

B-08: Job Fit Summary Guide

This document provides some guidance on how to use the JOFI Job Fit Summary Guide.

Suggestions for using the Job Fit Summary:

- **Interview Preparation:**

Instruct jobseekers use the Job Fit Summary to prepare for their interview. They should be ready to describe their career interests (work preferences) and personality traits (behaviors and character strengths) in their own words.

- **Interviews:**

Hiring managers, ask candidates about their interests and strengths, for example:

- Describe a work assignment you did or would like to do that aligns with your career interests.
- Describe a work assignment you did or would like to do that used your personality strengths.
- Related to this specific job, how will your interests and strengths contribute to your performance?

- **Onboarding:**

Manager and new employee review work preferences, personality traits, and typical tasks in this role to identify the types of assignments that would engage their interests and benefit from their personality strengths. Aligning assignments to personality strengths and interests increases engagement.

- **Retention:**

Manager and employee review strengths and interests to explore how work assignments could be adjusted to better leverage the employee's unique characteristics and discuss potential next steps in their career path.

- **Career Options Spotlight (COS):**

Career Coach and jobseekers review personality strengths and career interests to determine the best choice among the O*NET occupations highlighted on the COS.

Appendices:

- Appendix A: Example JOFI Job Fit Summary
- Appendix B: Definitions of the 6 RIASEC career interests. The JFS lists the top 3 of 6.
- Appendix C: Definitions of the 15 JOFI personality traits. The JFS lists the top 5 of 15.

Our message to test takers about the summary:

"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."

Appendix A – Example JOFI Job Fit Summary (JFS)

JOFI Job Fit Summary for Jimmy Guest, August 01, 2023

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 (Helpers)

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 (Creators)

Artistic people typically like to work with ideas and people more than with data and 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 (Persuaders)

Enterprising people generally like to work with data and people more than with ideas and 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



Analytical

The Analytical trait indicates an affinity for critical thinking and complex problem solving. Individuals who score high tend to be intelligent, analytical, and knowledgeable typically enjoy solving complex problems. They prefer to think deeply about various aspects of a situation. Individuals who score low on this trait tend to be good followers; they may prefer to focus on the task at hand and to work in situations where others tackle the complex issues and provide clear directions.



Organized

The Organized trait indicates an affinity for order and structure. Individuals who score high tend to be organized, neat, and clean. They prefer organizing and maintaining their surroundings. Individuals who score low on this trait tend to be tolerant of various environments; they may prefer less structured settings that feel welcoming.



Responsible

The Responsible trait indicates an affinity for having control and being trusted to deliver results. Individuals who score high tend to be dependable, reliable, and make every effort to keep promises. They prefer roles that require high levels of trust to deliver results. Individuals who score low on this trait tend to be flexible and able to adapt to changing situations; they may prefer to stay flexible and are comfortable with ever-changing schedules.



Ambitious

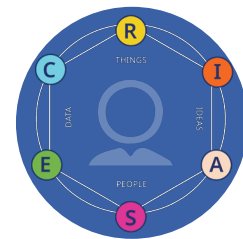
The Ambitious trait indicates an affinity for high levels of effort and constant striving. Individuals who score high tend to be hardworking, industrious, confident, and resourceful. They prefer challenges and opportunities to demonstrate skills and accomplishments. Individuals who score low on this trait tend to prefer a balanced lifestyle that values relaxation and entertainment; they may value time to recover and get away from constant pressure.



Composed

The Composed trait indicates a tendency to keep feelings and expressions under control. Individuals who score high tend to be calm and stable. They are able to remain calm in challenging situations and aggressive conversations. Individuals who score low on this trait tend to be sensitive to criticism, especially when unfair; they tend to react to others' emotions.

Appendix B Descriptions of the 6 RIASEC Career Interests (Work Preferences)



R Realistic (Doers)

Realistic people typically like to work with things more than with people. They tend to be more interested in action than thought. They tend to be assertive and competitive, and are interested in activities requiring motor coordination, skills and strength. They also prefer concrete approaches to problem solving, rather than abstract theory. Their interests tend to focus on scientific or mechanical areas rather than cultural and aesthetic areas.

Realistic individuals are often described as genuine, sensible, practical, thrifty, modest, persistent, and honest. Typical competencies displayed by realistic types might include: mechanical skills, physical strength, motor skills, problem-solving with tools, and outdoorsy or adventurous activities.

People who are Realistic are “doers” that typically like to work with their hands. They tend to like operating heavy equipment, working with animals, using hand tools that require motor coordination and manual dexterity, operating precision machinery, assembling and repairing electronics, or working with physical components of computers and computer networks.

I Investigative (Thinkers)

Investigative people typically like to work with ideas and data more than with people or things. They like to think and observe rather than act, and to organize and understand information rather than to persuade. They also prefer individual rather than people-oriented activities. They like to study and solve math or science problems rather than leading, selling, or persuading people.

Investigative individuals are usually described as logical, curious, exact, intellectual, cautious, independent, quiet, and modest. Typical competencies displayed by investigative people might include: mathematical skills, analytical skills, writing skills, scientific ability, and perseverance in solving difficult and abstract problems.

People who are Investigative are “thinkers” that generally enjoy gathering information, uncovering facts, and analyzing and interpreting data. They tend to like doing scientific or laboratory work, conducting research and analyses, collecting and organizing data, and solving science and math problems.

A Artistic (Creators)

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 (Helpers)

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 (Persuaders)

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, and presentations, and managing people or projects.

C Conventional (Organizers)

Conventional people generally like to work with papers and numbers. They tend to pay a lot of attention to detail and organization, and prefer to work with data, particularly in the numerical, statistical, and record-keeping realm. They have a high sense of responsibility and want to know precisely what is expected. They prefer clearly defined, practical problems and to solve problems by applying rules. They like structure and order, and dislike unstructured or unclear work and interpersonal situations.

Conventional individuals are typically described as practical, careful, thrifty, efficient, orderly, and persistent. Typical competencies displayed by conventional people might include: efficiency, organization, management of systems and data, mathematical skills, and detail orientation.

People who are Conventional are “organizers” that pay attention to detail, engage with data systems, and value accuracy. They tend to like conducting financial analyses, organizing office procedures, record keeping, writing business reports, making charts or graphs and developing computer software.

Appendix C Descriptions of the 15 JOFI Personality Traits (Character Strengths)



PERSONALITY TRAITS IN THE AGREEABLENESS DIMENSION:

Compassionate: The Compassionate trait indicates deep emotional connections with others. Individuals who score high tend to be affectionate, compassionate, sensitive, and caring. They prefer close empathetic relationships. Individuals who score low on this trait tend to be frank and focused on facts versus feelings; they prefer working with data rather than people.

Cooperative: The Cooperative trait indicates an affinity for working with others. Individuals who score high tend to be pleasant, trusting, cordial, non-critical, and easy to get along with. They try to get along well with everyone. Individuals who score low on this trait tend to be cautious, competitive, and skeptical; they prefer to work independently.

Helpful: The Helpful trait indicates an affinity for serving others. Individuals who score high tend to be generous with time and resources. They prefer roles with opportunities to serve others. Individuals who score low on this trait tend to be independent and focused on their own work; they prefer individual contributor roles.

PERSONALITY TRAITS IN THE CONSCIENTIOUSNESS DIMENSION:

Organized: The Organized trait indicates an affinity for order and structure. Individuals who score high tend to be organized, neat, and clean. They prefer organizing and maintaining their surroundings. Individuals who score low on this trait tend to be tolerant of various environments; they may prefer less structured settings that feel welcoming.

Principled: The Principled trait indicates an affinity for clear rules and rule-following. Individuals who score high tend to strive to adhere to standards of honesty and morality. They prefer that rules be clear, followed, and enforced. Individuals who score low on this trait tend to be adaptable to the needs of the moment; they may prefer to accept and accommodate different views of others.

Responsible: The Responsible trait indicates an affinity for having control and being trusted to deliver results. Individuals who score high tend to be dependable, reliable, and make every effort to keep promises. They prefer roles that require high levels of trust to deliver results. Individuals who score low on this trait tend to be flexible and able to adapt to changing situations; they may prefer to stay flexible and are comfortable with ever-changing schedules.

Ambitious: The Ambitious trait indicates an affinity for high levels of effort and constant striving. Individuals who score high tend to be hardworking, industrious, confident, and resourceful. They prefer challenges and opportunities to demonstrate skills and accomplishments. Individuals who score low on this trait tend to prefer a balanced lifestyle that values relaxation and entertainment; they may value time to recover and get away from constant pressure.

PERSONALITY TRAITS IN THE EMOTIONAL STABILITY DIMENSION:

Balanced: The Balanced trait indicates balanced emotions, having no emotion lacking or too strong. Individuals who score high tend to be well-adjusted, free from worry, and handle stress well. They are able to engage and help deescalate tense situations. Individuals who score low on this trait tend to worry and feel anxious; they may have strong emotional responses and tend to withdraw from tense situations.

Composed: The Composed trait indicates a tendency to keep feelings and expressions under control. Individuals who score high tend to be calm and stable. They are able to remain calm in challenging situations and aggressive conversations. Individuals who score low on this trait tend to be sensitive to criticism, especially when unfair; they tend to react to others' emotions.

Optimistic: The Optimistic trait indicates a tendency to be hopeful and confident about the future. Individuals who score high tend to have a positive outlook on life and tend to experience joy and a sense of wellbeing. Individuals who score low on this trait tend to be quick to identify potential problems and how things could go wrong.

PERSONALITY TRAITS IN THE EXTROVERSION DIMENSION:

Assertive: The Assertive trait indicates leading and enjoying positions of influence over others. Individuals who score high tend to be domineering, to take-charge, and tend to be described as natural leaders. They prefer leading rather than following. Individuals who score low on this trait tend to be best in supporting roles; they may prefer following and supporting rather than leading.

Sociable: The Sociable trait indicates an affinity for meeting new people and socializing in large groups. Individuals who score high tend to be adept at approaching others and maintaining social connections. They prefer to be around others. Individuals who score low on this trait tend to enjoy deep relationships with a small circle of close friends and colleagues; they prefer spending time with individuals or small groups rather than large groups.

Energetic: The Active trait indicates an affinity for physical activity. Individuals who score high tend to approach daily life with energy, excitement, and spontaneity. They prefer to stay physically active. Individuals who score low on this trait tend to enjoy quiet and relaxing environments; they may prefer books and movies to physical activities.

PERSONALITY TRAITS IN THE OPENNESS DIMENSION:

Analytical: The Analytical trait indicates an affinity for critical thinking and complex problem solving. Individuals who score high tend to be intelligent, analytical, and knowledgeable typically enjoy solving complex problems. They prefer to think deeply about various aspects of a situation. Individuals who score low on this trait tend to be good followers; they may prefer to focus on the task at hand and to work in situations where others tackle the complex issues and provide clear directions.

Creative: The Creative trait indicates ingenuity, innovation, and idea generation. Individuals who score high tend to be inventive and imaginative, constantly striving to make improvements to information, processes, or products. They prefer to think "Outside the box." Individuals who score low on this trait tend to be conventional and reasonable, prefer clear instructions, predictable work settings, and repetitive work.

As always, you can contact us at support@jofiscore.com with questions.