of a project. Position usually requires the creation and detailed updating of project reports as well as written and verbal communication to the project team.
<b>Purchasing</b>	Summary Report	Interview Questions	Such positions include tasks through the entire purchasing cycle: from identification of quality products or services and vendors, to negotiation of supply contracts, to monitoring of delivery, to checking for defects, and to ensuring contract compliance. Incumbents need to be skillful negotiators, and good business judgment in order to assess the materials, products, or services being purchased and schedule their use efficiently.
<b>Recruiter</b>	Summary Report	Interview Questions	Recruiters are responsible for identifying candidates for current and future job openings. Their duties may also include processing all employment actions and maintaining employee records. They seek out, interview, and screen candidates. Recruiters need to utilize contemporary recruiting strategies and meet anti-discrimination requirements. A clear understanding of the requirements of the positions they are seeking to fill plus good communication skills are essential.
<b>Refinery Operator Trainee</b>	Summary Report	Interview Questions	
<b>Retail Clerk</b>	Summary Report	Interview Questions	Positions where the employee is expected to follow store policies, handle a cash register, handle credit card transactions as well as answer basic questions for customers in a friendly and proactive manner.
<b>Retail Sales</b>	Summary Report	Interview Questions	Retail Sales Positions where customers come to purchase, browse, or research goods or services; the employee is typically expected to assist in education, and apply moderate closing efforts.
<b>Security</b>	Summary Report	Interview Questions	Security workers occupy an array of positions both public and private sectors such as various types of police officers, private security guards, corrections guards, animal control officers, bridge and lock tenders, etc. They must be observant, willing to take direction and follow policies and procedures, and able to communicate effectively with the public as well as their supervisors and co-workers. Police and other public officers must be able to enforce the law; all security workers must be able to respond to emergencies, protect people and property, and give aid as needed.
<b>Supervisor</b>	Summary Report	Interview Questions	Positions that involve the direct supervision and direction of others; examples of position titles include supervisor, group lead, director, manager, team lead.
<b>Teacher</b>	Summary Report	Interview Questions	Perform duties that are instructional in nature or deliver direct services to students. Positions in this category do not always involve the actual development of curriculum. These positions are to provide consistent delivery of a curriculum to the students and then measure comprehension.

<b>Technical Writer</b>	Summary Report	Interview Questions	Technical writers draft and edit materials such as equipment manuals or operating and maintenance instructions. The writer must be able to employ various styles in order to tailor the manual to the skill level of the expected reader. In addition to good writing ability, the writer must also be able to communicate both with engineers or other technicians and with sales or customer representatives and describe the product or equipment clearly.
<b>Technology Consultant</b>	Summary Report	Interview Questions	Roles that require a high level of technology expertise and the ability to consult with prospects and customers to find solutions to technology related issues. These roles typically have very defined procedures in terms of what solutions have been built to meet the needs of the client, but this role requires the individual to make certain that the solution is tailored to meet the customer's specific needs.
<b>Telemarketing</b>	Summary Report	Interview Questions	Positions that require the individual to make outbound calls for the purpose of selling, setting appointments, or getting information.
<b>Warehouse</b>	Summary Report	Interview Questions	Positions that require the handling and organizing of goods.