

## **ISTJ**

Introvert, Sensing, Thinking, Judging

ISTJs represent approximately 6% of the American population.

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### **Potential Strengths**

ISTJs are quiet, serious, and traditional people who communicate in a style that is clear, simple, and direct. They are careful observers with a realistic and practical perspective that guides their lives. They notice details that interest or relate to them and have great memories for things they have personally experienced. They like to think things through before acting and tend to be cautious about change. ISTJs are responsible, stable, and capable in all situations they know.

Conscientious and logical, ISTJs like to make decisions that are sensible and that help things stay orderly and efficient. Very organized and productive, they are duty-bound, hard workers with a great ability to concentrate and get things done. They like to be judged on their merits and are fair and consistent when dealing with others. They take all their commitments seriously and prefer people who are genuine and down-to-earth.

### **Potential Weaknesses**

ISTJs trust proven facts and experience so they tend to be skeptical and sometimes suspicious of untested ways of doing things. They often prefer to "wait and see" rather than take immediate action, and can run the risk of missing opportunities because they hesitated. They can get lost in the minutia of details they focus on and can lose sight of the larger context or purpose of their work. They may become stalled and discouraged when they can't see a way out of a bad situation.

Their conservative natures can make them rather rigid because they have such clear and unquestioned standards of right and wrong. They may demand conformity to their way of doing things, and not encourage or allow other, less conventional, methods to be tried. Because of their calm and cool exterior, ISTJs can appear disinterested or uncaring about what's going on around them. They don't naturally offer their insights or feelings unless they are asked and are comfortable with the people around them.

### **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

### **I need to watch my tendency to . . .**

- Avoid trying new ways of doing things or untested approaches
- Discourage dissension or resist change
- Make snap decisions without consulting other people
- Be impatient with inefficient people or systems
- Forget to offer compliments and express my appreciation of others

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### What I need in a career for it to be satisfying

1. A stable and traditional work environment, with a clear reporting structure and explicit expectations
2. The opportunity to work on one project at a time, with plenty of time to plan my work and execute it without interruption
3. 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
4. A promotional system that rewards my hard work, experience, and accomplishments with increasing levels of responsibility and compensation
5. Opportunities to develop and use my technical skills in subjects of practical value and those I fully understand

### Careers to consider

Manager/Supervisor	Office Manager	Accountant
Word Processing Specialist	Military Officer	Auditor
Efficiency Expert/Analyst	Bank Examiner	IRS Agent
Insurance Underwriter	Tax Examiner	Credit Analyst
Government Employee	Stockbroker	Estate Planner
Police Officer/Detective	School Principal	Librarian
Corrections Officer	Law Researcher	Administrator
Teacher: technical/math/P.E.	Technical Writer	Engineer
Computer Programmer	General Surgeon	Mechanic
Nursing Administrator	Veterinarian	Dentist
Health Care Administrator	Lab Technician	Pharmacist

### Recommendations for the job search

1. **Using my strengths, I excel when I:**
  - Research all potential careers carefully and thoroughly
  - Prepare my marketing materials with painstaking accuracy and care
  - Present myself as a capable and competent candidate, documenting my experience
  - Am patient with the length of the search and with the procedures I need to follow
  - Follow through with all details, respect deadlines and commitments
2. **Avoiding my weaknesses, I need to:**
  - Be willing to consider less obvious career opportunities
  - Look down the road to imagine the future implications of my decisions
  - Resist the urge to be overly cautious about change
  - Remember to send thank you notes and other niceties
  - Express my enthusiasm and be assertive in marketing myself
  - Postpone making decisions until I have considered all my options