



dcgoodwill.org

Effective Communications: Part 3

Personality Assessments

Personality

How does your personality affect your job? To find a fulfilling career, it is important that we understand how we think and how we work. Although career and personality assessments do not hold all of the answers, they are a great way to identify your strengths and interests.

Myers-Briggs: The MBTI assessment and its process of self-discovery give you a framework for understanding yourself and appreciating differences in others.

Understanding yourself and others provides a unique perspective and opens up possibilities—in your job, your relationships, your life. The Myers-Briggs assessment helps you identify your preferred way of doing things in four key areas. Your natural preferences in these four areas sort into one of 16 distinct patterns of behavior called personality types.



Knowing your Myers-Briggs personality type gives you a much better idea of what makes you tick, and how that translates into all aspects of your life.

- DIRECTING AND RECEIVING ENERGY
- TAKING IN INFORMATION
- MAKING DECISIONS
- APPROACHING THE OUTSIDE WORLD

IN COMMUNICATION: Some people are naturally inclined to focus on the big picture and talk about big ideas. Others focus on details, facts, and what's right in front of them. By understanding how people take in and express information, you can speak to any subject at hand in a way that resonates more effectively with them.

IN CAREERS: Finding the right career path can be an exhausting and frustrating pursuit, but the Myers-Briggs personality assessment can help. By knowing yourself, recognizing the needs of those around you, and identifying what environments you might naturally thrive in, your approach to career development becomes that much easier.

IN RELATIONSHIPS: Maybe your significant other pushes your buttons, or you have a difficult time seeing eye to eye with a friend or family member. Are you saying the same things, but in different ways? Or maybe you're looking to create balance in a way that fulfills you more. Your personality preferences might have something to say about this.

IN DECISION MAKING: Many people approach decision making in terms of direct outcomes and implications (e.g., if I go back to school, it will cost this amount). However, the implicit outcomes, and those that affect you at your core, aren't always so obvious (e.g., will this class format be the right fit for me?).

Let's dive in!

Extraversion and Introversion Where do you put your attention and get your energy? Do you like to spend time in the outer world of people and things (Extraversion), or in your inner world of ideas and images (Introversion)? Everyone spends some time extraverting and some time introverting. Don't confuse Introversion with shyness or reclusiveness. They are not related.

Which seems more natural, effortless, and comfortable for you?

Extraversion (E)

I like getting my energy from active involvement in events and having a lot of different activities. I'm excited when I'm around people and I like to energize other people. I like moving into action and making things happen. I generally feel at home in the world. I often understand a problem better when I can talk out loud about it and hear what others have to say.

- *I am seen as "outgoing" or as a "people person."*
- *I feel comfortable in groups and like working in them.*
- *I have a wide range of friends and know lots of people.*
- *I sometimes jump too quickly into an activity and don't allow enough time to think it over.*
- *Before I start a project, I sometimes forget to stop and get clear on what I want to do and why.*

Introversion (I)

I like getting my energy from dealing with the ideas, pictures, memories, and reactions that are inside my head, in my inner world. I often prefer doing things alone or with a few people I feel comfortable with. I take time to reflect so that I have a clear idea of what I'll be doing when I decide to act. Ideas are almost solid things for me. Sometimes I like the idea of something better than the real thing.

- *I am seen as "reflective" or "reserved."*
- *I feel comfortable being alone and like things I can do on my own.*
- *I prefer to know just a few people well.*
- *I sometimes spend too much time reflecting and don't move into action quickly enough.*
- *I sometimes forget to check with the outside world to see if my ideas really fit the experience.*

Extraverts' energy is directed primarily outward, towards people and things outside of themselves. Introverts' energy is primarily directed inward, towards their own thoughts, perceptions, and reactions. So, Extraverts tend to be more naturally active, expressive, social, and interested in many things, whereas Introverts tend to be more reserved, private, cautious, and interested in fewer interactions, but with greater depth and focus.

Extraverts often:

- Have high energy
- Talk more than listen
- Think out loud
- Act, then think
- Like to be around people a lot
- Prefer a public role
- Can sometimes be easily distracted
- Prefer to do lots of things at once
- Are outgoing & enthusiastic

Introverts often:

- Have quiet energy
- Listen more than talk
- Think quietly inside their heads
- Think, then act
- Feel comfortable being alone
- Prefer to work "behind-the-scenes"
- Have good powers of concentration
- Prefer to focus on one thing at a time
- Are self-contained and reserved

Sensing (S) and Intuition (N)

Do you pay more attention to information that comes in through your five senses (Sensing), or do you pay more attention to the patterns and possibilities that you see in the information you receive (Intuition)? Everyone spends some time Sensing and some time using Intuition.

Which seems more natural, effortless, and comfortable for you?

Sensing (S)

Paying attention to physical reality, what I see, hear, touch, taste, and smell. I'm concerned with what is actual, present, current, and real. I notice facts and I remember details that are important to me. I like to see the practical use of things and learn best when I see how to use what I'm learning. Experience speaks to me louder than words.

- *I remember events as snapshots of what actually happened.*
- *I solve problems by working through facts until I understand the problem.*
- *I am pragmatic and look to the "bottom line."*
- *I start with facts and then form a big picture.*
- *I trust experience first and trust words and symbols less.*
- *Sometimes I pay so much attention to facts, either present or past, that I miss new possibilities.*

Intuition (N)

Paying the most attention to impressions or the meaning and patterns of the information I get. I would rather learn by thinking a problem through than by hands-on experience. I'm interested in new things and what might be possible, so that I think more about the future than the past. I like to work with symbols or theories. I remember events more as an impression of what it was like than as actual facts or details of what happened.

- *I solve problems by leaping between different ideas and possibilities.*
- *I am interested in doing things that are new and different.*
- *I like to see the big picture, then to find out the facts.*
- *I trust impressions, symbols, and metaphors more than what I actually experienced*
- *Sometimes I think so much about new possibilities that I never look at how to make them a reality.*

Sensors notice the facts, details, and realities of the world around them whereas Intuitives are more interested in connections and relationships between facts as well as the meaning, or possibilities of the information. Sensors tend to be practical and literal people, who trust past experience and often have good common sense. Intuitives tend to be imaginative, theoretical people who trust their hunches and pride themselves on their creativity.

Sensors often:

- Focus on details & specifics
- Admire practical solutions
- Notice details & remember facts
- Are pragmatic - see what is
- Live in the here-and-now
- Trust actual experience
- Like to use established skills
- Like step-by-step instructions
- Work at a steady pace

Intuitives often:

- Focus on the big picture & possibilities
- Admire creative ideas
- Notice anything new or different
- Are inventive - see what could be
- Think about future implications
- Trust their gut instincts
- Prefer to learn new skills
- Like to figure things out for themselves
- Work in bursts of energy

Thinking (T) and Feeling (F)

How do you like to make decisions? Do you put more weight on objective principles and impersonal facts (Thinking) or on personal concerns and the people involved (Feeling)? Feeling is not emotion. Everyone has emotions about the decisions they make. Also do not confuse Thinking with intelligence.

Which description seems more natural, effortless, and comfortable for you?

Thinking (T)

When I make a decision, I like to find the basic truth or principle to be applied, regardless of the specific situation involved. I like to analyze pros and cons, and then be consistent and logical in deciding. I try to be impersonal, so I won't let my personal wishes--or other people's wishes--influence me.

- *I enjoy technical and scientific fields where logic is important.*
- *I notice inconsistencies.*
- *I look for logical explanations or solutions to most everything.*
- *I make decisions with my head and want to be fair.*
- *I believe telling the truth is more important than being tactful.*
- *Sometimes I miss or don't value the "people" part of a situation.*
- *I can be seen as too task-oriented, uncaring, or indifferent.*

Feeling (F)

I believe I can make the best decisions by weighing what people care about and the points-of-view of persons involved in a situation. I am concerned with values and what is the best for the people involved. I like to do whatever will establish or maintain harmony. In my relationships, I appear caring, warm, and tactful.

- *I have a people or communications orientation.*
- *I am concerned with harmony and nervous when it is missing.*
- *I look for what is important to others and express concern for others.*
- *I make decisions with my heart and want to be compassionate.*
- *I believe being tactful is more important than telling the "cold" truth.*
- *Sometimes I miss seeing or communicating the "hard truth" of situations.*
- *I am sometimes experienced by others as too idealistic, mushy, or indirect.*

Thinkers make decisions based primarily on objective and impersonal criteria--what makes the most sense and what is logical. Feelers make decisions based primarily on their personal values and how they feel about the choices. So, Thinkers tend to be cool, analytical, and are convinced by logical reasoning. Feelers tend to be sensitive, empathetic, and are compelled by extenuating circumstances and a constant search for harmony.

Thinkers often:

- Make decisions objectively
- Appear cool and reserved
- Are most convinced by rational arguments
- Are honest and direct
- Value honesty and fairness
- Take few things personally
- Are good at seeing flaws
- Are motivated by achievement
- Argue or debate issues for fun

Feelers often:

- Decide based on their values & feelings
- Appear warm and friendly
- Are most convinced by how they feel
- Are diplomatic and tactful
- Value harmony and compassion
- Take many things personally
- Are quick to compliment others
- Are motivated by appreciation
- Avoid arguments and conflicts

Judging (J) and Perceiving (P)

In dealing with the outside world, do you prefer to get things decided or do you prefer to stay open to new information and options? This fourth preference pair describes how you like to live your outer life--what are the behaviors others tend to see? Do you prefer a more structured and decided lifestyle (Judging) or a more flexible and adaptable lifestyle (Perceiving)?

Which seems more natural, effortless, and comfortable for you?

Judging (J)

To others, I seem to prefer a planned or orderly way of life, like to have things settled and organized, feel more comfortable when decisions are made, and like to bring life under control as much as possible. Do not confuse Judging is not judgmental.

- *I like to have things decided.*
- *I appear to be task oriented.*
- *I like to make lists of things to do.*
- *I like to get my work done before playing.*
- *I plan work to avoid rushing just before a deadline.*
- *Sometimes I focus so much on the goal that I miss new information.*

Perceiving (P)

To others, I seem to prefer a flexible and spontaneous way of life, and I like to understand and adapt to the world rather than organize it. Others see me staying open to new experiences and information. (Perceiving means "preferring to take in information.")

- *I like to stay open to respond to whatever happens.*
- *I appear to be loose and casual. I like to keep plans to a minimum.*
- *I like to approach work as play or mix work and play.*
- *I work in bursts of energy.*
- *I am stimulated by an approaching deadline.*
- *Sometimes I stay open to new information so long I miss making decisions when necessary.*

Judgers prefer a structured, ordered, and fairly predictable environment, where they can make decisions and have things settled. Perceivers prefer to experience as much of the world as possible, so they like to keep their options open and are most comfortable adapting. So, Judgers tend to be organized and productive while Perceivers tend to be flexible, curious, and nonconforming.

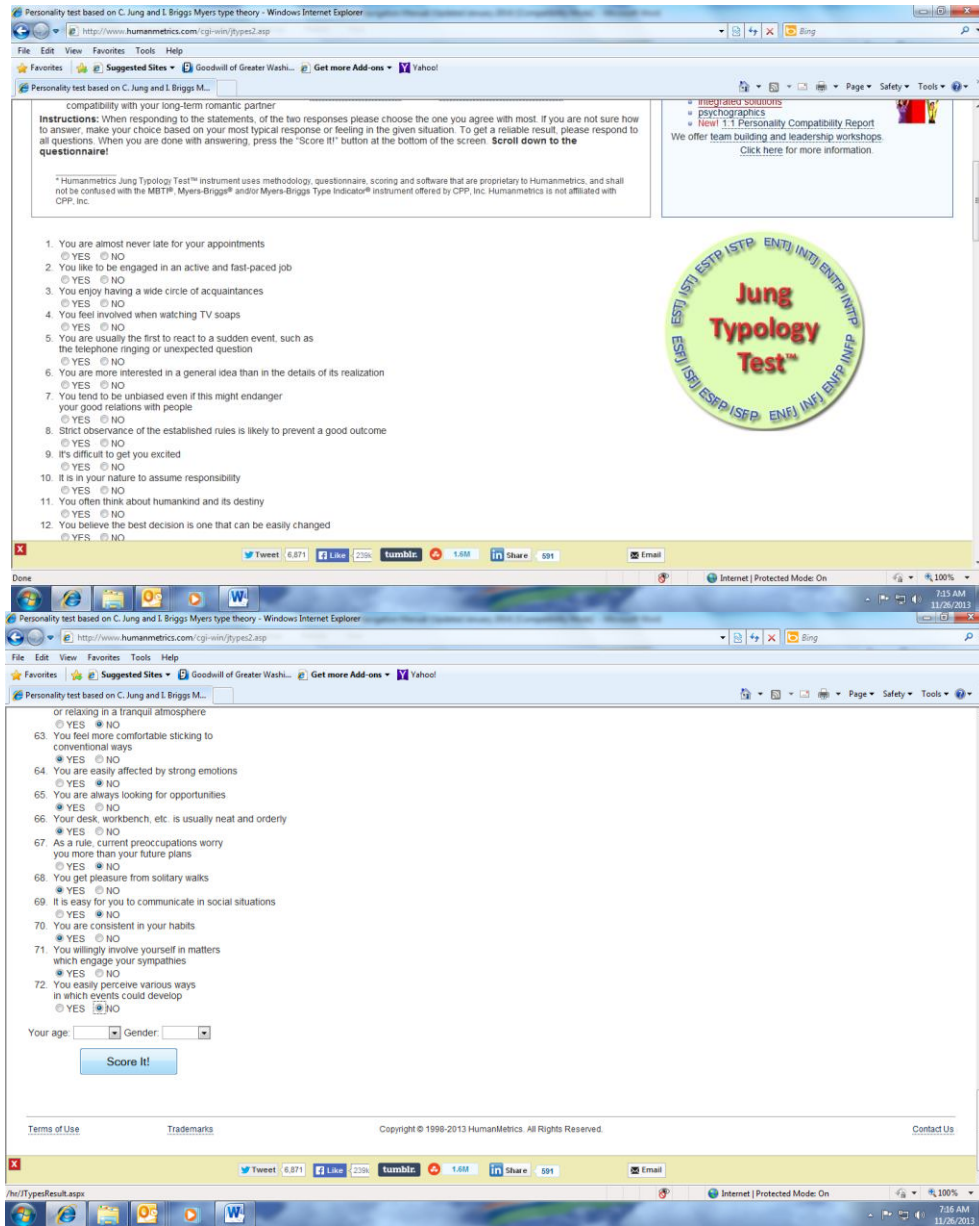
Judgers often:

- Like to have things settled
- Take responsibilities seriously
- Pay attention to time & are usually prompt
- Prefer to finish projects
- Work first, play later
- Seek closure
- See the need for most rules
- Like to make & stick with plans
- Find comfort in schedules

Perceivers often:

- Like to keep their options open
- Are playful and casual
- Are less aware of time and may run late
- Prefer to start projects
- Play first, work later
- May have difficulty making some decisions
- Question the need for many rules
- Like to keep plans flexible
- Want the freedom to be spontaneous

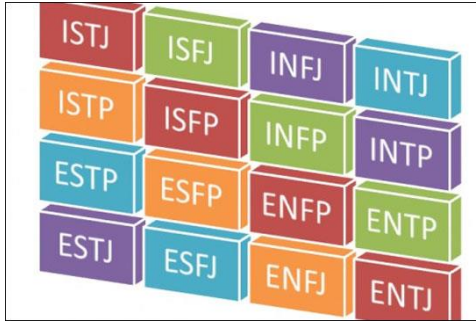
Take the test! <http://www.humanmetrics.com/cgi-win/jtypes2.asp>



Check out which famous people have similar personalities to you. As you review the information, note key phrases and qualities which you feel are strengths.

<p style="text-align: center;">ISTJ</p> <p>Quiet, serious, earn success by thoroughness and dependability. Practical, matter-of-fact, realistic, and responsible. Decide logically what should be done and work toward it steadily, regardless of distractions. Take pleasure in making everything orderly and organized – their work, their home, their life. Value traditions and loyalty.</p>	<p style="text-align: center;">ISFJ</p> <p>Quiet, friendly, responsible, and conscientious. Committed and steady in meeting their obligations. Thorough, painstaking, and accurate. Loyal, considerate, notice and remember specifics about people who are important to them, concerned with how others feel. Strive to create an orderly and harmonious environment at work and at home.</p>	<p style="text-align: center;">INFJ</p> <p>Seek meaning and connection in ideas, relationships, and material possessions. Want to understand what motivates people and are insightful about others. Conscientious and committed to their firm values. Develop a clear vision about how best to serve the common good. Organized and decisive in implementing their vision.</p>	<p style="text-align: center;">INTJ</p> <p>Have original minds and great drive for implementing their ideas and achieving their goals. Quickly see patterns in external events and develop long-range explanatory perspectives. When committed, organize a job and carry it through. Skeptical and independent, have high standards of competence and performance – for themselves and others.</p>
<p style="text-align: center;">ISTP</p> <p>Tolerant and flexible, quiet observers until a problem appears, then act quickly to find workable solutions. Analyze what makes things work and readily get through large amounts of data to isolate the core of practical problems. Interested in cause and effect, organize facts using logical principles, value efficiency.</p>	<p style="text-align: center;">ISFP</p> <p>Quiet, friendly, sensitive, and kind. Enjoy the present moment, what’s going on around them. Like to have their own space and to work within their own time frame. Loyal and committed to their values and to people who are important to them. Dislike disagreements and conflicts, do not force their opinions or values on others.</p>	<p style="text-align: center;">INFP</p> <p>Idealistic, loyal to their values and to people who are important to them. Want an external life that is congruent with their values. Curious, quick to see possibilities, can be catalysts for implementing ideas. Seek to understand people and to help them fulfill their potential. Adaptable, flexible, and accepting unless a value is threatened.</p>	<p style="text-align: center;">INTP</p> <p>Seek to develop logical explanations for everything that interests them. Theoretical and abstract, interested more in ideas than social interaction. Quiet, contained, flexible, and adaptable. Have unusual ability to focus in depth to solve problems in their area of interest. Skeptical, and sometimes critical, always analytical.</p>
<p style="text-align: center;">ESTP</p> <p>Flexible and tolerant, they take a pragmatic approach focused immediate results. Theories and conceptual explanations bore them – they want to act energetically to solve the problem. Focus on the here-and-now, spontaneous, enjoy each moment that they can be active with others. Enjoy material comforts and style. Learn best through doing.</p>	<p style="text-align: center;">ESFP</p> <p>Outgoing, friendly, and accepting. Exuberant lovers of life, people, and material comforts. Enjoy working with others to make things happen. Bring common sense and a realistic approach to their work, and make work fun. Flexible and spontaneous, adapt readily to new people and environments. Learn best by trying a new skill with other people.</p>	<p style="text-align: center;">ENFP</p> <p>Warmly enthusiastic and imaginative. See life as full of possibilities. Make connections between events and information very quickly, and confidently proceed based on the patterns they see. Want a lot of affirmation from others, and readily give appreciation and support. Spontaneous and flexible, often rely on their ability to improvise and their verbal fluency.</p>	<p style="text-align: center;">ENTP</p> <p>Quick, ingenious, stimulating, alert, and outspoken. Resourceful in solving new and challenging problems. Adept at generating conceptual possibilities and then analyzing them strategically. Good at reading other people. Bored by routine, will seldom do the same thing the same way, apt to turn to one new interest after another.</p>
<p style="text-align: center;">ESTJ</p> <p>Practical, realistic, matter-of-fact. Decisive, quickly move to implement decisions. Organize projects and people to get things done, focus on getting results in the most efficient way possible. Take care of routine details. Have a clear set of logical standards, systematically follow them and want others to also. Forceful in implementing their plans.</p>	<p style="text-align: center;">ESFJ</p> <p>Warmhearted, conscientious, and cooperative. Want harmony in their environment; work with determination to establish it. Like to work with others to complete tasks accurately and on time. Loyal, follow through even in small matters. Notice what others need in their day-by-day lives and try to provide it. Want to be appreciated for who they are and for what they contribute.</p>	<p style="text-align: center;">ENFJ</p> <p>Warm, empathetic, responsive, and responsible. Highly attuned to the emotions, needs, and motivations of others. Find potential in everyone; want to help others fulfill their potential. May act as catalysts for individual and group growth. Loyal, responsive to praise and criticism. Sociable, facilitate others in a group, and provide inspiring leadership.</p>	<p style="text-align: center;">ENTJ</p> <p>Frank, decisive, assume leadership readily. Quickly see illogical and inefficient procedures and policies, develop and implement comprehensive systems to solve organizational problems. Enjoy long-term planning and goal setting. Usually well informed, well read, enjoy expanding their knowledge and passing it on to others. Forceful in presenting their ideas.</p>

ARTISAN 27.0% <i>Aesthetic, Probing, Artcrafts, Techniques, Equipment</i>	GUARDIAN 47% <i>Economic, Scheduling, Commerce, Morality, Material</i>	RATIONAL 10% <i>Theoretic, Tough-Minded, Science, Technology, Systems</i>	IDEALIST 17% <i>Spiritual, Friendly, Humanities, Morale, Personnel</i>
Dynamo ESTP (4%) <i>Putting forth an enterprise and winning others to your side</i> The Ultimate Realist <i>Unconventional Approach, Fun, Gregarious, Lives for Here and Now, Good at Problem Solving</i> Most Spontaneous	Supervisor ESTJ (9%) <i>Making sure that others do as they should do</i> Life's Administrators <i>Order and Structure, Sociable, Opinionated, Results Driven</i> Most Hard Charging	Commander ENTJ (2%) <i>Arranging a well-ordered hierarchy to mobilize forces</i> Life's Natural Leaders <i>Visionary, Gregarious, Argumentative, Systems Planners, Takes Charge, Intolerant of Incompetency</i> Most Commanding	Teacher ENFJ (3%) <i>"Beckoning forth learning from its hiding place"</i> Smooth Talking Persuader <i>Charismatic, Compassionate, Sees Possibilities for People, Ignores the Unpleasant, Idealistic</i> Most Persuasive
Craftsman ISTP (5%) <i>"Masterfully operating tools, equipment, machines, and instruments"</i> "Ready to Try Anything" <i>Very Observant, Cool and Aloof, Hands-on, Practical, Unpretentious, Ready for What Happens</i> Most Pragmatic	Inspector ISTJ (12%) <i>"Looking carefully and thoroughly at the products and accounts"</i> "Doing What Should Be Done" <i>Organizer, Compulsive, Private, Trustworthy, Rules & Regulations, Practical</i> Most Responsible	Mastermind INTJ (2%) <i>"Planning operations and contingency plans"</i> "Everything has Room for Improvement" <i>Theory-based, Skeptical, "My Way", High Need for Competency, Sees World as a Chessboard</i> Most Independent	Counselor INFJ (2%) <i>"Helping people to realize their potential"</i> "An Inspiration to Others" <i>Reflective, Introspective, Quietly Caring, Creative, Linguistically Gifted, Psychic</i> Most Contemplative
Performer ESFP (9%) <i>"Putting on a show or Demo to entertain others"</i> "You Only Go Around Once in Life" <i>Sociable, Spontaneous, Loves Surprises, Cuts the Red tape, Juggles Multiple Projects Well</i> Most Generous	Provider ESFJ (12%) <i>"Furnishing others with necessities of life"</i> "Hosts & Hostesses of the World" <i>Gracious, Good Interpersonal Skills, Thoughtful, Appropriate, Eager to Please</i> Most Harmonizing	Visionary ENTP (3%) <i>"Building models to make systems more efficient"</i> "One Exciting Challenge After Another" <i>Argues Both Sides of a Point to Learn, Brinksmanship, Tests the Limits, Enthusiastic, New Ideas</i> Most Inventive	Champion ENFP (8%) <i>"Relating uncovered stories to disclose truth and motivate others"</i> "Giving Life an Extra Squeeze" <i>People Oriented, Seeks Harmony, Life of Party, More Starts than Finishes</i> Most Optimistic
Composer ISFP (9%) <i>"Bringing into synthesis any aspect of the world of the senses"</i> "Sees Much-Shares Little" <i>Warm, Short Range Planner, Sensitive, Unassuming, Good Team Member, In Touch with Self and Nature</i> Most Artistic	Protector ISFJ (14%) <i>"Being of service and guarding against pitfalls and perils"</i> "A High Sense of Duty" <i>Amiable, Works Behind the Scenes, Ready to Sacrifice, Accountable, Prefers 'Doing'</i> Most Loyal	Architect INTP (3%) <i>"Configuring 3-dimensional spaces and theoretical systems"</i> "Love of Problem Solving" <i>Challenges Others to Think, Absent-minded Professor, Needs Competency, Socially Cautious</i> Most Conceptual	Healer INFP (4%) <i>"Mending the divisions that plague one's life and relationships"</i> "Performing Noble Service to Aid Society" <i>Strict Personal Values, Non-directive, Seeks inner Peace, Reserved, Creative,</i> Most Idealistic



Based on the results of the Myers-Briggs test, I am a/an: _____!

How will your Myers-Briggs type be an **asset or strength** for your current employment goal?

How has your Myers-Briggs type impacted your performance in a **positive** way at work?

How has your Myers-Briggs type impacted your performance in a **negative** way at work?
