

Matchmaker Questions – Descriptions

This document provides a brief description of the questions in the Matchmaker Questionnaire.

1. Working with children

This means children or teenagers from birth to 18. You will need to be patient, understanding and approachable. Other skills may depend on the age group you are working with.

Working with children can involve teaching, advising, supervising, giving health care, counseling, caring for or looking after children/teenagers.

2. Working outdoors in any weather

This means being prepared to work outside even when the weather is cold, wet or very hot.

3. Being interested in using history

This means studying objects and/or written material in order to understand the past. You should want to learn about:

- how people lived
- how they made things
- how they used objects
- what they valued
- the cause and effect of different events.

4. Working in an office

This means an office of any size. You may work in a large office building with lots of people or in a small office attached to a shop, factory or warehouse.

5. Selling or encouraging sales

Selling involves persuading people that they want or need the goods or services you are offering. You may do this through direct contact with customers (face-to-face or on the phone) or indirectly, for example by writing information about goods or services or by setting up displays or exhibitions. You may also need to present a good image of your company so that customers will want to return.

6. Learning new hands-on skills

This means using your hands or hand-held tools or instruments in a skilled way. For all jobs, you must be prepared to do some training. This could last from several months to several years depending on the job.

7. Doing hands-on work not needing new skills

Doing hands-on work not needing new skills. This means using your hands in jobs that may involve:

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- cleaning
- packing
- operating machines
- preparing food
- lifting and carrying.

8. Understanding and using physics

This means having an understanding of heat, light, sound, magnetism, electricity and electronics. You could be involved in activities like solving engineering problems, developing new medical techniques, or developing and improving products and processes. You usually have to learn more about physics as part of the training for these jobs. You will also be required to use mathematics.

9. Being interested in chemistry

This means understanding the chemical characteristics of materials and substances. You will use this understanding to improve products and production processes. You may work in one of a number of areas, such as fertilizers, drugs, dyes, plastics, cosmetics, paints, food preservatives and petrochemicals. You usually have to learn more about chemistry as part of the training for these jobs.

10. Presenting ideas and information in writing

This means using writing skills which may include:

- choosing the most appropriate words for the subject and the audience
- setting out the content in a logical order
- summarizing clearly and simply
- supporting your opinions with facts
- using examples to explain ideas.

11. Having your own creative ideas about designs and styles

This means being visually creative and having original and imaginative ideas about the design of goods, products and images. There is a wide range of career areas that need this skill: fashion design, computer graphics, landscape design, hair and make-up, advertising, etc. If you are involved in the design of a product, you usually have to think about how useful it is and how likely it is that people will buy it, not just what it looks like.

12. Operating machines

This means using machines, setting them up, or checking that they are working properly. Most jobs are in factories, farming, small workshops etc.

13. Being interested in law

This means learning about and/or being aware of laws and regulations. There are many different areas of law: business, criminal, family, property, etc. Your knowledge of law could be used in the following areas:

- advising or representing people
- investigating possible law breaking
- ensuring that your organization's activities are lawful.

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14. Working with food and drink

This could mean cooking, preparing and serving food and drinks. Or it could mean cutting, weighing and presenting food for sale. In some cases you could be involved in studying the science of food and drinks and their nutritional value.

15. Understanding computer programming

This means knowing what computers can do and learning the languages used to control them. This knowledge can be used in designing software (programs) and hardware (the computers themselves), writing programs and checking that programs use data correctly.

16. Providing medical care and treatment to people

This means working directly with people to help them to improve or maintain their health or to cope with conditions that cannot be treated. Some health care specialists assess patients/clients to find out what is wrong with them. Others are mainly concerned with treating them. Treatment may include drugs, exercises, manipulation, advice or surgery.

17. Being physically active and on your feet

This means doing work which is usually tiring because you are on the move or standing for long periods of time. You may be working indoors or outdoors.

18. Making financial and other business-related calculations

This means being responsible for or recording the movement of money in one or more businesses. You will need to understand arithmetic and possibly use a calculator or computer. For some jobs you will have to understand advanced math in order to analyze and draw conclusions from relevant figures. Work may include book-keeping, calculating profits, managing accounts, or preparing bills and receipts.

19. Using mathematics to solve technical or scientific problems

This means using subjects studied in math such as geometry, algebra and trigonometry, to solve the sorts of problems you might come across in science and engineering. You would have to analyze problems, decide on the best mathematical methods to follow and make the necessary calculations.

20. Obeying orders and instructions

This means doing exactly what you are told, often quickly and without question. This could arise in emergency situations or because high standards of discipline are required.

21. Preparing or using maps and charts

Preparing maps and charts means collecting the data to produce them and being involved in their design and production. Using maps and charts means

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understanding the information that is given and being able to relate it to actual landscapes, geographical features and seas.

22. Being involved with music, drama or dance performance (including film and television)

This means being involved in the production, organization and preparation of performances. Work may involve managing people, using technical equipment and considering the visual effect of the performance not just acting or performing.

23. Learning about buildings, roads, etc and how they are built

This means being involved in the design, construction, alteration, maintenance and repair of structures such as buildings, roads, tunnels and bridges. You will need to know about the materials used and the different methods of construction.

24. Dealing with paperwork such as letters, forms and records

This means completing forms and dealing with letters, computer print-outs, invoices and accounts etc. You need to understand and use a filing system so that you can store and find the appropriate paperwork quickly and easily.

25. Considering the feelings, views or behavior of others

This means trying to understand other people's points of view and what drives them emotionally. You will then use this understanding in the way you communicate with and relate to them. You need to win the confidence and trust of the people you work with.

26. Providing a service to members of the public (e.g. customers, patients)

This means doing a job where you deal directly with people. You will be providing them with goods or services which they want or need. You will usually need to use some specialized skill or knowledge.

27. Being interested in the biology of animals and plants

This means understanding the way animals and plants function, reproduce and grow, and how they depend on each other. You will also need a general interest in science. In most cases you will learn more about biology as part of the training.

28. Helping others with their social and personal problems.

This means being able to make people feel at ease, listening to them and offering help and support. They may have personal problems, for example with maintaining relationships, or social problems such as poor living conditions. You might have to cope with emotional or embarrassing situations such as when people are angry or upset. You will need to be able to handle such situations without letting these emotions affect you.

29. Controlling or adjusting technical equipment

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This means understanding how the equipment works, what it can and cannot do, and how to use it skillfully. Technical equipment can be used in many ways, for example:

- giving medical treatment
- testing, monitoring, measuring or collecting data
- flying an airplane or helicopter
- creating lighting and sound effects.

30. Understanding how businesses and organizations work

This covers a wide range of organizations and companies such as manufacturing companies, financial institutions, hospitals and local government. You learn about:

- different departments and how they work together
- the way one organization affects others
- how organizations plan
- how they make and spend money.

31. Organizing or supervising other people

This may mean organizing the tasks carried out by people at work and making sure they are completed correctly and on time. In other jobs you might have to arrange the activities of groups of people you are responsible for.

32. Training or teaching

This involves passing on skills and/or knowledge to others. You may be involved in teaching subjects such as sports, crafts or business skills, or training people in skills related to a particular job. In some cases you may be training people in the skills they need in everyday life such as eating, dressing and communicating. As well as being interested in the subject you teach, you need a desire to pass on your knowledge and skills to others.

33. Learning how machines work

This means understanding the mechanical and electrical workings of machines. You may need this understanding to make sure machines produce the best results, to identify and fix problems, or to instruct others in how to use them.

34. Understanding technical drawings and diagrams

Technical drawings and diagrams are precise, accurate, scale representations that are used to design, make or repair buildings, machines, electrical or electronic items, etc.

35. Deciding on the efficient use of resources (e.g. materials, finance and people)

This means thinking about the pros and cons of different ways of carrying out tasks and of how best to use the resources available to you. This is to make sure that your company or organization achieves the best quality goods or services at the minimum cost.

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36. Making sure that people are following laws or regulations

We have laws and regulations to protect the well-being and safety of people and to protect their property from damage and theft. Lots of different jobs involve making sure that people obey laws and regulations. In some cases you may specialize in one particular area of law while in others you might have to enforce a wide range of laws.

37. Improving or managing the environment

This means being concerned with the natural/outdoor surroundings in the countryside and/or towns and cities. There is a wide range of work which could include:

- working towards cleaner air, water and land
- protecting wildlife and their habitats
- conserving and protecting historical buildings.

38. Using the technical and creative skills of photography/film

This means being able to use the techniques of photography/film to get across an image, an idea or information. You may need to understand how photographic/film equipment works and how different visual effects can be achieved.

39. Driving vehicles

This may include driving cars, trucks, trains, buses, tractors, motorcycles etc.