

# BIB

## THE FUTURE BUILDER

What is it? What will it do for you? How does it work?

BIB stands for Biographical Inventory Blank, a multiple-choice inventory of auto-biographical questions relating to your own past experience. The BIB is about you and your career. It consists of a question booklet containing 520 questions about your past, and an answer booklet. The answer booklet contains two pages which resemble an expanded application form, and three pages of item options for the 520 questions. It is the result of research which began thirty years ago, when psychologists for the U.S. Armed Services found that a BIB was the single best predictor of individual behaviour and occupational success. Recent applications have included intensive work by NASA and the Peace Corps.

### BIB means three very important things to you.

#### PERSONAL COUNSELLING REPORT

By completing it and permitting the results to be used in a Canadian research program, you will obtain a personal, confidential counselling report, which will be compiled by the Human Studies Foundation and mailed directly to you. This report will compare your occupational interests with those of persons who have succeeded in the following fields:

- Human Sciences (eg. psychologist)
- Hard Sciences (eg. chemist)
- Physical Activity (eg. law enforcement officer)
- Social Welfare (eg. social worker)
- Artistic-Literary (eg. music teacher)
- Business Detail (eg. banker)
- Sales (eg. real estate broker)
- Verbal (eg. lawyer).

Depending on your own results you may also receive separate advice on your probabilities of success in the following areas:

- Agricultural & Outdoor
- Technical Sales
- Scientific Research
- Scientific Creativity
- General Engineering
- Sales Engineering
- Research Engineering
- Management Effectiveness
- Management Level
- Specialization Level
- Occupational Level.

This service costs you \$5.00 which is remitted to the Human Studies Foundation and used to help pay for research.

#### CAREER SELECTION

Provided free of charge to you by Career Assessment Limited. Staff psychologists will attempt to match your profiles on the BIB with the actual success requirement of various work situations (jobs). Whenever this occurs, they will send your name to that employer. He receives only the information which you place on pages 2 & 3 of the answer booklet. No person except yourself receives information as to your BIB results. The employer will likely contact you in order to try and interest you in the position. Any decision regarding hiring is made by you and the employer. This service means that your BIB acts as an interview on paper, an interview in depth which portrays your individuality and allows Career Assessment's professional staff to suggest career opportunities. Careers which are likely to provide you with long term success and satisfaction.

#### SUMMER EMPLOYMENT

This is similar to Career Selection, but is for students planning to return to school in the Fall. It allows you and an employer, matched as to BIB profiles and job requirements, to have a summer to look each other over with an eye to a permanent position after graduation.

For the first time you will be able to receive an impartial appraisal of your real interests and opportunities for success. It will be based on a detailed knowledge of you, as outlined by your responses on the BIB. The research psychologists will take stock of you according to techniques validated extensively in industry and government.

It is important to understand the realities of a job before you take it. The decision is too important to gamble. You no longer need to rely completely on company interviewers to find out what jobs are really like. Career Assessment's professional staff will provide experienced insight so that you will not waste your time in an unsuitable job.

The right career will mean happiness. Happiness could be a better position, quicker advancement, interesting associates, etc. The right career depends on the right decision. BIB can help you make the right decision by screening job opportunities to find those that are suitable for you, and by providing you with candid information about your possibilities of success in certain occupational areas.

### This is how BIB works.

You buy BIB at your campus bookstore.

BIB includes a question booklet, answer booklet, instructions on how to fill out the answer booklet, and a large return envelope.

BIB should be completed in a quiet, relaxed atmosphere, and should be given the attention you would accord any important matter.

There is no time limit for completion.

Once you have completed BIB, place the answer booklet in the return envelope and mail it to the Human Studies Foundation.

If you wish to have the assistance of Career Assessment Ltd. during the period of Feb. 10th - March 1st, then your BIB must be post-marked no later than Jan. 29th. BIB's received later will not be eligible for job assistance until March 1st. Your counselling report will be mailed to you within 2 weeks of receipt of your BIB.

### THE NUTS AND BOLTS OF BIB

1. Upon receipt, your BIB is sequentially identified to provide a fail-safe cross reference.
2. Pages 2 and 3 (expanded application form) are microfilmed and made into microfiche cards, providing instant identification and reproduction, as well as complete security.
3. Some of the information on pages 2 and 3 is entered into a data bank.
4. Your item responses on pages 4, 5 and 6 are recorded by optical scanner and transposed into profiles through the use of advanced computer analyses.
5. Your BIB profiles are then merged with the information in the data bank, producing a detailed picture of the individual that is you. Over 550 pieces of information are combined into a meaningful portrait.
6. This portrait is then used to compile your personal report which is mailed to you directly.
7. If you have requested job assistance, then the psychologists of Career Assessment will match your portrait with work situations. Whenever success is highly indicated, your name and the information on pages 2 and 3 only, are sent to the employer. It is then up to the employer to contact you to see if you are interested in the position in question.
8. Except for the information on pages 2 and 3 (which you would ordinarily give on an application form) all information is completely confidential.

Any individual assessment or prediction made on the basis of BIB responses may be partially or wholly invalid. It is nonetheless true that the large majority of evaluations are substantially correct.

If you cannot get BIB from your bookstore, write the Human Studies Foundation, 50 Prince Arthur Avenue, Toronto 180, Ontario, enclosing \$5.00.

**REMEMBER JANUARY 29<sup>th</sup>**

CAREER ASSESSMENT LIMITED

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