

## PS16: JOFI User Certification

JOFI Assessments offers Thinking Skills, Personality Traits and Career Interests assessments for use in skills-based hiring, career navigation, and team building activities. We also offer a JOFI User Certificate.

Learning how to use JOFI Assessments typically requires three training sessions, and we offer four different modules of training on a regular schedule (details below).

The JOFI Assessment platform functions in an intuitive way and a single series of trainings is effective for most users. In addition to the JOFI training modules, leaders can ensure adequate institutional knowledge by evaluating and certifying staff. The certificate provides assurance that users are highly competent in their use of the JOFI Assessment Management System (JAMS). The JOFI User Certificate is offered as a free service to all JOFI customers. We recommend that every customer organization have two or three certified users on their team to act as internal experts and ensure the organization derives full benefit from the assessments.

JOFI Users who attend the three modules relevant to their work are invited to schedule a structured question and answer session that will award the JOFI User Certificate. The conversation, hosted on Zoom with James (JOFI Product Manager), will cover 50 items drawn from the training modules. A list of 50 items is provided on the next page, and JOFI Users are encouraged to use it as a check list to test themselves prior to scheduling the review.

The four JOFI training modules include:

- **Module 1 - JOFI Assessment Management System (JAMS) Quick Start Training.** Offers basic training for sending JOFI assessment invitations, viewing assessment results, and editing test taker records.
- **Module 2a - JOFI Essentials for Skills-Based Hiring.** Looks at JOFI assessments from the perspective of Talent Acquisition tasks and focuses on how to interpret the Scorecard.
- **Module 2b - JOFI Essentials for Career Navigation.** Looks at JOFI assessments from the perspective of Career Navigation tasks and focuses on the Job Fit Report, [CareerNavigation.org](https://www.careernavigation.org), and JOFI Employability certificates.
- **Module 3 - JOFI Job Fit Theory and Advanced Score Interpretation.** Introduces background on the theory behind each of the JOFI assessments and the idea of Job Fit.

Talent Acquisition staff typically attend modules 1, 2a and 3, while Career Navigators typically attend 1, 2b and 3. Completion of one of these two tracks is a prerequisite for the JOFI User Certificate. Register for any modules you may have missed here: [jobfitscore.com/training](https://www.jobfitscore.com/training).

Once you have completed your module track, email James at [support@jofiscore.com](mailto:support@jofiscore.com) to schedule your certificate review meeting.

## JOFI Certification Checklist

The following items are covered in the standard JOFI training modules. You can use this checklist to test your own knowledge and to prepare to earn a JOFI User Certificate.

### In Default Settings

1. Access User Profile (name, email, cell phone)
2. Show Complete notification setting
3. Show Team Default setting
4. Show Email Signature
5. Show Test selection default setting
6. Show Score Profile default setting

### Emails

7. View an Invitation copy and default settings
8. View Congratulations copy and default setting

### Invitations Menu:

9. Create invitation (manual)
10. Create invitations (bulk upload)
11. Search invitations
12. Sent via (Show Invitation record)
13. Show Assigned Tests
14. Copy Assessment Link
15. Copy Navigation Link
16. Confirm proper Invitation template for most recent invitation
17. Confirm proper Congrats template for most recent invitation

### Scorecards

18. Search Test Takers
19. Describe Scorecard header information
20. Describe Scorecard Thinking Skills scores
21. Describe Scorecard Personality Scores
22. Describe Scorecard Career Interest Scores
23. Describe Career Interest One and Two-Letter Match Scores
24. Describe Score Profiles and Starred Items
25. Describe JOFI score (raw score) and Five-Star Rating

### Editing Records

26. Show how to edit a Sent Invitation
27. Show how to edit Test Taker name or Custom ID
28. Show how to reassign assessments
29. Show how to move Test Taker data to a new Team

### Job Fit Reports

30. Describe when to use a Scorecard vs. a Job Fit Report
31. Describe header on the Job-Fit page
32. Show how to generate and download reports
33. Describe each part of the Job Fit Report
34. Describe when you would use each report

### Career Navigation

35. Show how to view the test takers CN.org information
36. Describe the JOFI Career Planning Exercise
37. Show how to download a Job-Fit Report from CN.org
38. Describe how to use the Option Exploration page
39. Describe how to use the Compare page
40. Show how to create a JOFI Employability Certificate
41. Show how to create a Job Fit Summary

### Job Fit Theory

42. Describe what a Job Family is
43. Describe how Job Families are organized
44. Describe how Job Families influence Score Profiles/ Scorecards
45. Show how to manually calculate a Scorecard (raw score)
46. List the elements measured by Thinking Skills
47. Name the model Personality Traits is based on
48. Name the model Career Interests is based on
49. Describe the Pairwise Preference model (as you would for a test taker)
50. Describe how the scores for Thinking Skills differ from Personality Traits and Career Interests

Visit [www.JobFitScore.com](http://www.JobFitScore.com) to find information and Product Sheets about JOFI Assessments and our team. Contact us at [support@jofiscore.com](mailto:support@jofiscore.com).