

## The JOFI<sup>®</sup> Job Family Quick Start Guide and Look-Up Tool

The JOFI Assessment Management System includes 71 Standard Job Score Profiles. How these profiles were developed is described in PS5: JOFI Job Families.

This document presents the JOFI Quick Start Guide, which is a reference tool designed to help JOFI Users select Score Profiles relevant to their decision purpose.

The screenshot shows the JOFIscore.com interface. At the top right, it says "James Guest" and "Sign Out". Below that is a "Switch Teams" dropdown menu set to "Training Demo (default)". The main navigation includes "Dashboard", "Prescreens", "Test Takers", and "Invitations". The current view is "Test Takers" for "Manny Melville".

The user profile for Manny Melville is shown with the following details:

- Email: jwguest5040+6@gmail.com
- Phone: (972) 983-3788
- Invited by: James Guest (james@jofiscore.com)

The "JOFI Assessments Scorecard" for Manny Melville is displayed, showing a raw score of 2.000. The scorecard includes a "5-Star Score" of 3 out of 5 stars. Below this, a table shows scores for various facets:

Facet	5-Star	Score
★ Thinking Skills Overall	9	1 2 3
★ Reading	8	1 2 3
★ Forms	8	1 2 3
★ Math	9	1 2 3
<b>Agreeableness Overall</b>	1	1 2 3

A dropdown menu is open, listing various JOFI Job Score Profiles. The profile "JOFI-255 Educational Instruction and Library Zone 5" is highlighted in blue. Other profiles include Management, Business and Financial, Computer and Mathematical, Architecture and Engineering, Life Physical and Social Sciences, Community and Social Service, Legal, Educational Instruction and Library, and Arts Design Entertainment Sports & Media.

Figure 1: JOFI Job Score Profiles in JAMS

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		<b>JOFI-112</b> Food Service Managers	<b>JOFI-113</b> Managers	<b>JOFI-114</b> Managers & Directors	<b>JOFI-115</b> VPs & Executives
13 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
15 Computer and Mathematical			<b>JOFI-153</b> Support Specialists	<b>JOFI-154</b> Developers & Analysts	<b>JOFI-155</b> Researchers & Scientists
17 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
19 Life, Physical, and Social Science			<b>JOFI-193</b> Technicians	<b>JOFI-194</b> Scientists & Technologists	<b>JOFI-195</b> Scientists & Biologists
21 Community and Social Service				<b>JOFI-214</b> Social Workers	<b>JOFI-215</b> Counselors & Therapists
23 Legal		<b>JOFI-232</b> Legal Support Workers	<b>JOFI-233</b> Paralegals & Assistants		<b>JOFI-235</b> Lawyers & Judges
25 Educational Instruction and Library			<b>JOFI-253</b> Preschool & Library	<b>JOFI-254</b> Teachers	<b>JOFI-255</b> Teachers & Professors
27 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
29 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
31 Healthcare Support		<b>JOFI-312</b> Health Aides	<b>JOFI-313</b> Health Assistants		
33 Protective Service		<b>JOFI-332</b> Security Guards	<b>JOFI-333</b> Officers & Detectives	<b>JOFI-334</b> Analysts & Wardens	
35 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		
37 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		
39 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	
41 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	
43 Office and Administrative Support		<b>JOFI-432</b> Office Support	<b>JOFI-433</b> Medical & Legal	<b>JOFI-434</b> Proofreaders & Statistical	
45 Farming, Fishing, and Forestry	<b>JOFI-451</b> Farmworkers & Sorters	<b>JOFI-452</b> Inspectors & Graders	<b>JOFI-453</b> Conservation Workers		
47 Construction and Extraction	<b>JOFI-471</b> Helpers	<b>JOFI-472</b> Laborers & Operators	<b>JOFI-473</b> Trades & Inspectors		
49 Installation, Maintenance, and Repair		<b>JOFI-492</b> Installers & Repairers	<b>JOFI-493</b> Installers & Repairers		
51 Production	<b>JOFI-511</b> Laundry & Sewing	<b>JOFI-512</b> Assemblers & Operators	<b>JOFI-513</b> Machinists & Technicians		
53 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	

Figure 2: JOFI Job Families Quick Start Guide

### Organization of the Quick Start Guide

Based on USDOL O\*NET data, the JOFI Job Families shown in the Quick Start Guide provides an overview of the world of work across the US economy.

The Quick Start Guide is organized with the Standard Occupational Classifications (major SOC code) are listed on the left side of the chart. The SOC groups indicate the job type.

Across the top of the chart are O\*NET Job Zones. The ONET Zones indicate the preparation level associated with different jobs, from jobs that require short training or little experience, to jobs that typically require advanced degrees and extensive experience.

Each JOFI Job Family corresponds to one intersection of job type and preparation level, reflected in each JOFI Job Family Code. We have also indicated one or two typical occupations characteristic of each job family.

### JOFI Job Family Look-up Tool

#### Use Cases

The Quick Start Guide is useful in two different cases:

1. For low volume (or one-off) selection decisions, the quick start guide helps Talent Acquisition professionals identify the right JOFI Score Profile for the occupation(s) they are trying to fill. For high volume selection decisions, a more comprehensive alignment may be more appropriate.
2. In career coaching and career navigation cases, the Quick Start Guide can inform Option Exploration conversations and activities. Using Top Occupation results in a JOFI Job Fit Report, for example, a coach and participant can easily identify occupations worthy of further exploration.

#### The Job Family Look-Up Tool

The JOFI Support Team has an O\*NET-based tool that allows users to easily look-up which JOFI Job Family is a best fit for the occupation of interest to them. Employers using JOFI Assessments for Talent Acquisition will want to use this tool to publish a crosswalk for all organizational job codes to JOFI job families so that they can ensure consistency.

JOFI Job Family Lookup Tool						
Employer Job Title	Employer Job Code	ONET Code	ONET Title	JOFI Job Family Number	JOFI Job Family Name	Notes
Example: Human Resources Specialist	123	13-1071.00	Human Resources Specialists	134	JOFI-134 Business and Financial Zone 4	
				#N/A	#N/A	
				#N/A	#N/A	
				#N/A	#N/A	
				#N/A	#N/A	
				#N/A	#N/A	
				#N/A	#N/A	
				#N/A	#N/A	
				#N/A	#N/A	
				#N/A	#N/A	
				#N/A	#N/A	
				#N/A	#N/A	
				#N/A	#N/A	
				#N/A	#N/A	
				#N/A	#N/A	

Figure 3: JOFI Job Family Look-Up Tool

Please reach out to [support@jofiscore.com](mailto:support@jofiscore.com) with questions or for additional information.