

# Using Job-Fit to Improve Career Navigation



**Bill Guest**  
**August 3, 2023**



[www.TalNet.org](http://www.TalNet.org)

**TalNet is the  
Talent Innovation Network  
of West Michigan**





TalNet is a network of talent system innovators united in a commitment to accelerate economic mobility in West Michigan by improving the quality of career decisions in education, training and job selection.

# Good to Great



The TalNet Story



Most successful businesses base decisions on data, metrics and outcomes. This is especially important when it comes to hiring. That's why HireReach exists: to help employers connect the right people to the right jobs.



Smarter choices. Rewarding careers.



CareerPoint exists to help students and adults find their place in the world of work, matching interests and abilities with training, support and careers.



Social and emotional skills. A better life.



Communication, teamwork, responsibility and other social-emotional skills are vital for children and adults to thrive in school, at work and every stage of life. SkillSense supports the development and documentation of these skills.



Decoding job qualifications. Enabling success.



JobSync supports analyzing, documenting and communicating the essential characteristics of West Michigan jobs and what it takes to succeed at them.





Decoding job qualifications.  
Enabling success.



## O\*NET-BASED CONFIRMATORY JOB ANALYSIS

FOR JOB FAMILY:

**JOFI-214 COMMUNITY SOCIAL  
SERVICE Z4**

DRAFT, 6/1/2021

### The Purpose of JobSync

By analyzing and documenting West Michigan jobs and what it takes to succeed at them, JobSync compiles reports that are practical tools to improve recruiting, hiring, training and career coaching. How JobSync reports are used:



**Employers** obtain resources to write accurate and effective job descriptions and job postings.



**Educators** gain insights to meet accreditation standards and help their students become qualified for jobs where they can flourish.



**Career coaches** access information to support their efforts to match the right people to the right jobs and career pathways.

### What You Will Find in this Report

JobSync reports document the activities, tasks, and competencies for all jobs in the U.S. economy. This is accomplished by distilling vast amounts of occupational data into practical, usable formats that are confirmed by subject matter experts. Through job analysis, the reports identify the activities involved in the work, the competencies of individuals who do the work, and the requirements to perform work activities.

The first section of the report summarizes these findings under the following categories:

#### Typical Job Titles

Sample job titles used by local employers or included in the O\*NET for each occupation within this job family.

#### Occupational Competencies

Specific tasks and functions performed at work, such as testing software performance or scheduling appointments.

#### Foundational Competencies

Cognitive, character and behavioral skills, such as critical thinking and goal-setting.

#### Career Interests

The top three occupational preferences for the job family, based on the model known as RIASEC: Realistic, Investigative, Artistic, Social, Enterprising, Conventional.

#### Typical Credentials

Degrees and certifications typically required for each occupation in the job family. These are gathered from local employers.

All of these findings, and the process that was used to reach them, are documented in several appendices contained in the balance of the report. These appendices are indexed on Page 5.



Better practices. Advancing together.

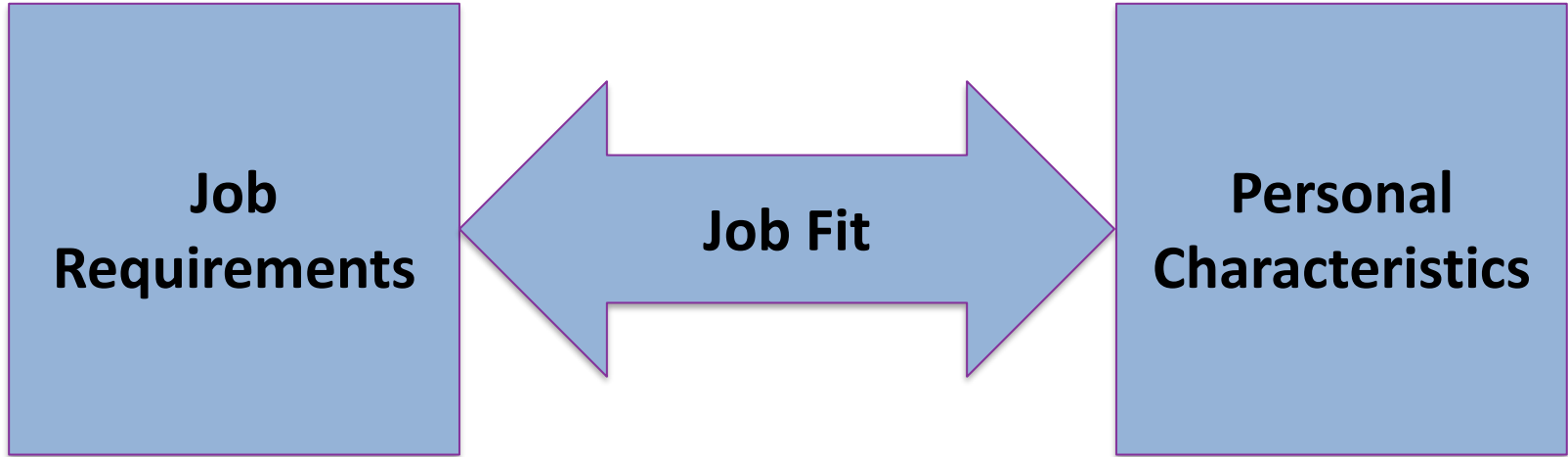


The journey toward Diversity & Inclusion is not easy. IncludeAll is intended to help organizations be more intentional in this work.

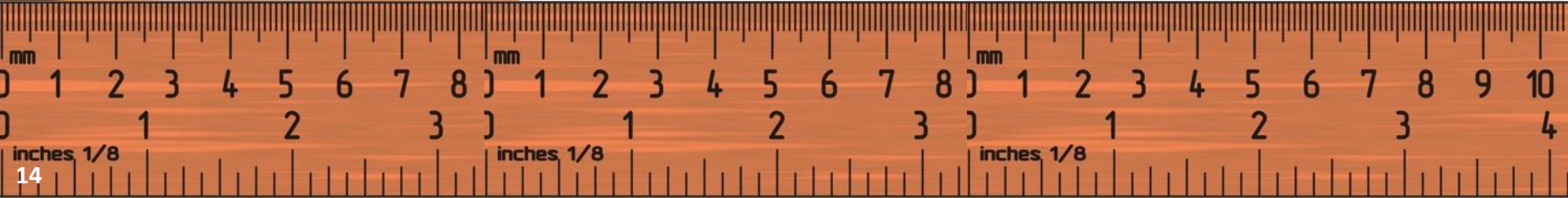
# Job-Fit



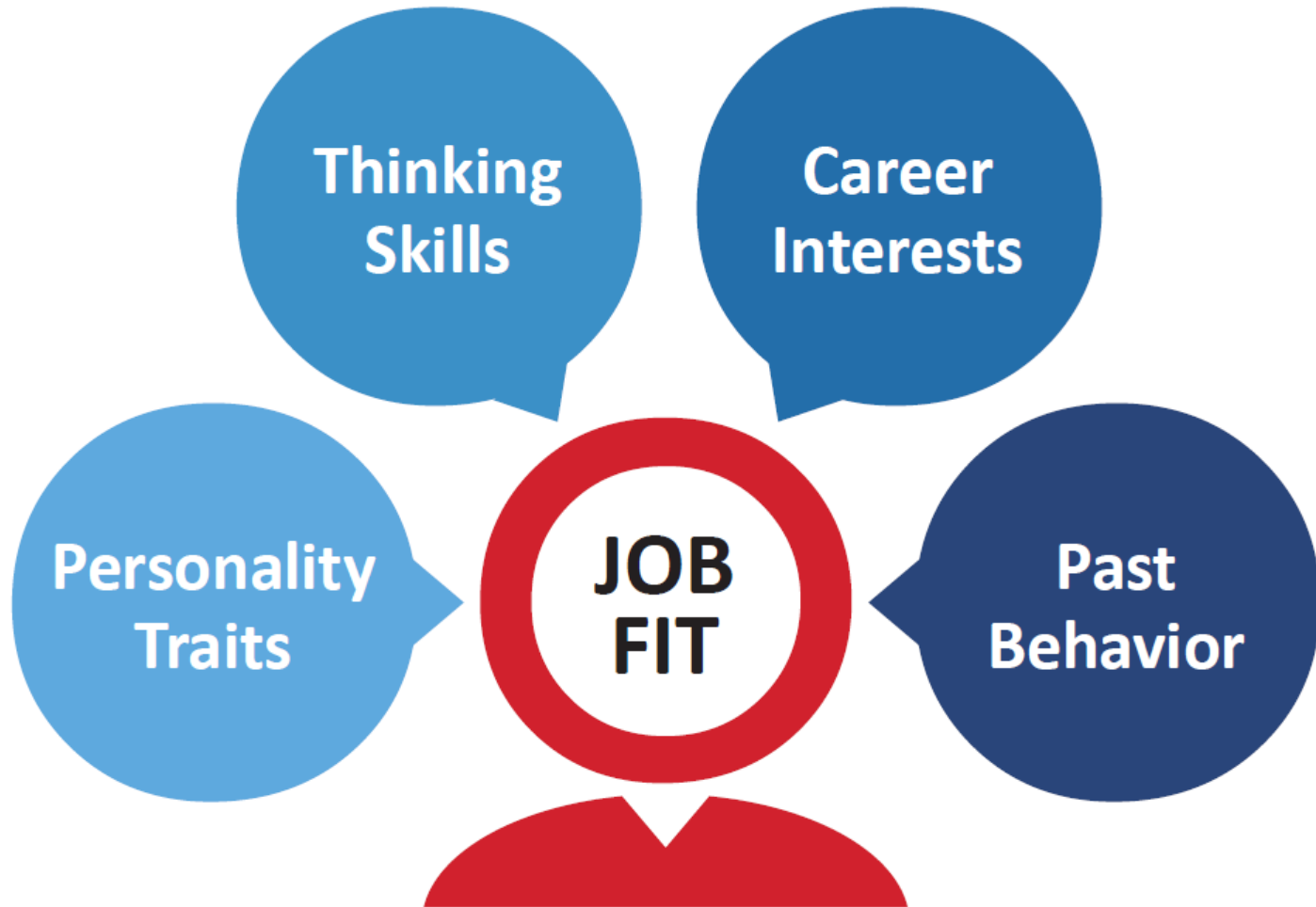
# What is Job-Fit?



# Skilled Professionals Use Measurement Tools



# How do we measure Job-Fit?





Job-Fit can be measured across all jobs (helpful) and for specific subsets of jobs (more helpful).

**JOFI Job Families** group similar jobs by:

- Occupational Category
- Preparation Level

All 1016 O\*NET codes are grouped into 73 JOFI job families.

Major SOC Group	JZ1	JZ2	JZ3	JZ4	JZ5	Totals
11 - Management		2	8	40	9	59
13 - Business and Financial Operations		1	8	39	2	50
15 - Computer and Mathematical			3	30	5	38
17 - Architecture and Engineering		2	15	38	4	59
19 - Life, Physical, and Social Science			9	19	38	66
21 - Community and Social Service				9	9	18
23 - Legal		2	1		5	8
25 - Educational Instruction and Library			4	15	49	68
27 - Arts, Design, Entertainment, Sports, and Media		3	20	21	1	45
29 - Healthcare Practitioners and Technical		1	31	9	55	96
31 - Healthcare Support		8	12			20
33 - Protective Service		11	15	2		28
35 - Food Preparation and Serving Related	7	9	2			18
37 - Building and Grounds Cleaning and Maintenance	3	6	1			10
39 - Personal Care and Service	1	18	14	1		34
41 - Sales and Related	3	8	3	9		23
43 - Office and Administrative Support		40	13	2		55
45 - Farming, Fishing, and Forestry	8	4	2			14
47 - Construction and Extraction	7	47	11			65
49 - Installation, Maintenance, and Repair		19	33			52
51 - Production	7	85	22			114
53 - Transportation and Material Moving	1	45	9	2		57
55 - Military Specific*			11	8		19
<b>Totals</b>	<b>37</b>	<b>311</b>	<b>247</b>	<b>244</b>	<b>177</b>	<b>1016</b>

JZ = ONET Job Zone

<b>Occupational Groups and Preparation Levels</b>	<b>Zone 1 ~ Short Training</b>	<b>Zone 2 ~ 3 to 12 months</b>	<b>Zone 3 ~ Associates</b>	<b>Zone 4 ~ Bachelors</b>	<b>Zone 5 ~ Masters &amp; Ph.D.</b>
<b>11</b> Management		<b>JOFI-112</b> Food Service Managers	<b>JOFI-113</b> Managers	<b>JOFI-114</b> Managers & Directors	<b>JOFI-115</b> VPs & Executives
<b>13</b> Business and Financial Operations		<b>JOFI-132</b> Farm Labor Contractors	<b>JOFI-133</b> Buyers, Brokers, Inspectors	<b>JOFI-134</b> HR, Marketing, Finance	<b>JOFI-135</b> Mgmt. & Financial Analysts
<b>15</b> Computer and Mathematical			<b>JOFI-153</b> Support Specialists	<b>JOFI-154</b> Developers & Analysts	<b>JOFI-155</b> Researchers & Scientists
<b>17</b> Architecture and Engineering		<b>JOFI-172</b> Testing Specialists	<b>JOFI-173</b> Drafters & Technicians	<b>JOFI-174</b> Engineers & Surveyors	<b>JOFI-175</b> Engineers & Ergonomists
<b>19</b> Life, Physical, and Social Science			<b>JOFI-193</b> Technicians	<b>JOFI-194</b> Scientists & Technologists	<b>JOFI-195</b> Scientists & Biologists
<b>21</b> Community and Social Service				<b>JOFI-214</b> Social Workers	<b>JOFI-215</b> Counselors & Therapists
<b>23</b> Legal		<b>JOFI-232</b> Legal Support Workers	<b>JOFI-233</b> Paralegals & Assistants		<b>JOFI-235</b> Lawyers & Judges
<b>25</b> Educational Instruction and Library			<b>JOFI-253</b> Preschool & Library	<b>JOFI-254</b> Teachers	<b>JOFI-255</b> Teachers & Professors
<b>27</b> Arts, Design, Entertainment, Sports, and Media		<b>JOFI-272</b> Actors & Athletes	<b>JOFI-273</b> Artists & Technicians	<b>JOFI-274</b> Coaches, Directors & PR	<b>JOFI-275</b> Set & Exhibit Designers
<b>29</b> Healthcare Practitioners and Technical		<b>JOFI-292</b> Dietetic Technicians	<b>JOFI-293</b> Nurses & Technicians	<b>JOFI-294</b> Nurses & Technologists	<b>JOFI-295</b> Physicians & Therapists
<b>31</b> Healthcare Support		<b>JOFI-312</b> Health Aides	<b>JOFI-313</b> Health Assistants		

<b>33</b> Protective Service		<b>JOFI-332</b> Security Guards	<b>JOFI-333</b> Officers & Detectives	<b>JOFI-334</b> Analysts & Wardens	
<b>35</b> Food Preparation and Serving Related	<b>JOFI-351</b> Baristas & Attendants	<b>JOFI-352</b> Cooks, Servers & Bartenders	<b>JOFI-353</b> Chefs & Head Cooks		
<b>37</b> Building and Grounds Cleaning and Maintenance	<b>JOFI-371</b> Maids & Housekeeping	<b>JOFI-372</b> Janitors & Cleaners	<b>JOFI-373</b> First-Line Supervisors		
<b>39</b> Personal Care and Service	<b>JOFI-391</b> Recreation Attendants	<b>JOFI-392</b> Childcare & Manicurists	<b>JOFI-393</b> Hairdressers & Tour Guides	<b>JOFI-394</b> Recreation Workers	
<b>41</b> Sales and Related	<b>JOFI-411</b> Models & Street Vendors	<b>JOFI-412</b> Retail & Cashiers	<b>JOFI-413</b> Real Estate Agents	<b>JOFI-414</b> Sales Representatives	
<b>43</b> Office and Administrative Support		<b>JOFI-432</b> Office Support	<b>JOFI-433</b> Medical & Legal	<b>JOFI-434</b> Proofreaders & Statistical	
<b>45</b> Farming, Fishing, and Forestry	<b>JOFI-451</b> Farmworkers & Sorters	<b>JOFI-452</b> Inspectors & Graders	<b>JOFI-453</b> Conservation Workers		
<b>47</b> Construction and Extraction	<b>JOFI-471</b> Helpers	<b>JOFI-472</b> Laborers & Operators	<b>JOFI-473</b> Trades & Inspectors		
<b>49</b> Installation, Maintenance, and Repair		<b>JOFI-492</b> Installers & Repairers	<b>JOFI-493</b> Installers & Repairers		
<b>51</b> Production	<b>JOFI-511</b> Laundry & Sewing	<b>JOFI-512</b> Assemblers & Operators	<b>JOFI-513</b> Machinists & Technicians		
<b>53</b> Transportation and Material Moving	<b>JOFI-531</b> Conveyor Operator	<b>JOFI-532</b> Drivers & Operators	<b>JOFI-533</b> Captains & Flight Attendants	<b>JOFI-534</b> Airline Pilots & Inspectors	

# Critical Thinking & Problem Solving

## Thinking Skills

The thinking skills assessment is a 20-minute test that measures 3 mental ability traits and provides an overall cognitive score that is an indicator of critical thinking and problem solving

- **Reading:** A synonym/antonym score that indicates reading level.
- **Forms:** An information literacy score that indicates skills in reading and data entry in forms.
- **Math:** A basic mathematics score that indicates basic math and numeracy skills.

**Cognitive**  
Cognitive skills are highly valuable.



# The Five Factor Model of Personality

## Personality Traits

The personality assessment is a 20-minute computer-adaptive test that measures 15 personality traits and summarizes scores for the Big Five personality dimensions:

- **Agreeableness:** Compassionate, Cooperative, and Helpful
- **Conscientiousness:** Ambitious, Responsible, Organized, and Principled
- **Extraversion:** Assertive, Active, and Sociable
- **Emotional Stability:** Balanced, Composed, and Optimistic
- **Openness:** Creative and Analytical



# The RIASEC Model of Career Interests

## Career Interests

The career interests assessment is a 15-minute test that measures 15 interest facets and summarizes scores for the six interest dimensions from the John Holland RIASEC model:

- **Realistic:** Construction, Production, Engineering
- **Investigative:** Software, Analytics, Medical
- **Artistic:** Creative, Writing
- **Social:** Teaching, Service, Counseling
- **Enterprising:** Management, Sales
- **Conventional:** Administrative, Finance



# Both Foundational (Job Fit) and Occupational (Job Specific Knowledge) are needed.

## Foundational Competencies

- Critical Thinking
- Problem Solving
- Reading
- Math
- Cooperative
- Responsible
- Organized
- Principled
- Energetic
- Balanced

## Occupational Competencies

- Nursing Certification
- Radiology Tech. Certification
- Welding Certification
- Electrician License
- Plumber License
- Accounting CPA Exam
- Legal Bar Exam
- Job Knowledge Tests
- Skills on Resume
- Structured Interviews



# Why is Job-Fit Important?

# Job-Fit Leads to Career Well-being and More



# Job-Fit Predicts Attitudes

Person-Job Fit is the relationship between a person's characteristics and those of the job or tasks that are performed at work.

Job-Fit has strong correlations with three primary attitudes studied in the fit literature:

- Job Satisfaction: 0.56
- Organizational Commitment: 0.47
- Intent to Quit: -0.46

Source: Consequences of Individuals' Fit at Work: A meta-analysis of Person-Job, Person-Organization, Person-Group, and Person-Supervisor Fit, 2005, Brown, Zimmerman, Johnson.

# Job-Fit Predicts Job Performance

## Five Common Measures of Job Performance

Job Performance can be defined by looking at many different examples of work behaviors or outcomes. When we talk about Job Performance, we have five things in mind:

- **Task Performance** is how a person completes a task or set of tasks based on measures like proficiency, response time, or accuracy. This is how well a person performs the core duties of the job.
- **Teamwork** is Organizational Citizenship Behavior (OCB) includes work behaviors not critical to the job, but that influence functioning and efficiency. This is how a person contributes to the success of the work team.
- **Trouble** refers to Counterproductive Work Behaviors (CWB) that go against or harm the organization. These behaviors typically include theft, absent rates, tardy rates, or non-compliance.
- **Tenure** is how long new hires remain in the organization (first year turnover, first year retention), sometimes recorded as days of tenure.
- **Training Performance** can include measures of effectiveness, productivity, completion rates, etc. This captures how well a person learns from training such as learning new tasks in the onboarding process.

JOFI Assessments Predictive Validity Chart				
Cognitive	Personality	Career Interests	Outcome	Definition
✓✓	✓	✓	Task	Task Performance
✓	✓	✓✓	Teamwork	Organizational Citizenship Behaviors (OCB)
	✓✓		Trouble	Counter-productive Work Behaviors (CWB)
	✓✓	✓	Turnover	Turnover / Retention
✓✓	✓	✓	Training	Training Performance

Figure 2: Test Selector chart. Lighter blue indicates Significant predictive power and darker blue indicates Strongest predictive power.

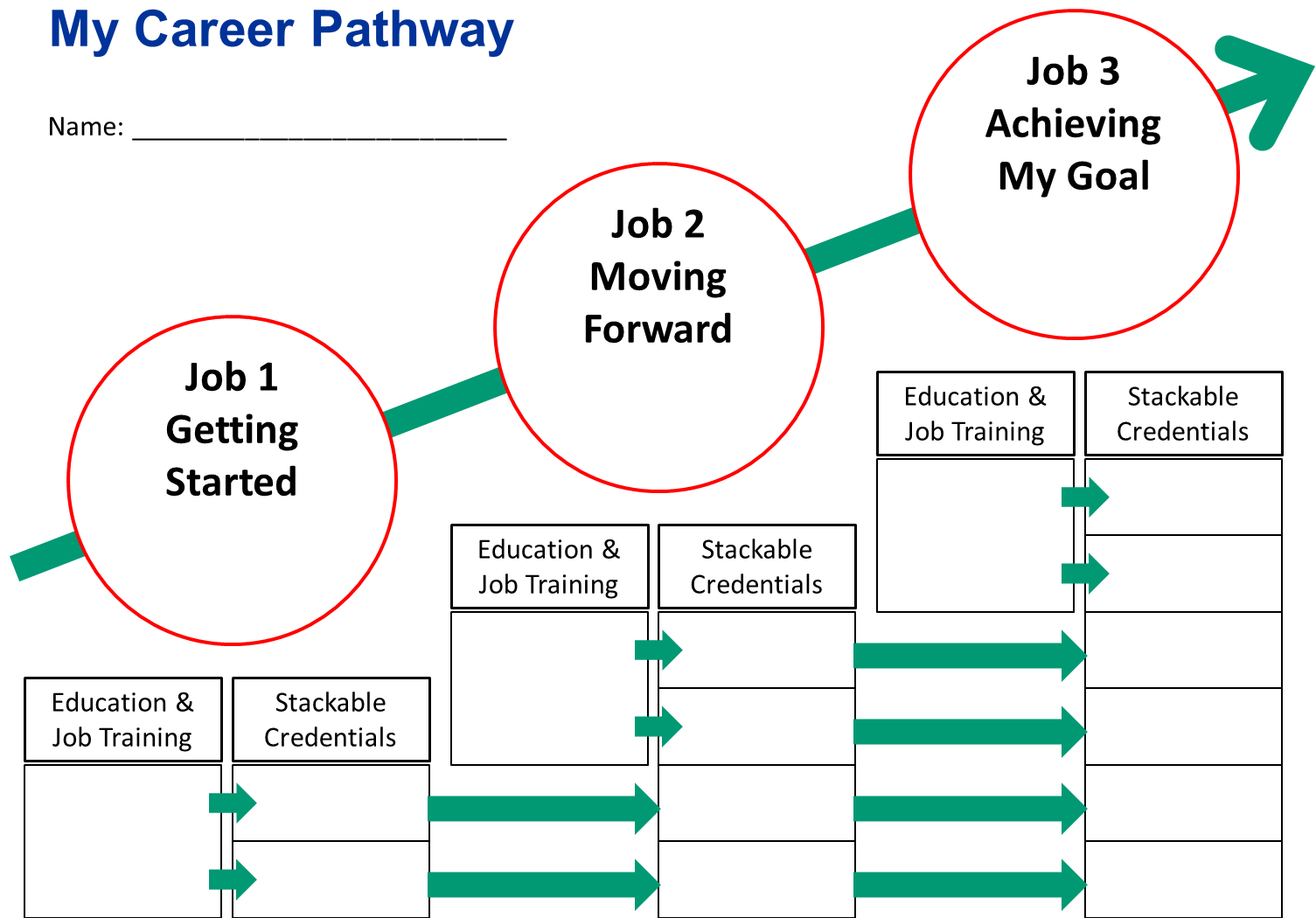
**How do we apply Job-Fit to  
career navigation decisions?**

Problem: Individuals need to identify the best jobs for their career journey.

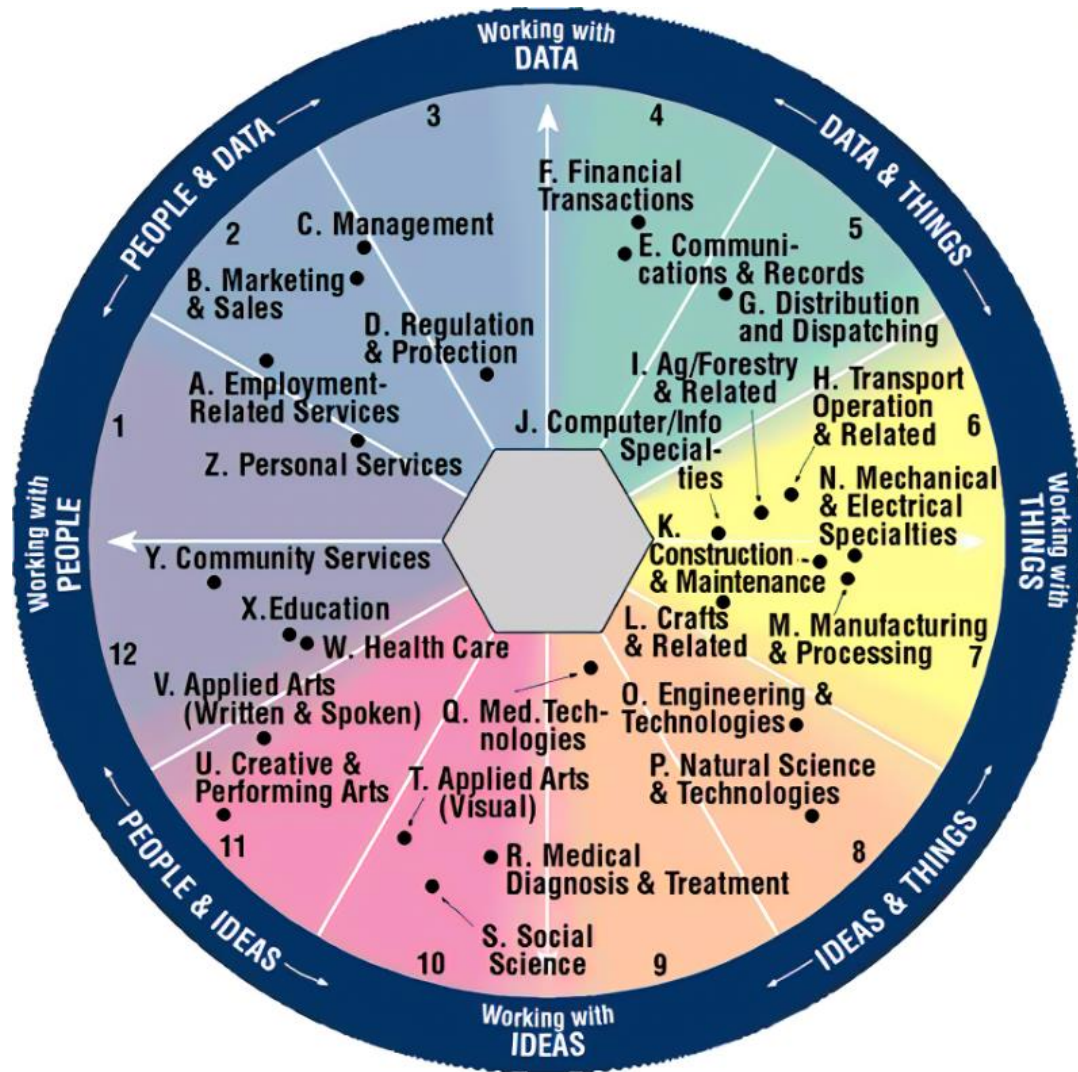
Solution: Students and job seekers use JOFI career navigation tools to identify best fit jobs and to showcase skills to employers.

# My Career Pathway

Name: \_\_\_\_\_







## World of Work

- Which jobs are best for me?
- Use Job-Fit
- Then follow your ❤️

JOFI JOB FAMILIES				
Rank	Job Family Name	Star Rating	Fit %	Job Family Number
1	Legal Zone 5	★★★★★	92.1%	JOFI-235
2	Business and Financial Zone 4	★★★★★	88.8%	JOFI-134
3	Educational Instruction and Library Zone 5	★★★★★	88.8%	JOFI-255
4	Arts Design Entertainment Sports & Media Zone 4	★★★★★	87.9%	JOFI-274
5	Management Zone 4	★★★★★	84.9%	JOFI-114
6	Management Zone 3	★★★★★	84.9%	JOFI-113
7	Management Zone 5	★★★★★	84.9%	JOFI-115
8	Transportation and Material Moving Zone 3	★★★★★	84.9%	JOFI-533
9	Life Physical and Social Sciences Zone 5	★★★★★	83.7%	JOFI-195
10	Protective Services Zone 3	★★★★★	83.7%	JOFI-333
11	Computer and Mathematical Zone 4	★★★★☆	77.2%	JOFI-154
12	Office Administrative Support Zone 3	★★★★☆	77.2%	JOFI-433
13	Life Physical and Social Sciences Zone 4	★★★★☆	77.2%	JOFI-194
14	Food Preparation and Serving Related Zone 3	★★★★☆	77.2%	JOFI-353
15	Healthcare Practitioners and Technical Zone 5	★★★★☆	76.9%	JOFI-295

[Explore Careers](#)

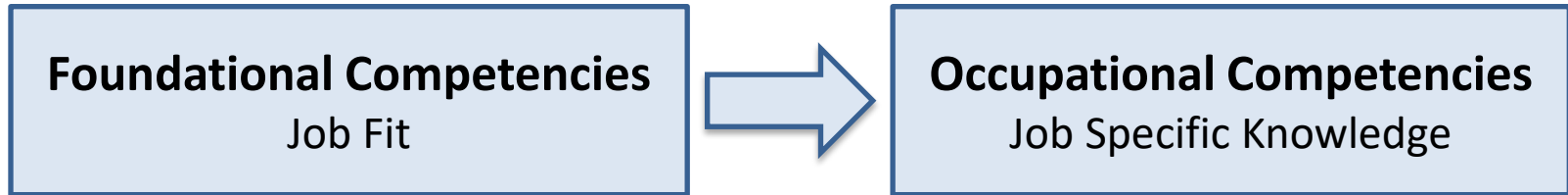
Jimmy Guest, [click here](#) to request your Navigation Link for private access to CareerNavigation.org. Your private navigation link will be sent to you at the email address and/or mobile phone number in the JOFI Assessments system.

**How do we apply Job-Fit to  
program of study decisions?**

Problem: Individuals need to identify the education and training program that supports their career journey.

Solution: Students and job seekers use JOFI career navigation tools to identify best fit jobs and to select the optimal program of study.

Use Job-Fit to guide the decision on program of study to prepare for jobs that fit best.



# America's Promise Real-Time Performance Outcome Measures

Current as of: Apr 20, 2021

By Selected Program Year(s)

Attachment G

## Total Across All Selected Years

(01/01/2017 - 12/31/2020)

Outcome Measures	Actual	Goal	Percent to Goal
1) Total Participants Served	1,617	1,000	161.70%
1a) Target Population	1,343	610	220.16%
1b) Other Population	274	390	70.26%
2) Total Participants Enrolled in Education/Training Activities	1,353	800	169.13%
3) Total Participants Completing Education/Training Activities	1,093	640	170.78%
4) Total Participants Who Complete Education/Training Activities AND Receive a Degree or Other Credential	1,088	570	190.88%
5) Total Number of Unemployed and Underemployed Participants who Obtain Employment <small>(This description is different than what is listed in the FOA. It has been updated to reflect the aggregation rules)</small>	721	501	143.91%
6) Total Number of Incumbent Worker Participants who Complete Training Activities that Advanced into a New Position	146	70	208.57%

# Questions & Discussion



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# **Job Fit Report**

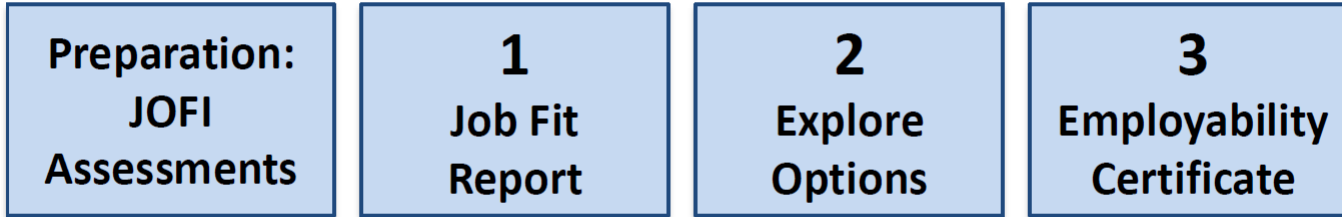
## **CareerNavigation.org**

### **Employability Certificate**

#### **Job Fit Summary**



# JOFI Career Navigation Tools: Easy as 1-2-3!



Preparation: Take the three JOFI® (Job-Fit) Assessments of Thinking Skills, Personality Traits, and Career Interests. All in less than an hour.

**1** Use your JOFI Job Fit Report to develop a deeper understanding of your characteristics and preferences. Find the best jobs for you.

**2** Explore career options at [CareerNavigation.org](https://www.CareerNavigation.org): watch videos and explore career websites to identify your top three job targets.

**3** Apply for jobs. Send the certificate to employers to showcase your foundational skills. Use the personality and career interest profiles in the Job Fit Report to tell employers about your skills.

The JOFI Assessments Management System (JAMS) provides a set of career navigation tools. These tools include the JOFI Job Fit Report, the CareerNavigation.org website, and the JOFI Employability Certificate. These tools are aligned with a typical four-step career coaching process as follows.

<b>CAREER COACHING</b>			
<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
Self-Awareness	Option Exporation	Decision Making	Action Plans



- **Easy for Navigators**
- **Easy for participants**
- **Accurate information**

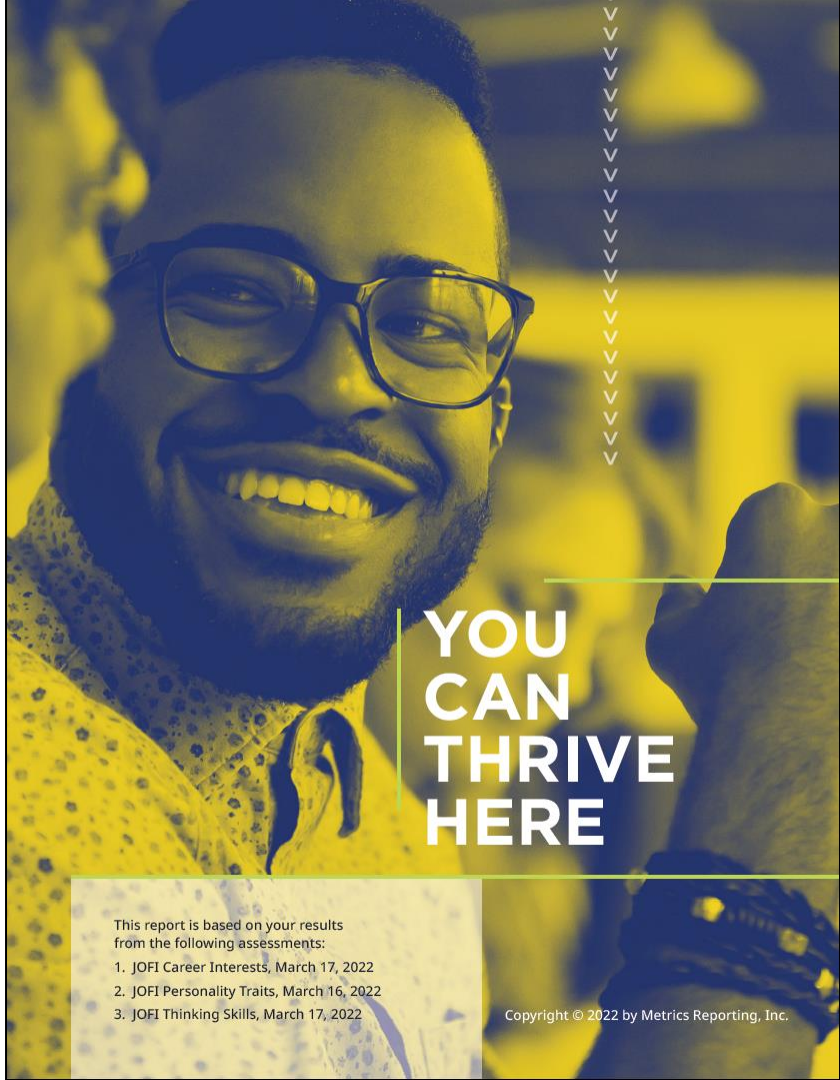


**JOFI**<sup>®</sup>  
ASSESSMENTS  
& CAREER  
NAVIGATION  
TOOLS

# JOFI<sup>®</sup> JOB FIT REPORT

CREATED FOR:  
TEST TAKER NAME  
March 22, 2022





# YOU CAN THRIVE HERE

This report is based on your results from the following assessments:

1. JOFI Career Interests, March 17, 2022
2. JOFI Personality Traits, March 16, 2022
3. JOFI Thinking Skills, March 17, 2022

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Enjoying the work you do is essential to job satisfaction, and also to your job performance and progression. It is easier to perform better and progress faster in a job when you are a good fit for the work. This report includes your assessment results as well as a relative ranking of your fit to various occupational areas based on those results. The goal of this report is to help you focus on occupations where you will find a strong fit and more quickly advance in your career.



The right job fit is important. This report helps you take a big step in that direction by matching your unique work preferences and behavioral skills to occupations you will want to explore.

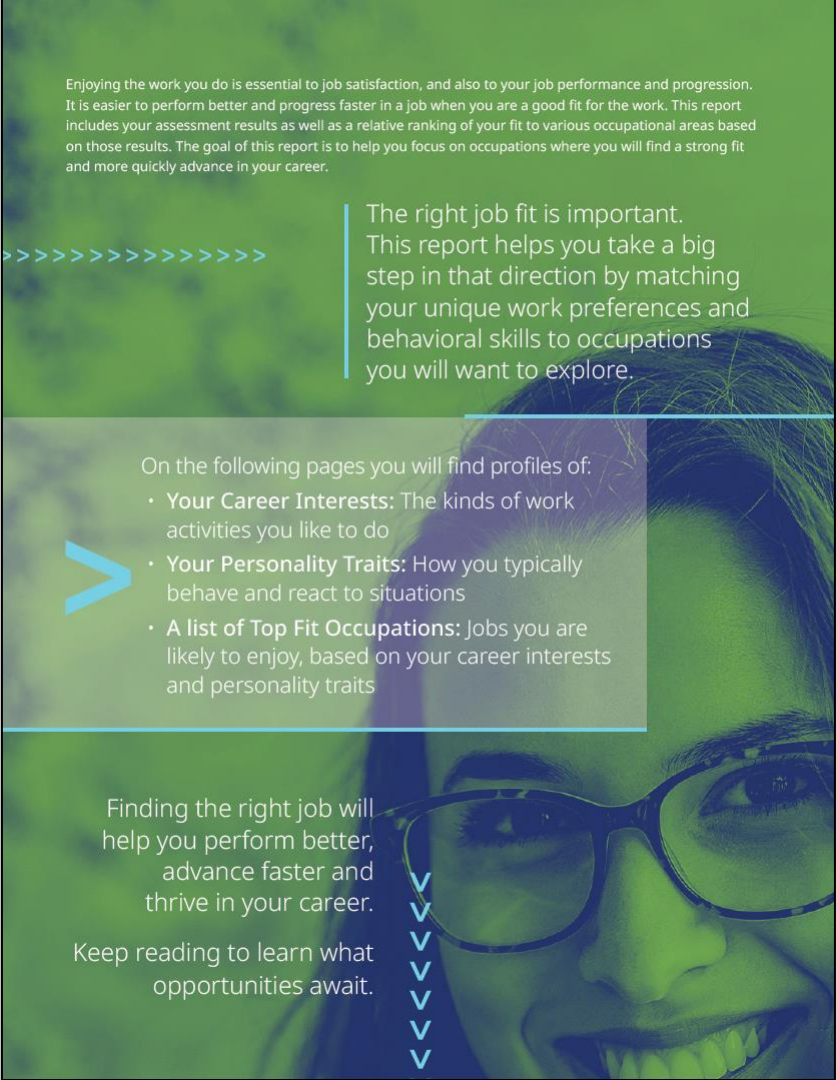
On the following pages you will find profiles of:



- **Your Career Interests:** The kinds of work activities you like to do
- **Your Personality Traits:** How you typically behave and react to situations
- **A list of Top Fit Occupations:** Jobs you are likely to enjoy, based on your career interests and personality traits

Finding the right job will help you perform better, advance faster and thrive in your career.

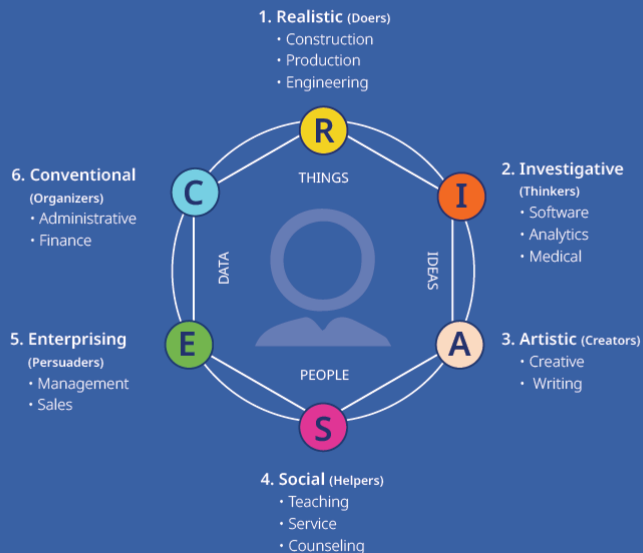
Keep reading to learn what opportunities await.



## DEFINING CAREER INTERESTS

Career interests define what you like to do at work. Your career interests profile is based on the RIASEC model, which has six broad dimensions of career interests. The RIASEC dimensions are Realistic, Investigative, Artistic, Social, Enterprising, and Conventional. These dimensions are made up of fifteen smaller facets that describe your work preferences. These work preferences give a sense of your career interests, and they also point to the kinds of assignments you would enjoy at work.

### THE RIASEC MODEL



## YOUR CAREER INTERESTS PROFILE

In the assessment you took, you indicated what type of activities you enjoy or dislike. Each of these activities represented one of the six RIASEC career interest dimensions.

By adding up your responses, your top career interests are indicated by your three-letter career interest profile. The letters are listed below, in order, showing your first, second and third-ranked career interests.

### A ARTISTIC

Artistic people typically like to work with ideas more than with things. They are creative and tend to focus on self-expression through all kinds of mediums: materials, music and words, as well as systems and programs. Artistic people tend deal with problems in intuitive, expressive, and independent ways and are not afraid to experiment with their ideas. They like variety and tend to feel cramped in structured situations.

Artistic individuals are usually described as open, creative, independent, emotional, impulsive, and original. Typical competencies displayed by artistic people might include: thinking creatively, verbal-linguistic skills, musical ability, artistic ability, and theater.

People who are Artistic are "creators" that value their self-expression, are highly imaginative, and are very original. They tend to like activities such as writing, composing music, creating artwork, acting, playing musical instruments, and designing.

### S SOCIAL

Social people typically like to work with people more than with things. They tend to have well developed communications skills and like to help, encourage, counsel, guide, train, or facilitate others. They tend to be drawn to seek close relationships with other people and are less apt to want to be highly intellectual or physical.

Social individuals are often described as helpful, understanding, responsible, warm, cooperative, convincing, friendly, kind, generous, trustworthy, and patient. Typical competencies displayed by social people might include: interpersonal skills, verbal ability, teaching, listening, and the ability to empathize and understand others.

People who are Social are "helpers" that like to work in teams and to help people. They tend to like teaching, hiring and training, caring for others, presenting information, and facilitating group activities.

### E ENTERPRISING

Enterprising people generally like to work with people, data or ideas more than with things. People who are Enterprising enjoy working with others and leading them towards organizational and economic success. They are goal-oriented, want to see results, and tend to function with a high degree of energy and optimism. They prefer business settings, and often approach social events with a purpose beyond socializing.

Enterprising individuals are usually described as outgoing, adventurous, energetic, optimistic, sociable, and self-confident. Typical competencies displayed by enterprising people might include: public speaking, decision-making skills, social and interpersonal skills, leadership skills.

People who are Enterprising are "persuaders" that like to influence others, lead groups, and take risks. They tend to like activities like selling, leading business or political groups, entertaining clients, giving speeches, talks, presentations, and managing people or projects.

## FACETS OF YOUR CAREER INTERESTS

Your assessment gives you a three-letter career profile. But you are more complex than that: Every person has a unique combination of work preferences. You can learn more about what you enjoy doing by examining your scores more closely.

Each of the six career interests represents multiple work preferences.

Your interest levels for these facets are included here. This table shows your work preferences grouped by RIASEC dimension, followed by your interest level for each facet.

### R REALISTIC (Doers)

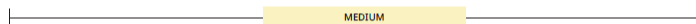
#### Construction

Constructing, renovating, or refinishing buildings and other infrastructure.



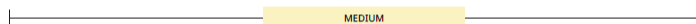
#### Production

Extracting raw materials or transforming them into finished products using existing tools and machinery.



#### Engineering

Designing, maintaining, and improving computers, equipment, structures, or processes.



### I INVESTIGATIVE (Thinkers)

#### Software

Working with computer software, databases, or networks; mostly focused on software because computer hardware is covered in engineering.



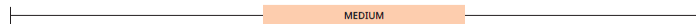
#### Analytical

Activities enjoyed involve quantitative calculations and analysis.



#### Medical

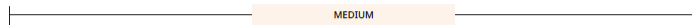
Caring for and providing medical services to patients.



### A ARTISTIC (Creators)

#### Creative

Viewing and creating art using photography, video, painting, drawing or sculpture; web design or creating visual art using technology.



#### Writing

Writing detailed factual reports, memos, textbooks, scientific, legal, historical or technical essays for business and record-keeping purposes.



### S SOCIAL (Helpers)

#### Teaching

Working with and teaching students; including educating children and adult instruction in the form of training and development.



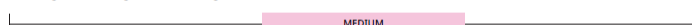
#### Service

Helping other people, including customer service activities.



#### Counseling

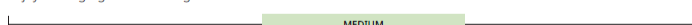
Helping people solve personal and familial problems to address social or mental health issues, including advising, mentoring, and coaching.



### E ENTERPRISING (Persuaders)

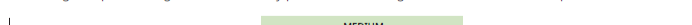
#### Management

Enjoy managing and directing the activities of others.



#### Sales

Marketing and persuading customers to buy products; including broader business development activities.



## PERSONALITY TRAITS

The Five Factor model is the standard model of personality in academic and applied psychological research. For use in assessments, each domain of the model is made up of smaller facets, which represent your typical behaviors.

### THE FIVE FACTOR MODEL



## YOUR PERSONALITY TRAITS PROFILE

Your personality traits profile is a summary of your most visible natural behaviors. The list of five traits aligns with the rank-order of your personality trait scores. When viewed collectively, these personality traits indicate your behavioral skills and represent your character strengths.

They are the top five from a list of fifteen personality traits measured by the JOFI Personality Traits assessment. Work tasks that need these strengths will tend to feel natural or easy for you to perform in comparison to people who lack those strengths and feel like they are going against their grain. Jobs that align with your character strengths are jobs where you are most likely to perform well and enjoy your work.



### 1. COMPASSIONATE

The Compassionate trait indicates deep emotional connections with others. Individuals tend to be affectionate, compassionate, sensitive, and caring. They prefer close, empathetic relationships.



### 2. HELPFUL

The Helpful trait indicates an affinity for serving others. Individuals tend to be generous with time and resources. They prefer roles with opportunities to serve others.



### 3. PRINCIPLED

The Principled trait indicates an affinity for clear rules and rule-following. Individuals tend to strive to adhere to standards of honesty and morality. They prefer that rules be clear, followed, and enforced.



### 4. CREATIVE

The Creative trait indicates ingenuity, innovation, and idea generation. Individuals tend to be inventive and imaginative, constantly striving to make improvements to information, processes, or products. They prefer to think "Outside the box."



### 5. COMPOSED

The Composed trait indicates a tendency to keep feelings and expressions under control. Individuals tend to be calm and stable. They are able to remain calm in challenging situations and aggressive conversations.

## A CLOSER LOOK AT YOUR PERSONALITY TRAITS

You can learn more about your personality by examining the full range of your scores more closely.

The JOFI Personality Traits assessment measures fifteen facets of our personalities. Your scores for these facets are included here. This table shows your personality traits arranged by each Big Five Personality dimension, followed by your score range for each facet.

The scale has descriptions of what people who are in the low-range and high-range tend to be like. People in the middle display a mix of these behaviors. Most of us learn how to adjust our work behaviors based on the needs of the job, but jobs that align with our personality traits are often more satisfying and less stressful for us.

### AGREEABLENESS

**Compassionate** | Indicates deep, emotional connections with others.

Frank, focused, factual more than feelings; prefer working with data than people.

MODERATELY PRONOUNCED

Affectionate, caring, sensitive; prefer close empathetic relationships.

**Cooperative** | Indicates an affinity for *working* with others.

LESS PRONOUNCED

Cautious, competitive, skeptical; prefers working independently.

Pleasant, trusting, cordial, non-critical, easy to get along with.

**Helpful** | Indicates an affinity for *servicing* others.

Independent, focused on own work; prefer individual contributor roles.

MODERATELY PRONOUNCED

Generous with time and resources; prefer roles with opportunities to serve others.

### CONSCIENTIOUSNESS

**Organized** | Indicates an affinity for order and structure.

Tolerant of various environments; may prefer less structured settings that feel welcoming.

MODERATELY PRONOUNCED

Tend to be organized, neat, and clean; prefer organizing and maintaining their surroundings

**Principled** | Indicates an affinity for clear rules and rule-following.

Adaptable to current needs; prefer to accept and accommodate different views of others.

MORE PRONOUNCED

Strives to adhere to standards of honesty and morality, prefer rules be clear, followed, and enforced.

**Responsible** | Indicates an affinity for having control and being trusted to deliver results.

Being flexible and adaptable to changing situations; prefer to stay flexible; comfortable with schedule changes.

MODERATELY PRONOUNCED

Dependable, reliable, promise-keeper; prefer roles that require high levels of trust to deliver results.

**Ambitious** | Indicates an affinity for high levels of effort and constant striving.

Prefers a balanced lifestyle, values relaxation, entertainment, and time to recover and get away from pressure.

MODERATELY PRONOUNCED

Hard-working, industrious, confident, resourceful; prefer challenges and opportunities to demonstrate skills and accomplishments.

### EMOTIONAL STABILITY

**Balanced** | Indicates balanced emotions, having no emotion lacking or too strong.

LESS PRONOUNCED

Tend to worry and feel anxious; may have strong emotional responses and tend to withdraw from tense situations.

Tend to be well-adjusted, free from worry; handles stress well; able to engage and deescalate tense situations.

**Composed** | Indicates tendency to keep feelings and expressions under control.

Tend to be sensitive to criticism, especially when unfair; tend to react to other's emotions.

MORE PRONOUNCED

Generally calm and stable; remains calm in challenging situations and if targeted in aggressive conversations.

**Optimistic** | Indicates tendency to be hopeful and confident about the future.

Quick to identify potential problems or how things could go wrong.

MODERATELY PRONOUNCED

Positive outlook on life, tend to experience joy and sense of well-being.



## TOP FIT OCCUPATIONS

The following list of 15 job families represents the best fit occupations for you among the 71 JOFI Job Families. These 71 job families cover all jobs in the U.S. economy, and each family represents several and sometimes dozens of distinct jobs. They are organized by Job Categories (SOC Major Groups) and by Preparation Levels (O\*NET Job Zones 1-5). Zone 1 typically requires little or no preparation, and Zone 5 typically requires an advanced degree or equivalent experience. Based on your goals, this report can display either Zones 1-3 or Zones 3-5.

At the bottom of your list, you will see a link to request a personal code for the JOFI career exploration website at: [www.CareerNavigation.org](http://www.CareerNavigation.org)

OCCUPATIONAL GROUPS AND PREPARATION LEVELS	ZONE 1 - SHORT TRAINING	ZONE 2 - 3 TO 12 MONTHS	ZONE 3 - ASSOCIATES	ZONE 4 - BACHELORS	ZONE 5 - MASTERS & PH.D.
11 - Management		JOFI-112 Food Service Managers	JOFI-113 Managers	JOFI-114 Managers & Directors	JOFI-115 VPs & Executives
13 - Business and Financial Operations		JOFI-132 Farm Labor Contractors	JOFI-133 Buyers, Brokers, Inspectors	JOFI-134 HR, Marketing, Finance	JOFI-135 Mgt. & Financial Analysts
15 - Computer and Mathematical			JOFI-153 Support Specialists	JOFI-154 Developers & Analysts	JOFI-155 Researchers & Scientists
17 - Architecture and Engineering		JOFI-172 Textile Specialists	JOFI-173 Drafters & Technicians	JOFI-174 Engineers & Surveyors	JOFI-175 Engineers & Ergonomists
19 - Life, Physical, and Social Science			JOFI-193 Technicians	JOFI-194 Scientists & Technologists	JOFI-195 Scientists & Biologists
21 - Community and Social Service				JOFI-214 Social Workers	JOFI-215 Counselors & Therapists
23 - Legal		JOFI-232 Legal Support Workers	JOFI-233 Paralegals & Assistants		JOFI-235 Lawyers & Judges
25 - Educational Instruction and Library			JOFI-253 Preschool & Library	JOFI-254 Teachers	JOFI-255 Teachers & Professors
27 - Arts, Design, Entertainment, Sports, and Media		JOFI-272 Actors & Athletes	JOFI-273 Artists & Technicians	JOFI-274 Coaches, Directors & PR	JOFI-275 Set & Exhibit Designers
29 - Healthcare Practitioners and Technical			JOFI-293 Nurses & Technicians	JOFI-294 Nurses & Technologists	JOFI-295 Physicians & Therapists
31 - Healthcare Support		JOFI-312 Health Aides	JOFI-313 Health Assistants		
33 - Protective Service			JOFI-332 Security Guards	JOFI-333 Officers & Detectives	JOFI-334 Analysts & Wardens
35 - Food Preparation and Serving Related	JOFI-353 Preparation & Dishwashers	JOFI-352 Cooks, Servers & Bartenders	JOFI-351 Chefs & Head Cooks		
37 - Building and Grounds Cleaning and Maintenance	JOFI-371 Maids & Housekeeping	JOFI-372 Janitors & Cleaners	JOFI-373 First-Line Supervisors		
39 - Personal Care and Service	JOFI-391 Recreation Attendants	JOFI-392 Childcare & Manicurists	JOFI-393 Hairdressers & Trazé Guides	JOFI-394 Recreation Workers	
41 - Sales and Related	JOFI-411 Models & Street Vendors	JOFI-412 Retail & Cashiers	JOFI-413 Real Estate Agents	JOFI-414 Sales Representatives	
43 - Office and Administrative Support		JOFI-432 Office Support	JOFI-433 Medical & Legal	JOFI-434 Proofreaders & Statistical	
45 - Farming, Fishing, and Forestry	JOFI-451 Farmworkers & Sorters	JOFI-452 Inspectors & Graders	JOFI-453 Conservation Workers		
47 - Construction and Extraction	JOFI-471 Helpers	JOFI-472 Laborers & Operators	JOFI-473 Trades & Inspectors		
49 - Installation, Maintenance, and Repair		JOFI-492 Installers & Repairers	JOFI-493 Installers & Repairers		
51 - Production	JOFI-511 Laundry & Sewing	JOFI-512 Assemblers & Operators	JOFI-513 Machinists & Technicians		

You can explore all the job families there anytime; and with the link, you will see your top job families highlighted for you. You can see which O\*NET occupations are in each JOFI Job Family. And you can watch videos and review relevant information for each O\*NET occupation. This website is designed to help you explore careers, so you can make a short list of your favorite career options.

The list of JOFI Job Families below represents the occupations where you are most likely to establish an enjoyable and rewarding career, as well as where you are most likely to thrive and flourish.

You may find it helpful to interpret the five-star ratings as follows: 1 star indicates poor fit, 2 stars indicates weak fit, 3 stars indicates moderate fit, 4 stars indicates good fit, 5 stars indicates excellent fit. Start your career exploration with your top-rated job families.

JOFI JOB FAMILIES				
Rank	Job Family Name	Star Rating	Fit %	Job Family Number
1	Legal Zone 5	★★★★★	92.1%	JOFI-235
2	Business and Financial Zone 4	★★★★★	88.8%	JOFI-134
3	Educational Instruction and Library Zone 5	★★★★★	88.8%	JOFI-255
4	Arts Design Entertainment Sports & Media Zone 4	★★★★★	87.9%	JOFI-274
5	Management Zone 4	★★★★★	84.9%	JOFI-114
6	Management Zone 3	★★★★★	84.9%	JOFI-113
7	Management Zone 5	★★★★★	84.9%	JOFI-115
8	Transportation and Material Moving Zone 3	★★★★★	84.9%	JOFI-533
9	Life Physical and Social Sciences Zone 5	★★★★★	83.7%	JOFI-195
10	Protective Services Zone 3	★★★★★	83.7%	JOFI-333
11	Computer and Mathematical Zone 4	★★★★☆	77.2%	JOFI-154
12	Office Administrative Support Zone 3	★★★★☆	77.2%	JOFI-433
13	Life Physical and Social Sciences Zone 4	★★★★☆	77.2%	JOFI-194
14	Food Preparation and Serving Related Zone 3	★★★★☆	77.2%	JOFI-353
15	Healthcare Practitioners and Technical Zone 5	★★★★☆	76.9%	JOFI-295

[Explore Careers](#)

Jimmy Guest, [click here](#) to request your Navigation Link for private access to CareerNavigation.org. Your private navigation link will be sent to you at the email address and/or mobile phone number in the JOFI Assessments system.

Hello, Jimmy Guest [I'm not Jimmy Guest](#)

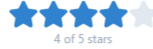
## JOFI Career Exploration Tools

Review the list of job types in the left column, the Job Zones in the top row, and the example job titles in each section of the matrix to select a job family that you want to explore. Click on the job family link to see the O\*NET codes and titles that are included in that job family.

OCCUPATIONAL GROUPS AND PREPARATION LEVELS	ZONE 1 ~ SHORT TRAINING	ZONE 2 ~ 3 TO 12 MONTHS	ZONE 3 ~ ASSOCIATES	ZONE 4 ~ BACHELORS	ZONE 5 ~ MASTERS & PH.D.
11 - Management		<a href="#">JOFI-112 Food Service Managers</a>	<a href="#">JOFI-113 Managers</a>	<a href="#">JOFI-114 Managers &amp; Directors</a>	<a href="#">JOFI-115 VPs &amp; Executives</a>
13 - Business and Financial Operations		<a href="#">JOFI-132 Farm Labor Contractors</a>	<a href="#">JOFI-133 Buyers, Brokers, Inspectors</a>	<a href="#">JOFI-134 HR, Marketing, Finance</a>	<a href="#">JOFI-135 Mgt. &amp; Financial Analysts</a>
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17 - Architecture and Engineering		<a href="#">JOFI-172 Testing Specialists</a>	<a href="#">JOFI-173 Drafters &amp; Technicians</a>	<a href="#">JOFI-174 Engineers &amp; Surveyors</a>	<a href="#">JOFI-175 Engineers &amp; Ergonomists</a>
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35 - Food Preparation and Serving Related	<a href="#">JOFI-351 Preparation &amp; Dishwashers</a>	<a href="#">JOFI-352 Cooks, Servers &amp; Bartenders</a>	<a href="#">JOFI-353 Chefs &amp; Head Cooks</a>		

Hello, Jimmy Guest [I'm not Jimmy Guest](#)

### JOFI-254: Educational Instruction and Library Zone 4



4 of 5 stars

#### Thinking Skills



Overall Reading Forms Math

#### Personality Traits



Compassionate Cooperative Helpful Organized Principled Responsible Composed

#### Test Taker RIASEC Profile



Helper Creator Persuader

Click on the ONET codes and titles that you want to explore further to see links to videos and additional resources.

Kindergarten Teachers, Except Special Education



25-2012.00



Elementary School Teachers, Except Special Education



25-2021.00



Middle School Teachers, Except Special and Career/Technical Education



25-2022.00



Career/Technical Education Teachers, Middle School



25-2023.00



Secondary School Teachers, Except Special and Career/Technical Education



25-2031.00



Career/Technical Education Teachers, Secondary School



25-2032.00



## Kindergarten Teachers, Except Special Education



25-2012.00

### Description

Teach academic and social skills to kindergarten students.

### RIASEC Profile

**S** **A**

### JOFI Employability Certificate

[Request Certificate](#)

### Videos



### Primary Links

[ONET: 25-2012.00 - Kindergarten Teachers, Except Special Education](#)

[My Next Move: Kindergarten Teachers, Except Special Education](#)

[BLS OOH: Kindergarten Teachers, Except Special Education](#)

## Jimmy Guest

### 5-Star Score



5 of 5 stars

JOFI-255 Educational Instruction and Library Zone 5  
25-1065.00 Political Science Teachers, Postsecondary

February 26, 2022

### JOFI Career Interests Profile:

- Social (Helpers)**
- Artistic (Creators)**
- Enterprising (Persuaders)**

### JOFI Personality Traits Profile:

- Analytical**
- Organized**
- Responsible**
- Ambitious**
- Composed**

JOFI Assessments measure foundational skills and career interests. Together these measures are highly predictive of important job performance outcomes such as: task performance, teamwork, compliance with procedures, retention, and training performance. The JOFI score system combines the most relevant measures and expresses overall employability with a Five Star rating. The named individual has achieved the above rating for the JOFI job family and ONET occupation indicated. Their top three career interests and top five personality traits are also displayed. These skills and interests indicate the occupations and job assignments that are an optimal fit for this individual.

www.JobFitScore.com  
www.CareerNavigation.org  
Copyright © 2022 Metrics Reporting, Inc.



### Send a link to this Certificate

george@example.com

Send via Email

### Share on Social Media

Add to Profile

Share on Twitter

### Download

Generate PDF

# JOFI Job Fit Summary

One-page version of the Job Fit Report to support:

- Interview preparation
- Interviews
- Onboarding

## JOFI Job Fit Summary for Bill Guest, December 11, 2022

This JOFI Job Fit Summary includes your career interests profile and your personality traits profile. Your career interests profile defines what you like to do at work. These are your top three work preferences. Jobs and work assignments that align with your work preferences will be interesting and engaging. Your personality traits profile is a summary of your most visible natural behaviors. These personality traits indicate your top five behavioral skills and represent your character strengths. Work tasks that need these strengths will tend to feel natural or easy for you. Jobs that align with your work preferences and your character strengths are jobs where you are most likely to perform well and enjoy your work.

### Your Career Interests Profile



Social people typically like to work with people more than with things. They tend to have well developed communications skills and like to help, encourage, counsel, guide, train, or facilitate others. They tend to be drawn to seek close relationships with other people and are less apt to want to be highly intellectual or physical.



Artistic people typically like to work with ideas more than with things. They are creative and tend to focus on self-expression through all kinds of mediums: materials, music and words, as well as systems and programs. Artistic people tend deal with problems in intuitive, expressive, and independent ways and are not afraid to experiment with their ideas. They like variety and tend to feel cramped in structured situations.



Enterprising people generally like to work with people, data or ideas more than with things. People who are Enterprising enjoy working with others and leading them towards organizational and economic success. They are goal-oriented, want to see results, and tend to function with a high degree of energy and optimism. They prefer business settings, and often approach social events with a purpose beyond socializing.

### Your Personality Traits Profile



#### 1. COMPASSIONATE

The Compassionate trait indicates deep emotional connections with others. Individuals tend to be affectionate, compassionate, sensitive, and caring. They prefer close, empathetic relationships.



#### 2. HELPFUL

The Helpful trait indicates an affinity for serving others. Individuals tend to be generous with time and resources. They prefer roles with opportunities to serve others.



#### 3. PRINCIPLED

The Principled trait indicates an affinity for clear rules and rule-following. Individuals tend to strive to adhere to standards of honesty and morality. They prefer that rules be clear, followed, and enforced.



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The Creative trait indicates ingenuity, innovation, and idea generation. Individuals tend to be inventive and imaginative, constantly striving to make improvements to information, processes, or products. They prefer to think "Outside the box."



#### 5. COMPOSED

The Composed trait indicates a tendency to keep feelings and expressions under control. Individuals tend to be calm and stable. They are able to remain calm in challenging situations and aggressive conversations.

This JOFI Job Fit Summary includes your career interests profile and your personality traits profile.

Your career interests profile defines what you like to do at work. These are your top three work preferences. Jobs and work assignments that align with your work preferences will be interesting and engaging.

Your personality traits profile is a summary of your most visible natural behaviors. These personality traits indicate your top five behavioral skills and represent your character strengths. Work tasks that need these strengths will tend to feel natural or easy for you.

Jobs that align with your work preferences and your character strengths are jobs where you are most likely to perform well and enjoy your work.

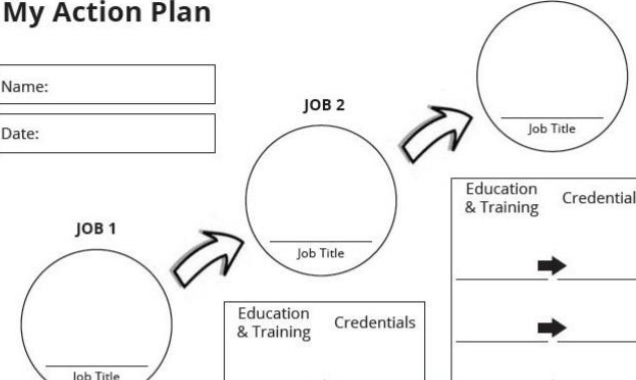
Steps to develop your career plan:

- Complete the three JOFI assessments: Personality Traits and Career Interests are required. Thinking Skills is optional and will make the report more accurate.
- Review your JOFI Job Fit Report to learn about yourself and where you fit best:
  - Look carefully at your career interests profile on page 5.
  - Look carefully at your personality traits profile on page 9.
  - Review the list of top-rated job families on page 14. Pick the three that are most interesting and attractive for you.
- Click on the **Explore Careers** button at the bottom of page 14 to get your Navigation Link for private access to CareerNavigation.org. Watch for it in your email.
- Use CareerNavigation.org to learn more about your top-fit career options. Your top-rated job families are highlighted in green. Explore your top three choices by clicking on each of them.
- Review the list of O\*NET occupations under each job family. Pick the most interesting ones and view the videos. Then use the links to the O\*NET website and the MyNextMove website to learn more about those career options.
- Use this information to design your career path (see next page for an illustration). Select the three jobs that get you to where you want to be:
  - Job 1:** What is a good job to get started? A job where you can earn some money, get some training, and perhaps even get some level of tuition support.
  - Job 2:** What is a step up from your first job that advances your career in the direction you want to go? Something that provides better wages, additional training, and tuition support so you can continue to learn and grow.
  - Job 3:** This should be your ultimate goal. Pick a job that is interesting and provides the wages you want to earn to support yourself and your family.
- Use the worksheet on the next page to design your career path and to plan the supports you will need to achieve your goals.
- Create a JOFI Employability Certificate for the first job using CareerNavigation.org, download a PDF, and post it on your social media account.
- Review your JOFI Job Fit Summary and use it to prepare for your interview. Learn how to describe your career interests and personality traits in your own words.

### Career Pathway MAP: My Action Plan

Name:

Date:



	Education & Training	Credentials
JOB 1 <input style="width: 100%;" type="text"/>	→	→
JOB 2 <input style="width: 100%;" type="text"/>	→	→
JOB 3 <input style="width: 100%;" type="text"/>	→	→

Support Needed	Support Needed	Support Needed
___ Trans.    ___ Tutoring ___ Childcare    ___ Mentorship ___ Financial Aid    ___ Elder Care Other _____	___ Trans.    ___ Tutoring ___ Childcare    ___ Mentorship ___ Financial Aid    ___ Elder Care Other _____	___ Trans.    ___ Tutoring ___ Childcare    ___ Mentorship ___ Financial Aid    ___ Elder Care Other _____



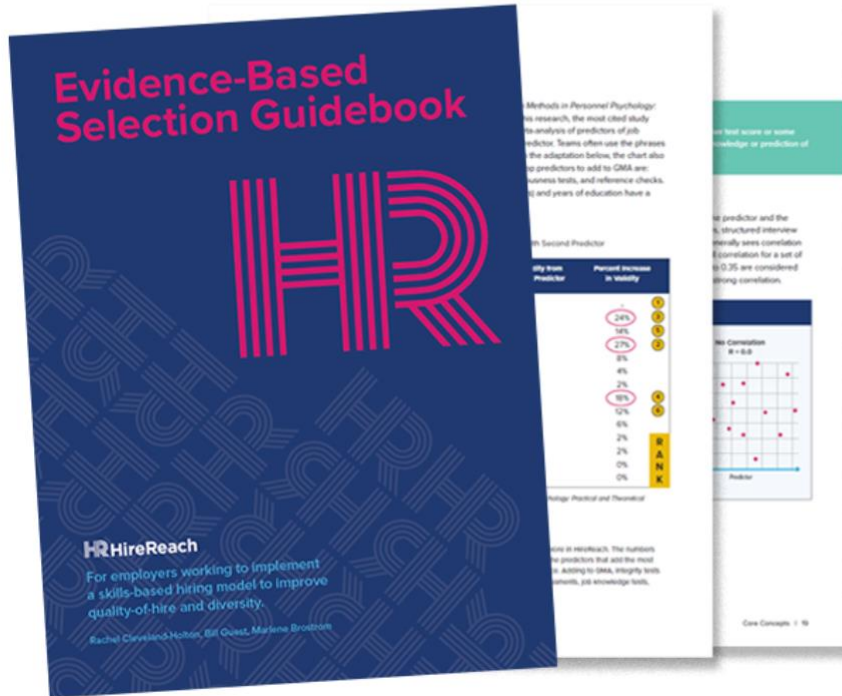
**How do we apply Job-Fit to  
selection decisions?**

Problem: Organizations need to select the best individual to fill an open position.

Solution: Talent acquisition professionals use Job-Fit scores to determine which candidates to forward to hiring managers for interviews.

## Evidence-Based Selection

Evidence-based selection (EBS) is the foundation of the **HireReach skills-based hiring model**. This structured, data-driven approach helps organizations identify competencies related to job performance, provides reliable tools to measure them, and offers a standardized, consistent process proven to increase the quality of hires.

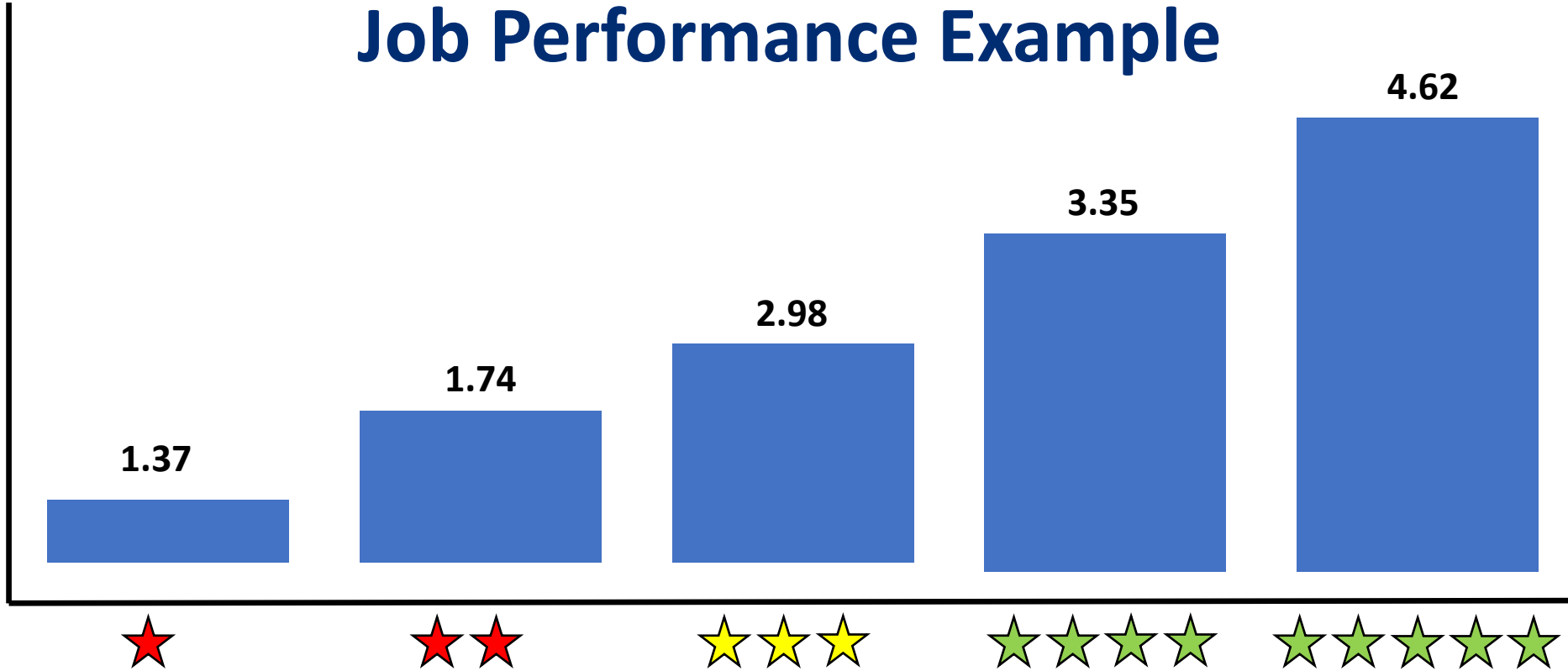


## The science behind HireReach.

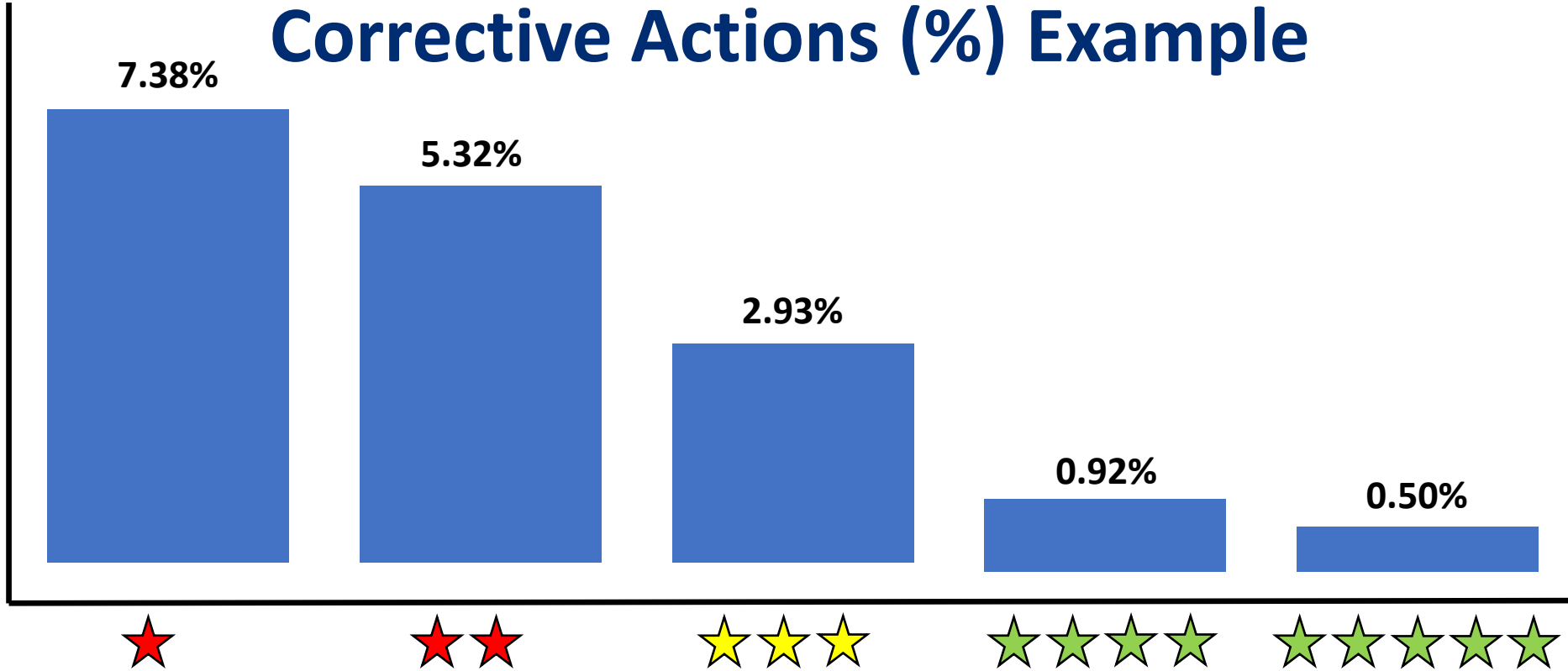
Download the **Evidence-Based Selection Guidebook** to learn more about the foundation of HireReach's model for implementing skills-based hiring. Also includes supplemental topics such as ROI analyses, measuring quality of hire and validation studies.

[www.HireReach.org](http://www.HireReach.org)

# 5 Star Rating – Predictive Analysis Job Performance Example

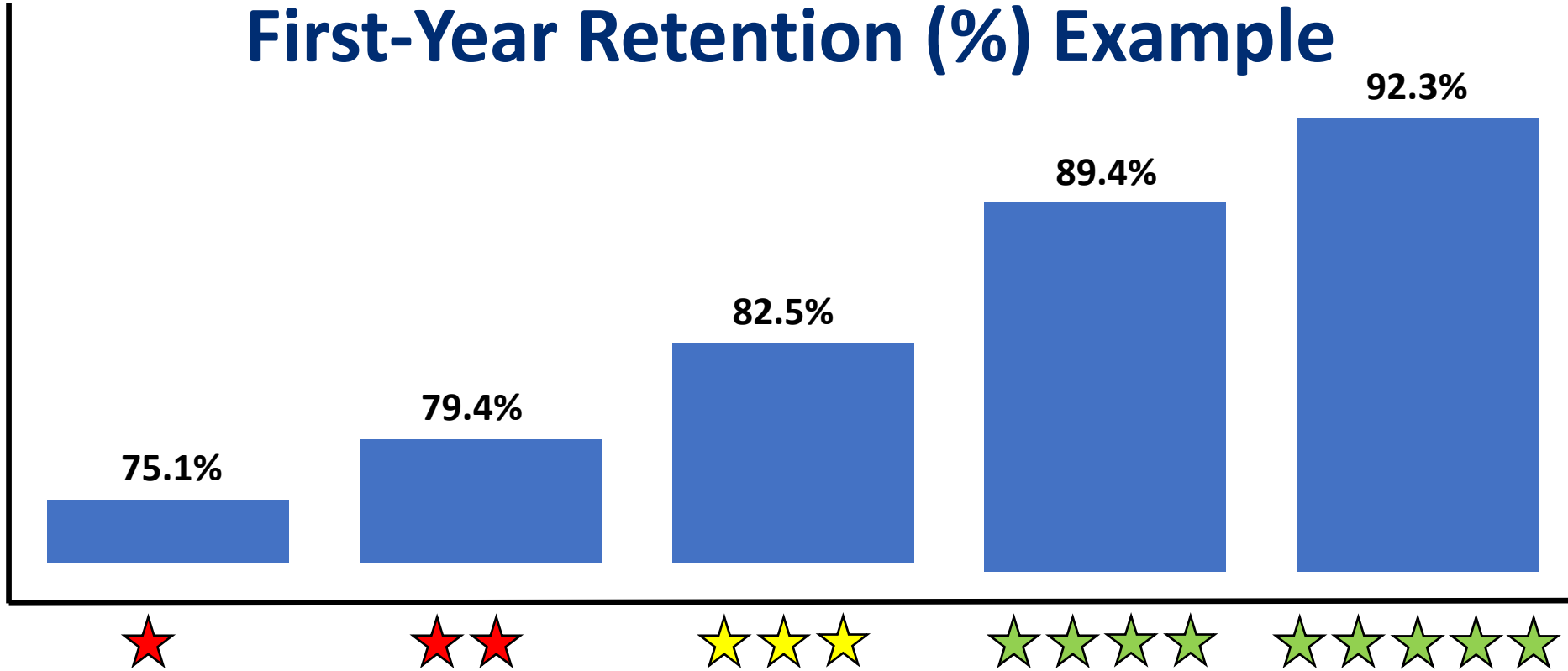


# 5 Star Rating – Predictive Analysis Corrective Actions (%) Example



# 5 Star Rating – Predictive Analysis

## First-Year Retention (%) Example



# Appendix

# Working Develops Valuable Skills

Why do you like your job? ... I learn something new everyday.

## Traditional Sequential Model

K-12 School

Postsecondary

Employment

## Earn and Learn Model

K-12 School

Earn & Learn

Employment



# JOFI Onboarding for Retention & Performance

Proactively address potential derailers before they become a problem.

## Teamwork

(Agreeableness)

- **Cooperative** individuals are pleasant, trusting, cordial, non-critical, and easy to get along with.
- **Helpful** individuals are generous with their time and resources.

## Productivity

(Conscientiousness)

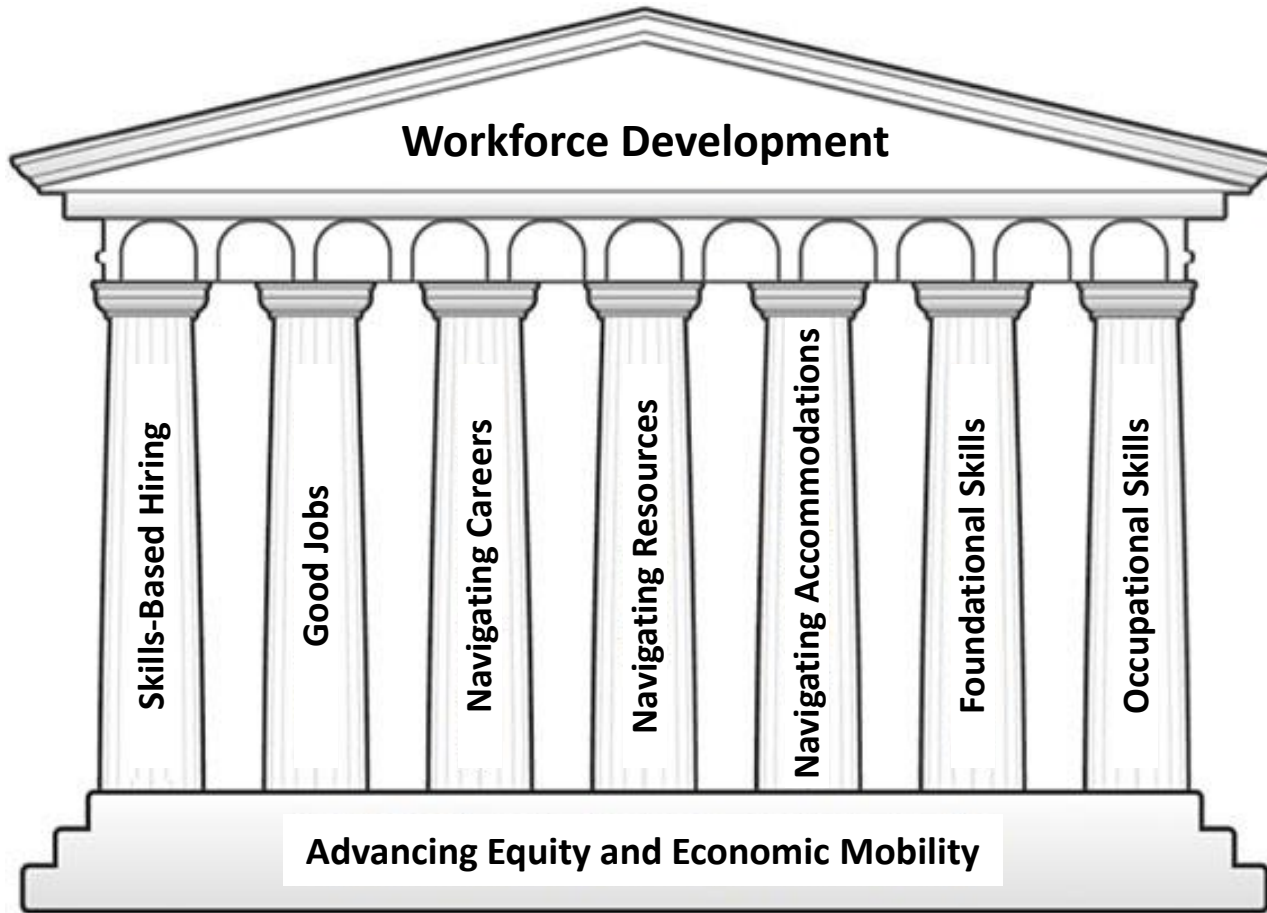
- **Organized** individuals tend to organize tasks and activities and desire to maintain neat and clean surroundings.
- **Responsible** individuals are dependable, reliable, and make every effort to keep their promises.
- **Principled** individuals strive to adhere to standards of honesty, morality, and “Good Samaritan” behavior.

## Resilience

(Emotional Stability)

- **Balanced** individuals are seen as well adjusted, worry free, and handle stress well.
- **Composed** individuals tend to be calm and stable. They often don’t exhibit anger, hostility, or aggression.

Understand the development needs of new hires and provide timely training and mentoring to help them overcome common derailers.



## WFD Framework

A framework for Action and Accountability:

### Engaging Employers

- Skills-Based Hiring
- Good Jobs

### Supporting Individuals

- Navigating Careers
- Navigating Resources
- Navigating Accommodations

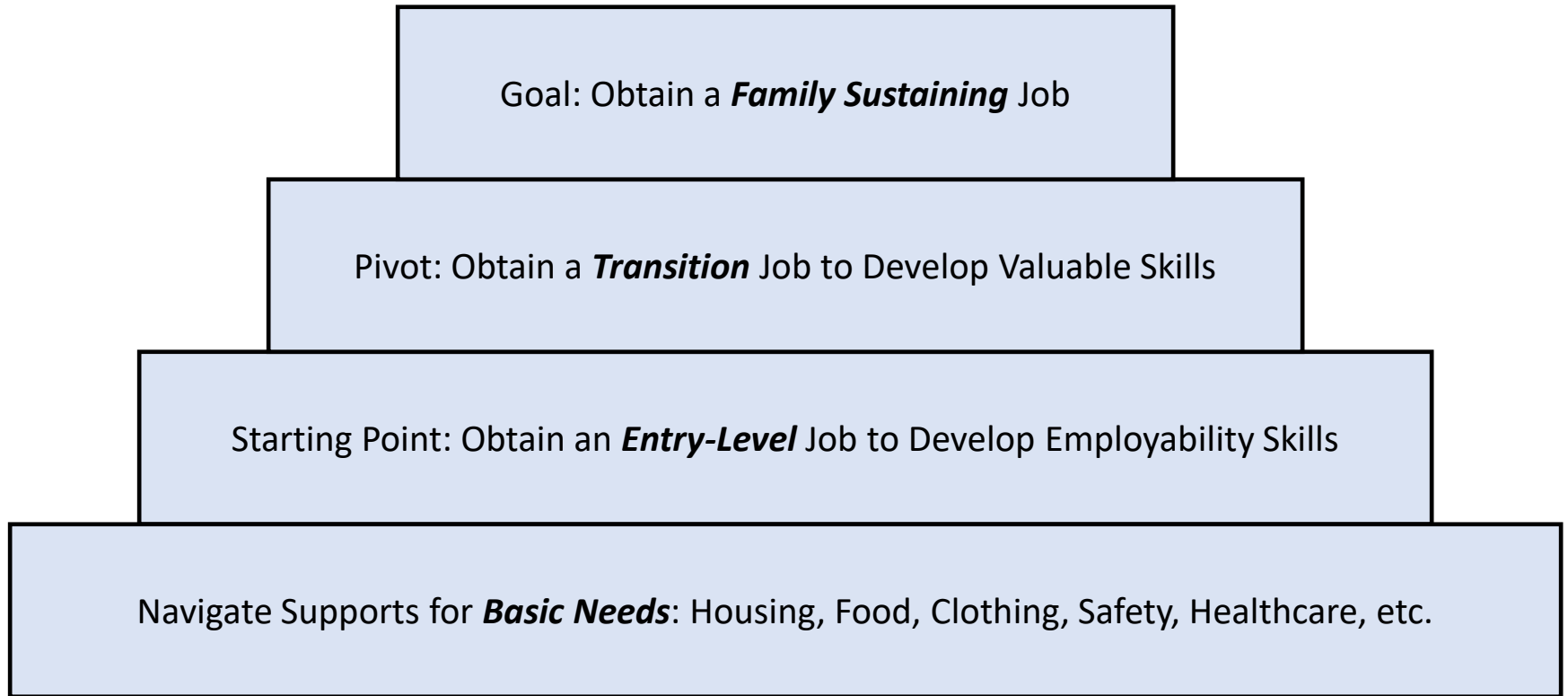
### Providing Education, Training, & Credentials

- Foundational Skills
- Occupational Skills

### Accountability for Advancement

- Advancing Equity
- Advancing Economic Mobility

# Progression from Struggling to Thriving





EMPLOYMENT  
SERVICES  
COLLABORATIVE

# RESOURCE NAVIGATION RELATIONSHIPS & METHODS

A guide for practitioners assisting individuals with  
barriers to employment and resources.

2023 Edition

# Metrics Reporting Values, Behaviors, and Purpose

We strive to be welcoming, inclusive, respectful, curious, and supportive.

**Welcoming:** We make everyone feel welcome.

**Inclusive:** We encourage everyone to participate.

**Respectful:** We treat everyone with dignity & respect.

**Curious:** We approach differences with respectful curiosity.

**Supportive:** We support others to help them reach their goals.

Our purpose is to provide valuable guidance for talent decisions. Good work is a valuable developmental experience. The right job can be transformational. We help people get into jobs that fit. That's where people thrive.



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