

DELTA COLLEGE COUNSELING/ADVISING & CAREER SERVICES

CONVENTIONAL PERSONALITY (C-THEME)

Prefer highly-ordered activities, both verbal and numerical characterized by office work. They fit into large organizations, but do not seek leadership; respond to power, and are comfortable working in a well-established chain of command. Disliking ambiguous situations, preferring to know precisely what is expected of them, such people describe themselves as stable, well-controlled, and dependable. They have little interest in problems requiring physical skills or intense relationships with others and are most effective at well-defined tasks.

CONVENTIONAL PERSONALITY

- * Persons who live primarily “in their orderliness”
- * Quiet, careful, accurate, responsible, practical, well organized, task oriented
- * Have a strong need to feel secure and certain, get things finished, attend to every detail, and follow a routine
- * Prefer to work for someone of power and status rather than be in such a position themselves
- * Solve problems by appealing to others, and following rules

The conventional person is also task-oriented but prefers to carry out tasks initiated by others. They like to be well prepared ahead of time, obey rules, be careful of detail, and value the order in the world of data.

REWARDS

The rewards of working in conventional jobs center on seeing offices and organizations run smoothly, and in understanding how the individuals’ contribution helps in making that happen. Individuals, who have a methodical outlook on life, can organize and keep details straight so that the work of other people is facilitated. They take great pleasure in seeing their efforts result in a smooth-running operation. People in conventional positions are frequently the glue that holds the entire operation together. Because of the nature of their work, they are not always publicly recognized (as much as they should be). They themselves have some appreciation of the contribution they are making to the organization.

Most people can be categorized as one of six personality types. Realistic (**R**), Social (**S**), Artistic (**A**), Conventional (**C**), Investigative (**I**), and Enterprising (**E**). Look at your three highest scores. You now have a three-letter code that can be switched around to get additional occupations. The John Holland theory suggests that you should explore several variations of your three-letter code. You are able to come up with six variations of this three-letter code. Most of you will find many occupations that match your profile. For example, **CRE** can become **CER**, **RCE**, **REC**, or **ECR**.

SAMPLE LIST OF CONVENTIONAL CAREERS

Accountant	Customs Clerk	Payroll Clerk
Accounting Clerk	Data Entry Operator	Parking Enforcement Officer
Actuary	Dental Assistant	Photo Process Worker
Administrative Assistant	Employee Benefits Specialist	Police Officer and Detective
Assessor, Controller, & Treasurer	Employment Clerk	Post Office Clerk
Audiovisual Technician	Estate Planner	Postal Inspector
Bank Examiner	Executive Housekeeper	Public Administrator
Bank Officer	File Clerk	Radio Operator
Bank Teller	Financial Analyst	Real Estate Agent
Bookkeeper	Food Preparation Worker	Real Estate Appraiser
Broadcast Technician	Hotel Clerk	Receptionist
Business Teacher	Industrial Engineering Technician	Reservation Agent
Buyer, Purchasing Agent	Inventory Controller	Roofer
Buyer, Retail Store	IRS Agent	Sales Associate, Dept. Store
Car Rental Clerk	Journalist	Secondary School Teacher
Cashier	Legal Secretary	Secretary
Certified Public Accountant	Librarian	Statistician
City or State Employee	Library Assistant	Stenographer
Claims Clerk	Local Area Network (LAN) Administrator	Stenography Clerk
Clinical Laboratory Worker	Loan Officer	Tax Clerk
Computer Operator	Manager	Teacher Aide
Computer Programmer	Medical Assistant	Telephone Operator
Computer Technologist	Medical Records Personnel	Traffic Manager
Construction Inspector	Medical Secretary	Travel Agent
Cosmetologist	Medical Transcriptionist	Typist
Court Reporter	Nurse, Licensed Practical	Word Processing Operator
Credit Analyst		
Credit Card Clerk		

Counseling/Advising & Career Services

Career Center, Room D 132

Bay City/Saginaw: (989) 686-9072

Midland/Auburn: (989) 495-4000, Ext. 9072

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<http://www.delta.edu/careercenter>

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