

## RIASEC- and CIP-BASED CAREER MATERIALS

by  
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NCDA, Denver; June 27, 2003

The materials listed below were discussed in the workshop, "COST-EFFECTIVE CAREER COUNSELING USING THE SDS AND CTI." The list is intended to be used by program directors in identifying resources and specifying costs in developing proposals for career guidance programs. For some items, the prices are based on various discounts, e.g., large volume purchases. This list includes the instruments that are most often used in career interventions and most fully carry out Holland's theory, and also includes information about the Career Thoughts Inventory, an instrument based on Cognitive Information Processing Theory and compatible with Holland's RIASEC system. Current details and more information about these materials is available at <http://www.parinc.com> and the <http://www.career.fsu.edu/techcenter>.

1. **Self-Directed Search® Form R (Regular).**--By John Holland, Ph.D.; original paper and pencil form of the SDS; first published in 1970, and revised in 1977, 1985, and 1994; includes Assessment booklet (Daydreams Section and 228 items) and Occupations Finder (1,335 occupations employing 99% of U.S. workers); based on Holland's RIASEC theory; self-administered in 35-45 minutes; for high school, college, adult populations; used by more than 14 million people; most widely administered interest inventory in the world; translated into more than 20 languages; about \$2.30 per administration (AB + OF); about \$4 when used with the MVS and You and Your Career booklet.
2. **You and Your Career.**--By John Holland, Ph.D.; published in 1994; a 7 page booklet for use with the SDS Form R or the VPI; discusses the scientific ideas supporting the inventories, how to use the scores and codes, personality characteristics associated with codes, and suggestions for successful career planning; about \$1.00 per booklet.
3. **My Vocational Situation (MVS).**--By John Holland, Ph.D., Denise Daiger/Gottfredson, Ph.D., & Paul Power, Ph.D.; published in 1980; MVS manual; a two page form useful in counseling and research for identifying career decision making problems in three areas: Vocational Identity (18 items), (need for) Occupational Information (4 items), and Barriers (personal limits or environmental problems) (4 items); can be completed in less than 10 minutes and scored in seconds; items derived from the Vocational Decision-Making Difficulty scale and the Identity scale; over 85 published reports on the research efficacy of the MVS; about \$0.72 per administration.
4. **The SDS® Professional User's Guide.**--By John Holland, Ph.D., Amy Powell, Ph.D., & Barbara Fritzsche, Ph.D.; published in 1994; includes information about the origins of the RIASEC theory and SDS, about 30 case studies and a 143 item reference list, suggestions on interpretation and use of the SDS, norms for SDS scales and codes, scoring procedures for the Future Possibilities item, the lachan Index, and a counselor self-test; 101 pages; \$26.

5. **The SDS® Technical Manual.**--By John Holland, Ph.D., Barbara Fritzsche, Ph.D., & Amy Powell, Ph.D.; published in 1994; reviews the psychometric history of the four editions of the SDS Form R and other forms of the SDS; provides technical information about SDS concurrent and predictive validity and reliability of SDS scales; summarizes development of the Occupations Finder and the results of SDS outcome studies; 189 references and 87 tables; 92 pages; \$26.
6. **Making Vocational Choices** (3rd edition).--By John Holland, Ph.D.; published in 1973, 1985, and 1997; the 4th book on the RIASEC theory in 25 years; reviews more than 500 studies on the theory, classification, SDS, and VPI; includes practical suggestions for using the theory in research and counseling practice; 303 pages, 42 page reference list; \$37.
7. **Self-Directed Search® Form R: Interpretive Report (SDS-R:IR) for Windows™.**--Interpretive report written by Robert Reardon, Ph.D.; first published in 1987, revised in 1994 and 1996; sample report available at [http://www.parinc.com/samprpts/SDS\\_R\\_CV.htm](http://www.parinc.com/samprpts/SDS_R_CV.htm); detailed manual includes information about the software and program implementation/use suggestions; computer software produces a 10-12 page interpretive report from SDS summary scores and a one page professional summary; optional entry of 5 occupational daydreams; basic interpretive report adapts material from the Assessment booklet, You and Your Career booklet, and DHOC (3rd Ed.), and provides lists of occupational titles from the Occupations Finder; report options include fields of study from the Educational Opportunities Finder and leisure options from the Leisure Activities Finder; IR can be customized by adding local information; this Interpretive Report is produced by the SDS Software Module (No. 8 below), the Self-Directed Search Software Portfolio (SDS-SP™) for Windows (No. 9 below), the SDS Form R: Professional Report Service (No. 10 below), and the SDS Form R: Internet Version (No. 11 below).
8. **SDS Software Module (replaced Self-Directed Search® (SDS®) Form R: Computer Version (SDS-R:CV) for Windows™).**—Includes Interpretive Report (see no. 7 above) written by Robert Reardon, Ph.D.; client on-line administration of the complete SDS Form R Assessment booklet (including Daydreams Section) and the MVS; produces 10-12 page interpretive report for clients and 2-3 page professional summary of 7 diagnostic signs for the counselor; shorter administration time than paper/pencil SDS; can be used as a data collection tool to assess career needs and interests of clients in a setting; about \$2.80 per administration (3.5 disk with 50 uses, \$140).
9. **Self-Directed Search Software Portfolio (SDS-SP™) for Windows.**—SDS-SP (2001) application provides unlimited SDS Form R Interpretive Reports when scores are entered from SDS paper version and/or the My Vocational Situation; on-screen manual and Help system; SDS on-screen administrations are also available with 25- or 50-use SDS Form R Software Module Key Disks; additional Key Disks may be purchased or activated by phone; IR may be edited on-screen and printed in b/w or color; SDS-SP enhances the SDS-IR Program (No. 7 above) and the SDS-CV (No. 8 above); requires Windows 95/98/ME or Windows NT/2000 or higher; \$450 for unlimited uses of the Interpretive Report.
10. **SDS® Form R: Professional Report Service.**--Uses special Form R scoring service answer sheets mailed to PAR; 10-12 page Interpretive Report and 1-2 page Professional Summary (as in No. 7 above) are included in a Guidelines Booklet and mailed back in 24 hours; may be useful for large group testing; does not include SDS Daydreams Section or MVS; about \$6.80 per administration.

11. **SDS® Form R: Internet Version.**--Includes Interpretive Report (as in No. 7 above); provides for on-line administration of the SDS Form R, but does not include Daydreams Section or MVS; developed in accordance with NCDA Guidelines for Internet-based delivery of career services; includes a section on How To Find A Career Counselor and links to Internet sites for career assistance and information; single (credit card secured by TPN) or multi-use administration options (user ID and Password) are available; from \$4.95 (1001+ uses) to \$8.95 for an individual report; preview information at <http://www.self-directed-search.com>.
12. **Canadian Editions of SDS Form R.**--Written in both English (1994 edition) and French (1994 edition); includes 1,059 occupations with educational requirements and National Occupational Codes for each; SDS Canadian Manual and Manual Supplement; Assessment booklet, Occupations Finder, and You and Your Career booklet, about \$4.50 (U.S.) per administration.
13. **Self-Directed Search® (SDS®) Form R: 4th Edition--Spanish.**--(1994 Edition).--Spanish translation of the SDS Form R includes the Assessment booklet, Occupations Finder, and You and Your Career booklet; including these three items, about \$4.28 per administration.
14. **SDS® Career Explorer.**--By John Holland, Ph.D., & Amy Powell, Ph.D.; published in 1994; designed to help junior high and middle school students with educational and vocational planning; technical information booklet and teacher's guide; 216 item Self-Assessment booklet produces 2-letter code; the Careers booklet includes 400 occupations and Exploring Your Future with the SDS booklet provides additional interpretive information; packaged in sets of 35; about \$3.90 per student administration for three items.
15. **SDS® Career Explorer: Interpretive Report.**--Interpretive report written by Robert Reardon, Ph.D.; published in 1994; following entry of summary scores, provides students with a 6-8 page individualized report of their educational and career interests in relation to Holland's theory; uses 2-letter Holland codes; question and answer format; sample lists of occupations include information about GED and SVP levels, and fields of study include ED levels; optional list of leisure activities is available; program allows for unlimited use and has batch feature for producing reports for groups; cover page can be customized with local information; for IBM PCs or compatibles and Macintosh; \$299 for unlimited use.
16. **SDS® Form E (Easy).**--By John Holland, Ph.D.; 4th edition published in 1996; provides career assessment for persons with limited reading skills (6th grade level); large print directions written at 4th grade level; 198 item version produces a 2 letter code and has simplified scoring; Jobs Finder (JF) includes 860 titles and You and Your Job (YYJ) booklet provides interpretive information; about \$3.28 for three items per administration; fully compatible with all other SDS materials, e.g., Form E results can be used with Form R Occupations Finder; audiotape available for alternative administration format of SDS:E, \$32; 1996 Canadian (English) about \$3.04; SDS Form E Spanish Translation, including AB, JF, and YYJ, about \$5.48.

17. **SDS® Form CP** (Career Planning).--By John Holland, Ph.D.; published in 1990; designed for adult professionals or adults in transition; self-administered in 15-25 minutes; 35% of Form R items are changed in Form CP to reduce student and adolescent focus; does not include the Daydreams or Self-Estimates Sections; includes Assessment booklet (216 items), Career Options Finder (1,320 titles), and Exploring Career Options booklet; about \$4.66 per administration in paper form for 3 items; Professional Report Service (about \$9.90), and Interpretive Report (\$495 unlimited use).
18. **Position Classification Inventory™** (PCI).--By Gary Gottfredson, Ph.D., & John Holland, Ph.D.; published in 1991; PCI manual; a job analysis inventory for classifying positions according to RIASEC codes; 84 items can be completed in less than 10 minutes; can compare employee and supervisor views of a job position; identify areas of person-job fit; may be used in conjunction with the SDS or VPI; self-scored in 2 minutes; about \$2.32 per administration; PCI Professional Report Service also available, about \$3 per administration.
19. **Environmental Identity Scale** (EIS).—By Gary Gottfredson, Ph.D., & John Holland, Ph.D.; copyrighted in 1996; also known as the EIS Organizational Focus Questionnaire; a 22-item scale that directly measures an individual's perceptions of his or her work environment; can be completed in 10 minutes or less; persons respond by endorsing the degree to which each statement characterizes their work environment; high scores indicate a school or work environment characterized by clear and stable rewards and expectations; early research supports EIS reliability and validity; unpublished research instrument to be used by permission of the first author; EIS printed in Making Vocational Choices (Holland, 1997) Appendix C, p. 273-275.
20. **Vocational Preference Inventory** (VPI).--By John Holland, Ph.D.; revised 8 times from 1953 to 1985; VPI manual; a personality/interest inventory based on the RIASEC personality theory; counselor administered; includes 160 occupations representing personality types; report includes scores on 6 Holland types and 5 other dimensions, i.e., Self-Control, Status, Masculinity/Femininity, Infrequency, and Acquiescence; can be completed in 15-30 minutes and scored in one minute; VPI raw scores can be used with the Occupations Finder, LAF and DHOC; about \$1.32 per administration.
21. **Vocational Preference Inventory Computer Version**.--Interpretive report written by Robert Rose, Ph.D.; an administration, scoring, and interpretative program for the 1985 edition; administration format includes direct entry by client; report includes all scores, codes, interpretive information, and lists of occupations related to codes; IBM version only; about \$6.38 per administration.
22. **Dictionary of Holland Occupational Codes™** (Third Edition; DHOC).--By Gary Gottfredson, Ph.D., & John Holland, Ph.D.; published in 1982, 1989, 1996; provides empirically derived alphabetical and code-classified indices for all occupations in the DOT and Supplements; includes cross references for RIASEC codes and OES, SOC, Census Classification, CIP, GOE, and OOH; codes have been updated according to labor market changes; 750 pages; \$54.
23. **Educational Opportunities Finder™** (EOF).--By Donald Rosen, Ph.D., Kay Holmberg, M.S., & John Holland, Ph.D.; 1994, but first published in 1987 as the College Majors Finder; lists over 750 technical and college level fields of study, alphabetically and by three letter Holland code and degree level (2 year; 4 year; postgraduate); helps individuals relate Holland codes to varied education options; about \$1.80 per booklet (may be reused).

24. **Leisure Activities Finder™ (LAF)**.--By Kay Holmberg, M.S., Donald Rosen, Ph. D., & John Holland, Ph.D.; published in 1990; lists more than 750 leisure activities alphabetically and by two letter Holland codes; useful in career, retirement, and leisure planning; about \$2 per booklet (may be reused).
25. **Vocational Exploration and Insight Kit (VEIK)**.--By John Holland, Ph.D. and others; first reported in 1978, consists of an 8-page Action Plan workbook listing varied activities to be completed over several hours in 3 or 4 sessions; activities include completing the Vocational Card Sort (sorting 84 occupations into Would Not Choose, In Question, and Might Choose piles) and the SDS Form R; a more intensive intervention for highly motivated clients; VEIK Workbooks are \$1.10 per administration (consumable) and two sets of VCS Decks are \$23 (reusable).
26. **Career Attitudes and Strategies Inventory™ (CASI)**.--By John Holland, Ph.D., & Gary Gottfredson, Ph.D.; published in 1994; self-administered in 35 minutes; assesses career attitudes and obstacles in employed and unemployed adults; surveys job satisfaction, work involvement, skill development, dominant style, career worries, interpersonal abuse, family commitment, risk-taking style, and geographical barriers; also identifies 21 potential career obstacles, i.e., health, finances; about \$3.25 per administration.
27. **The Self-Directed Search (SDS) in Business and Industry: A Resource Guide**.-- Edited by Mike Shahnasarian, Ph.D.; published in 1996; 7 chapters covering application of RIASEC theory to career management issues; using the SDS in HRD functions, i.e., selection, training and development, in combination with other instruments and resources; appendix; 170 pages; \$30.
28. **Career Thoughts Inventory™ (CTI)**.--By Jim Sampson, Ph.D., Gary Peterson, Ph.D., Janet Lenz, Ph.D., Robert Reardon, Ph.D., & Denise Saunders, MS; published in 1996; a 48-item test administered in 15 minutes and objectively scored to measure negative thinking associated with career decision making; standardized on a national sample of 1,500 adults, college and high school students; based on cognitive information processing theory and cognitive therapy, the CTI and CTI Workbook are designed to help persons identify, challenge, and alter negative career thoughts; provides a total score and 3 construct scores, Decision Making Confusion, Commitment Anxiety, and External Conflict; about \$1.92 per administration; CTI Workbook about \$8.50; CTI Professional Manual, \$35.
29. **The Self-Directed Search and Related Holland Career Materials: A Practitioner's Guide**.--By Robert Reardon, Ph.D., & Janet Lenz, Ph.D.; 1998; a 12 chapter book that provides a complete review of the history, design and use of the SDS and supporting materials and resources; links CIP and RIASEC theories through 6 case studies and program development suggestions; includes 28 figures, 19 tables, 12 appendices, subject/author indices; excerpts from reviews available at <http://www.parinc.com/moreinfo.cfm?ProductID=21> ; 317 pages; \$35.