

Courtesy by



## CAREER GUIDANCE KIT

# ISTJ





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## ***CHAPTER 01***

# ***Know Yourself & Understand Others***

# About Human Preferences

**EXTRAVERSION**

**INTROVERSION**

Where do you get your Energy from?

۱۔ آپ کو توانائی کہاں سے حاصل ہوتی ہے؟

**SENSING**

**INTUITION**

How do you prefer to take in information?

۲۔ آپ سیکھنے کے لئے کس طریقے کو ترجیح دیتے ہیں؟

**THINKING**

**FEELING**

What process do you use to make decision?

۳۔ آپ کس طریقے سے فیصلہ کرنے کو ترجیح دیتے ہیں؟

**JUDGING**

**PERCEIVING**

How do you interact with the outer world around you?

۴۔ آپ باہر کی دنیا کو کیسے اثر انداز کرتے ہیں؟

**LEFT**

**Right**



# Understanding Preferences Through Pictures

## EXTRAVERSION (E)

Characteristics:

- Active
- Outward
- Sociable
- Open in communication
- Expressive in nature

صفات:

- ☆ گھٹنے ملنے والے
- ☆ کام کاج میں تیزی دکھانے والے
- ☆ نئے لوگوں کو دوست بنانے والے
- ☆ بات چیت میں مہارت رکھنے والے
- ☆ کھل کر اظہار کرنے والے

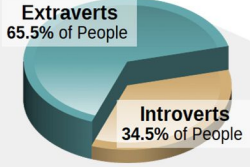
## INTROVERSION (I)

Characteristics:

- Reflective
- Inward
- Reserved
- Private in communication
- Quiet in nature

صفات:

- ☆ غور و فکر کرنے والے
- ☆ لکھ کر اظہار رائے کرنے والے
- ☆ سوچ کر بولنے والے
- ☆ خاموش رہنے والے
- ☆ تنہائی پسند



Check your response which preference you prefer the most?

## SENSING (S)

Characteristics:

- Pay attention to facts and details
- Present focused
- Practical
- Conserve
- Repetitive

صفات:

- ☆ اعداد اور تفصیل پر توجہ دینے والے
- ☆ حقیقت پسند
- ☆ حقائق اور اسکی تفصیل پر توجہ دینے والے
- ☆ ایک کام کو ایک طریقے سے بار بار کرنے والے
- ☆ عمل کرنے والے

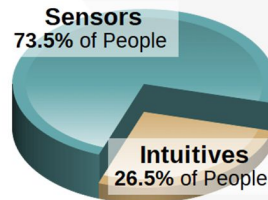
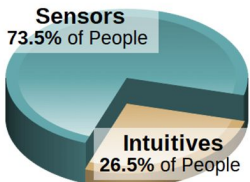
## INTUITION (N)

Characteristics:

- Pay attention to patterns
- Future focused
- Imaginative
- Change oriented
- Variety focused

صفات:

- ☆ آنے والے وقت پر نظر رکھنے والے
- ☆ تبدیلی پسند کرنے والے
- ☆ خیالی سوچ رکھنے والے
- ☆ چٹھی حس پر اعتماد کر کے فیصلہ کرنے والے
- ☆ ممکنات کو سوچنے والے



Check your response which preference you prefer the most?

## THINKING (T)

Characteristics:

Decides with head

Use logic

Analyze and critique

Impersonal

Concerned with truth and justice

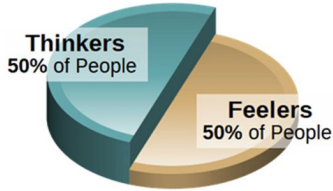
صفات:

☆ انصاف پسند کرنے والے

☆ حق اور سچ پر فیصلہ کرنے والے

☆ تنقید کرنے والے

☆ دل کے بجائے دماغ سے فیصلہ کرنے والے



## FEELING (F)

Characteristics:

Decides with heart

Use personal convictions

Empathize and appreciate personal

relationships and harmony

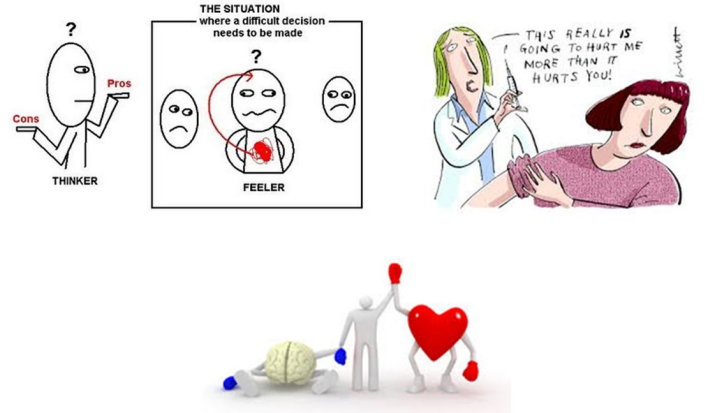
صفات:

☆ احساسات اور اتحاد کو ترجیح دینے والے

☆ دل سے فیصلہ کرنے والے

☆ رحمہ لیلی کی کوشش کرنے والے

☆ ذہنی طور پر خود کو دوسروں کی جگہ رکھ کر سوچنے والے



Check your response which preference you prefer the most?

## JUDGING (J)

Characteristics:

Organized

Control

Decisive

Deliberate

Plan

صفات:

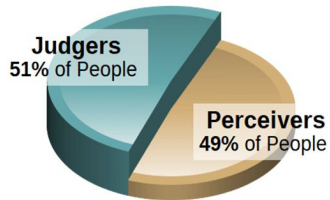
☆ وقت پر کام ختم کرنے والے

☆ وقت کی پابندی کرنے والے

☆ جلدی نتیجے پر پہنچنے والے

☆ چیزوں کو ترتیب سے رکھنے والے

☆ ہر کام کو منصوبہ بندی سے انجام دینے والے



## PERCEIVING (P)

Characteristics:

Flexible

Experience

Curious

Spontaneous

Wait

صفات:

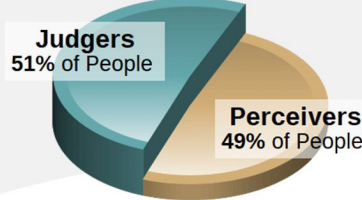
☆ نئے نئے تجربے کرنے والے

☆ آخری وقت پر کام شروع کرنے والے

☆ کام کرنے کے نئے انداز تلاش کرنے والے

☆ کام کو منصوبہ بندی کے بجائے اپنے طریقے سے کرنے والے

☆ کام کا پریشانی لینے والے



Check your response which preference you prefer the most?



# Brief Overview Of 16 Personality Types

## ISTJ



### DUTIFUL

FACTUAL  
LOGICAL  
ORGANIZED  
REALISTIC  
RESERVED

[www.qamarconsulting.com](http://www.qamarconsulting.com)

## ISFJ



### PROTECTOR

LOYAL  
PATIENT  
PRACTICAL  
QUIET  
TRADITIONAL

[www.qamarconsulting.com](http://www.qamarconsulting.com)

## INFJ



### GUIDE

CONCEPTUAL  
CREATIVE  
DEEP  
IDEALISTIC  
SENSITIVE

[www.qamarconsulting.com](http://www.qamarconsulting.com)

## INTJ



### MASTERMIND

ANALYTICAL  
INDEPENDENT  
ORIGINAL  
PRIVATE  
THEORETICAL

[www.qamarconsulting.com](http://www.qamarconsulting.com)

## ISTP



### CRAFTSMAN

ADVENTUROUS  
PRACTICAL  
REALISTIC  
SPONTANEOUS  
INDEPENDENT

[www.qamarconsulting.com](http://www.qamarconsulting.com)

## ISFP



### ARTIST

CARING  
LOYAL  
SENSITIVE  
UNDERSTANDABLE  
TRUSTFUL

[www.qamarconsulting.com](http://www.qamarconsulting.com)

## INFP



### HEALER

DEEP  
EMPATHETIC  
IDEALISTIC  
IMAGINATIVE  
LOYAL

[www.qamarconsulting.com](http://www.qamarconsulting.com)

## INTP



### CONCEPTUALIZER

INDEPENDENT  
LOGICAL  
ORIGINAL  
SELF-DETERMINED  
THEORETICAL

[www.qamarconsulting.com](http://www.qamarconsulting.com)

## ESTP



### ACTIVIST

EASYGOING  
ENERGETIC  
OUTGOING  
QUICK  
VERSATILE

[www.qamarconsulting.com](http://www.qamarconsulting.com)

# Brief Overview Of 16 Personality Types

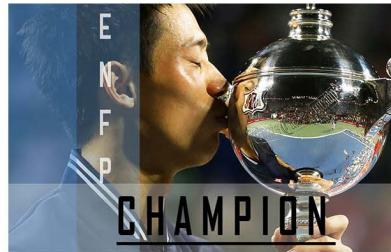
## ESFP



CASUAL  
COOPERATIVE  
FRIENDLY  
SOCIAL  
TALKATIVE

www.qamarconsulting.com

## ENFP



CREATIVE  
ENERGETIC  
FRIENDLY  
INDEPENDENT  
RESTLESS

www.qamarconsulting.com

## ENTP



CHALLENGING  
CLEVER  
ORIGINAL  
RESOURCEFUL  
PRIVATE

www.qamarconsulting.com

## ESTJ



LOGICAL  
OBJECTIVE  
ORGANIZED  
RESPONSIBLE  
TASK-FOCUSED

www.qamarconsulting.com

## ESFJ



COOPERATIVE  
LOYAL  
PERSONABLE  
TACTFUL  
SOCIAL

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## ENFJ



ENERGETIC  
IDEALISTIC  
LOYAL  
ORGANIZED  
RESPONSIBLE

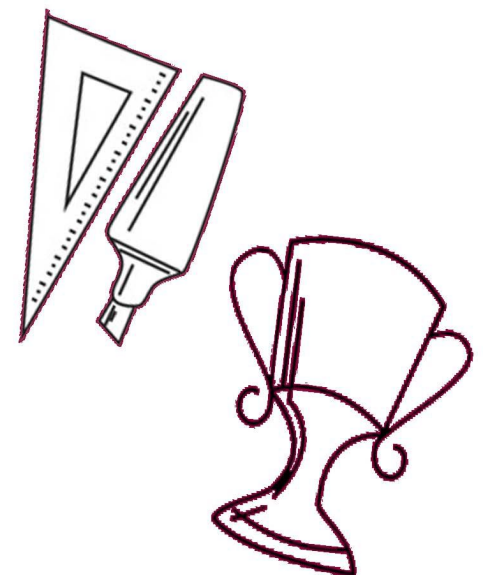
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## ENTJ



CHALLENGING  
DECISIVE  
PLANFUL  
STRATEGIC  
LOGICAL

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## ***CHAPTER 02***

# ***Mapping Your Career Journey***

## ***ISTJ (Dutiful)***

# ISTJ *Born Talents*



Depandable قابل بھروسہ

Realistic حقیقت پسند

Exacting سخت

Reliable قابل اعتماد

Factual حقیقی

Reserved تنہائی پسند

Logical منطقی

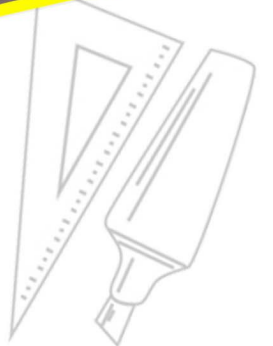
Sensible سمجھدار

Organized منظم

Steadfast ثابت قدم

Practical عملی

Through ذریعے





# DUTIFUL (ISTJ)

Task oriented, independent, decisive, and matter of fact



Hold firmly to their choice & maintain the status quo

Take time to consider and weigh the information before deciding

Loyal, reliable, determined, persistent, conscientious

## *What I need in a Career for it to be Satisfying*

- A stable and traditional work environment, with a clear reporting structure and explicit expectations.
- The opportunity to work on one project at a time, with plenty of time to plan my work and execute it without interruption.
- Work that involves real products and services, where I can see the immediate results of my efforts and where I am evaluated on my merits.
- A promotional system that rewards my hard work, experience and accomplishments with increasing levels of responsibility and compensation.
- Opportunities to develop and use my technical skills in subjects of practical value and those I fully understand.

## *As an ISTJ, I am Good at...*

- Following and adhering to established routines and procedures.
- Working alone without being supervised or needing to socialize.
- Handling situations of high pressure and stress with calm.
- Completing all parts of my work with accuracy and precision.
- Remembering the important details of projects and not letting them fall through the cracks.

## ***Work Related Strengths***

- Precision and accuracy and desire to get the job done right the first time.
- Follow established routines and policies.
- Ability to focus and concentrate on one task at a time in great depth.
- Ability to work alone.
- Sharp organizational skills.
- Thoroughness and close attention to the specifics: facts and details.
- Belief in the value of a traditional structure and the ability to work within it.
- Great maintainer of organizations.
- Stable, dependable, and can be counted on to follow through.

## ***Work Related Blind Areas***

- May have trouble adapting to changing systems.
- May need to see practical application to accept new ideas.
- Tend not to like change; may be inflexible.
- May not understand needs different from their own.
- May underestimate themselves and their contribution to the organization.





# ISTJ Career Trends and Potential Strengths

## Career Trends

There are two trends in the top occupations that are most attractive to ISTJs. One is a strong trend toward engineering, allowing ISTJs to use objective analysis and problem solving to produce tangible outcomes. The other trend involves an interest in being in a management or supervisory position.

## Potential Strengths

- Ability to organize tasks
- Decisiveness
- Follow-through
- Can get things done
- Maintain and preserve what works

## کیرئیر ٹرینڈ :

دوا ہم پیشے رجحانات میں ایسے ہیں جو کہ ISTJ کو پسند آتے ہیں۔ جس میں سے ایک مضبوط پیشہ Engineering ہے۔ جس سے ISTJ کو اپنے مقصد کے تجزیے، مسائل کا حل اور ٹھوس نتائج ملتے ہیں۔ دوسرے رجحانات میں چیزوں کا انتظام اور نگرانی والے کام شامل ہیں۔ جس میں ISTJ کی دلچسپی ہوتی ہے۔



# Popular Occupations of ISTJ

People with ISTJ preference are often attracted to and may find satisfaction in careers and occupations in the following areas:

## BUSINESS

- Chief information officer
- Regulatory compliance officer
- Property manager
- Construction and building inspector
- Construction manager
- Purchasing agent
- Insurance claim examiner
- Statistician
- Real estate appraiser
- Association administrator
- Home inspector

## FINANCE

- Treasure , controller
- Investment securities officer
- Budget analyst
- Cost estimator

## SALES/SERVICE

- Merchandise sales
- Real estate agent
- Industrial health engineer
- Commercial pilot
- Probation officer
- Flight engineer/navigator
- Immigration and customs inspector
- Forrester
- Farmer
- Electrician

## LEGAL/TECHNOLOGY

- Criminalist and ballistic expert
- Court clerk
- Pharmaceutical researcher
- Geologist
- Agricultural scientist
- Reliability engineer
- Systems analyst
- Web editor
- Computer engineer
- Law researcher
- Data processing equipment repairer
- Law researcher
- Hardware engineer
- Technical writer

## HEALTH CARE

- Nursing home administrator
- Radiologist
- Lab technician
- Medical researcher
- Exercise physiologist
- Orthodontist
- Environmental science technician
- Medical records administrator





# *Less Popular Occupations of ISTJ*

People with ISTJ preference are less often attracted to careers and occupations in art, graphic design, music, photography, sales/advertising, and personal care and service. They are also typically found less often in careers characterized by a great deal of nurturing work and/or relationship oriented work, or careers that require a significant amount of spontaneous adaptation or expressiveness in a group context.

