

B-04: JOFI Career Navigation Models and Tools

JOFI has developed three options to provide different levels of service to career coaching participants. They are arranged from the lightest touch and least intensive option on the left of Figure 1 to the most intensive and comprehensive approach on the right.

JOFI Career Navigation Options



Quick Start: Use the *JOFI Career Options Spotlight* to identify the best fit occupations so the participant can select the optimal next step in their training and employment journey. And use the *JOFI Job Fit Summary* to support self-awareness of career interests and personality traits.

Value: Guiding individuals toward best fit jobs and training programs improves key outcomes.



Job Plan: Use the *JOFI Job Fit Report* to support Self-Awareness and use *CareerNavigation.org* to support Option Exploration so the participant is fully informed as they decide the next job in their employment journey.

Value: The individual makes a well-informed choice for their next job.



Career Plan: Use *JOFI Job Fit Report* and *CareerNavigation.org* to explore, decide, and document a career plan that includes Jobs 1, 2, & 3. Confirm the first job with Labor Market Information and Education & Training exercises.

Value: The individual develops a comprehensive career plan.

Figure 1: JOFI Career Navigation Options

Which plan is best for career coaching participants depends on a lot of factors and career navigators are in the best position to make that judgment. Most career coaching participants will use the first two options. Coaches can lead with Quick Start option and if the participant wants to dig deeper, move up to the Job Plan option. Only use the career plan option when the participants clearly want to engage in a comprehensive planning process. We designed these three approaches so that career coaches have flexible options.

THE QUICK START OPTION

The quick start option is our lightest touch and the best place to start with a participant who wants to identify a job or training program as quickly as possible.

This approach uses these two tools:

1. **The JOFI Job Fit Summary:** The Career Interest profile and the Personality Traits profile are cleanly presented on a single page. These are the participant’s strengths, clarifying value to potential employers.
2. **The JOFI Career Options Spotlight:** This list identifies the best fit occupations or training and education programs so the participant can select the optimal next step in their training and employment journey. The specific occupations in this list will have been highlighted by your organization. (Contact support@jofiscore.com to customize the list for your account.)

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

- 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.
- A 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.
- E 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.

Figure 2: Job Fit Summary

To use the Job Fit Summary with participants, discuss these four questions:

1. Which two career interests in your profile are most important to you?
2. Which three personality traits in your profile are your greatest character strengths?
3. Which three jobs in your list are most interesting to you?
4. Are there any other insights you gained from the report that you'd like to discuss?

JOFI Career Options Spotlight for Jimmy Guest
Created on September 04, 2024

The following career options have been highlighted by Metrics Reporting, Inc. These ONET occupations are spotlighted to help you focus on priority roles that may also have education and training support. Think of these options as pathways to opportunity. Selecting one of them may help you advance faster. Use the JOFI Job Family number in the right column to learn more about these occupations by using the option exploration tools at CareerNavigation.org.

JOFI Career Options Spotlight provided by Metrics Reporting, Inc					
Rank	ONET Code	ONET Occupation Title	Star Rating	Fit %	Job Family
1	15-1232.00	Computer User Support Specialists	★★★★☆	73.3%	JOFI-153
2	15-1254.00	Web Developers	★★★★☆	73.3%	JOFI-153
3	41-2011.00	Cashiers	★★★★☆	65.6%	JOFI-412
4	41-2021.00	Counter and Rental Clerks	★★★★☆	65.6%	JOFI-412
5	41-2031.00	Retail Salespersons	★★★★☆	65.6%	JOFI-412
6	49-2095.00	Electrical and Electronics Repairers, Powerhouse, Substation, and Relay	★★★★☆	65.6%	JOFI-493
7	49-9021.00	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	★★★★☆	65.6%	JOFI-493
8	51-2092.00	Team Assemblers	★★★★☆	62.6%	JOFI-512
9	31-1121.00	Home Health Aides	★★★★☆	61.7%	JOFI-312
10	31-1122.00	Personal Care Aides	★★★★☆	61.7%	JOFI-312
11	31-1131.00	Nursing Assistants	★★★★☆	61.7%	JOFI-313
12	47-2231.00	Solar Photovoltaic Installers	★★★☆☆	57.8%	JOFI-472
13	47-4099.03	Weatherization Installers and Technicians	★★★☆☆	57.8%	JOFI-472
14	31-1132.00	Orderlies	★★★☆☆	50.0%	JOFI-312

Figure 3: Career Options Spotlight

To get these tools, search for your participant’s test taker record while in the www.jofiscore.com platform. Choose the View Job Fit option for the test taker and download these two tools.

THE JOB PLAN OPTION

Our second strategy is the job plan option which uses the JOFI job fit report and a portion of the [careernavigation.org](https://www.careernavigation.org) website.

This approach uses these two tools:

1. **The JOFI Job Fit Report:** The full JOFI Job Fit report contains longer, more descriptive versions of the career interest and personality traits profiles. It also includes 15 top fit job families at the end of the report. Since each job family is a group of related occupations, there is a lot of room for choice in this list. Focus on discussing pages 5, 9, and 14.
2. **www.CareerNavigation.org:** CareerNavigation.org is built around a four-step career planning exercise and in the job plan option, participants use only steps one and two: the Self-Awareness step and the Option Exploration step. There are a couple of tools and activities under each of those steps that the participant will complete in order to identify a job that they want to pursue.



Figure 4: JOFI Job Fit Report.

To use the Job Fit Report with participants, discuss these four questions:

1. Which two career interests in your profile (see p. 5) are most important to you?
2. Which three personality traits in your profile (see p. 9) are your greatest character strengths?
3. Which three job families (see p. 14) are most interesting to you?
4. Are there any other insights you gained from the report that you'd like to discuss?

Click on the tiles below to view the list of ONET occupations in that job family.

Categories and Zones	Job Zone One Little Preparation	Job Zone Two Some Preparation	Job Zone Three Medium Preparation	Job Zone Four Considerable Preparation	Job Zone Five Extensive Preparation
11 - Management		JOFI-112	JOFI-113	JOFI-114	JOFI-115
13 - Business and Financial Operations		JOFI-132	JOFI-133	JOFI-134	JOFI-135
15 - Computer and Mathematical			JOFI-153	JOFI-154	JOFI-155
17 - Architecture and Engineering		JOFI-172	JOFI-173	JOFI-174	JOFI-175
19 - Life, Physical, and Social Science			JOFI-193	JOFI-194	JOFI-195
21 - Community and Social Service				JOFI-214	JOFI-215

Figure 5: The Job Families page at www.careernavigation.org. Participants can begin by looking at three of the highlighted job families that seem most interesting and explore the occupations within.

THE CAREER PLAN OPTION

This option uses the same tools as the last approach, but more deeply. This is the best option for participants who are ready and willing to spend some time planning their career with their private link to www.careernavigation.com.

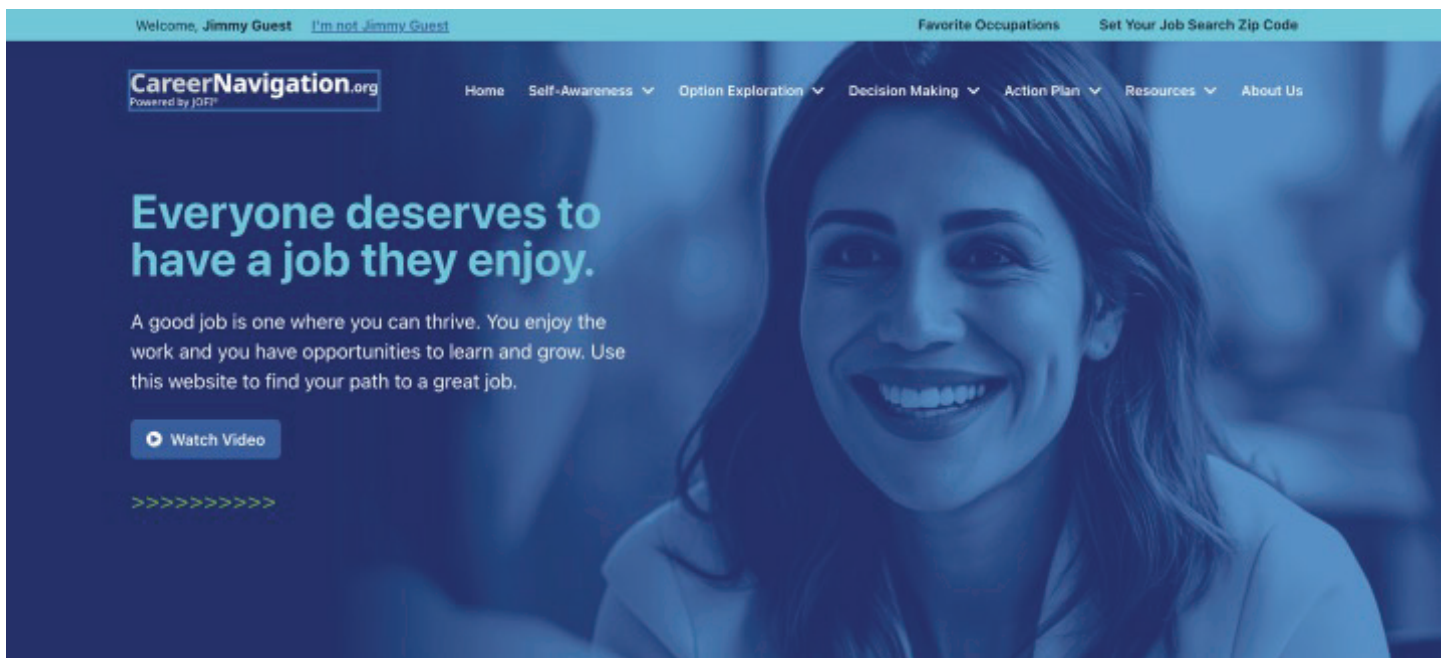


Figure 6: landing page for www.careernavigation.org via a private link.

CareerNavigation.org is a publicly available website provided by Metrics Reporting, Inc. The site is designed to help job seekers and students access publicly available resources about jobs and careers.

The website has two levels of access:

Free Access

Organized by JOFI Job Families, the site provides access to CareerOneStop videos and links to the ONET, My Next Move, and the online Occupational Outlook Handbook.

Private Access

Organized by JOFI Job Families, a private navigation link will highlight the top 15 job families based on the individual's JOFI Job Fit Report. Private access also includes JOFI Five-Star ratings at the ONET code level and enables individuals to create JOFI Employability Certificates. Private access is provided via a private navigation link found at the bottom of the Top Fit Occupations page on page 14 of the JOFI Job Fit Report.

The JOFI Career Planning Exercise has four steps:

1. **Self-Awareness:** Use the JOFI Job Fit Report to clarify and reflect upon a career navigation participant's unique characteristics and identify top-fit JOFI job families.
2. **Option Exploration:** explore options with a series of tools and exercises that allow participants to identify and compare jobs based on your unique characteristics.
3. **Decision Making:** Use the JOFI Career Plan to make the decision for the participant's target job and the series of jobs along your career path.
4. **Action Plan:** Plan the tasks to prepare for and get the participant's target job.

[CareerNavigation.org](https://www.jobfitscore.com/career-navigation) is designed so that JOFI test takers can guide themselves through the four steps and related activities that provide actionable data and promote reflection. Each page has careful explanations and links to the next page. Career coaches too will benefit from the explanations as they provide valuable help to the job seekers they work with.

Career coaching participants can use [CareerNavigation.org](https://www.jobfitscore.com/career-navigation) without taking JOFI Assessments, but we will not be able to calculate and display the job-fit scores.

[CareerNavigation.org](https://www.jobfitscore.com/career-navigation) is designed for career navigation practitioner's ease of use and impact.

- Coaching participants benefit from step-by-step career planning.
- Step-by-step instructions reduce the administrative load on career coaches.
- Managers benefit from process consistency and from psychometrically sound practices that have measurable impact on participant success.

Watch our video on this material, "JOFI Career Navigation Options," here: www.jobfitscore.com/videos
For more information or for any technical support you need, contact us at: support@jofiscore.com.