

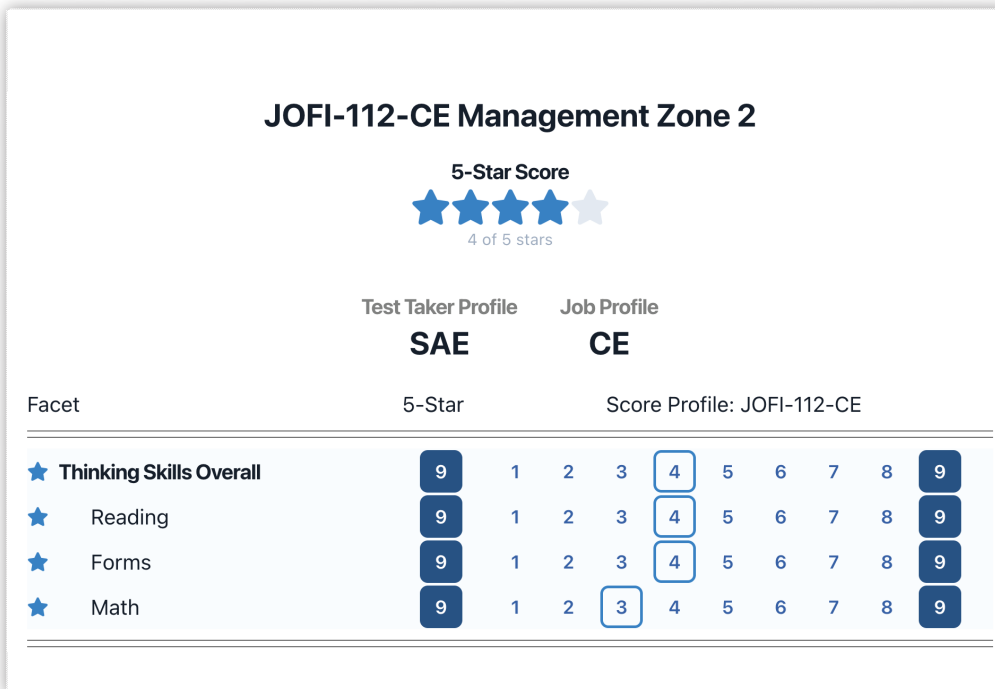
## B-02: Overview of JOFI Assessments

### JOFI Thinking Skills Assessment

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 skills.

The Thinking Skills assessment measures and reports ability in three areas:

- **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.



Starred elements are included in the 5-Star rating. Each of the 222 JOFI system profiles includes the most predictive elements for that job family based on our analysis of USDOL O\*NET data.

Hovering your cursor above any element will produce a pop-up that defines the element.

Figure 1: Thinking Skills Assessment results as they appear on the Scorecard

## Cognitive Assessments



**Cognitive**  
Cognitive skills are highly valuable.

Figure 2: Cognitive Skills

By combining reading, forms and math, the Thinking Skills assessment gives us a reliable measure of overall cognitive skills. Most employees are problem solving specialists and so most jobs value competencies like critical thinking, problem solving, and judgment and decision making. The overall JOFI cognitive score is a reliable indicator of these skills.

Meta-studies in Industrial / Organizational psychology show that general cognitive skills are among the best predictors of work behaviors such as Task Performance and Training Performance.

## JOFI Personality Traits Assessment

The personality assessment is a 20-minute test that measures 15 personality traits and summarizes scores for the Five Factor model of personality dimensions:

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

Starred elements are included in the 5-Star rating. Which elements are starred depends on the JOFI Score Profile you have selected. Each JOFI Score Profile typically includes 5-7 starred elements. These have been chosen on the basis of an analysis of the Importance Ratings contained in the USDOL’s O\*NET associated with each element for a given job family.

Hovering your cursor above any element will produce a pop-up that defines the element, just as “Emotional Stability” is defined in Figure 3.

<b>Agreeableness Overall</b>	2	1	2	3	4	5	6	7	8	9
Compassionate	3	1	2	3	4	5	6	7	8	9
★ Cooperative	1	1	2	3	4	5	6	7	8	9
Helpful	1	1	2	3	4	5	6	7	8	9
<b>Conscientiousness Overall</b>	8	1	2	3	4	5	6	7	8	9
★ Organized	9	1	2	3	4	5	6	7	8	9
★ Principled	5	1	2	3	4	5	6	7	8	9
★ Responsible	8	1	2	3	4	5	6	7	8	9
Ambitious	7	1	2	3	4	5	6	7	8	9
<b>Emotional Stability Overall</b>	3	1	2	3	4	5	6	7	8	9
★ <b>Emotional Stability Overall</b>							6	7	8	9
★ Emotionally stable people tend to exhibit emotional stability and impulse control and do not easily experience unpleasant emotions such as anger, anxiety, depression, or vulnerability.							6	7	8	9
<b>Extraversion Overall</b>	4	1	2	3	4	5	6	7	8	9
★ Assertive	3	1	2	3	4	5	6	7	8	9
Sociable	4	1	2	3	4	5	6	7	8	9
Energetic	1	1	2	3	4	5	6	7	8	9
<b>Openness Overall</b>	7	1	2	3	4	5	6	7	8	9
Analytical	9	1	2	3	4	5	6	7	8	9
Creative	4	1	2	3	4	5	6	7	8	9

Figure 1: How the JOFI Personality Traits assessment appears in JAMS.



## The Five Factor Model of Personality

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 typically aligned with smaller facets.

Figure 2: Five Factor graphic.

## JOFI Personality Traits Assessment

The JOFI Personality Traits Assessment measures 15 facets, which are described and related to the Five Factor model in the chart below.

Big 5 Model Dimension	JOFI (Job Fit) Facet Name	Brief Description High scoring individuals ...	Key Adjectives Positive	Key Adjectives Negative
Agreeableness	Compassionate	... are affectionate, compassionate, sensitive, and caring.	compassionate, warm	cold, insensitive
	Cooperative	... are pleasant, trusting, cordial, non-critical, and easy to get along with.	agreeable, cordial, trusting	uncooperative
	Helpful	... are generous with their time and resources.	charitable, helpful, generous	stingy, selfish
Conscientiousness	Ambitious	... are seen as hardworking, ambitious, confident, and resourceful.	ambitious, industrious	aimless
	Responsible	... are dependable, reliable, and make every effort to keep their promises.	prompt	irresponsible, unreliable
	Organized	... tend to organize tasks and activities and desire to maintain neat and clean surroundings.	organized, neat	sloppy
	Principled	... strive to adhere to standards of honesty, morality, and Good Samaritan behavior.	honest, frank	misleading
Extraversion	Assertive	... are domineering, take charge and are often referred to by their peers as natural leaders.	assertive, direct	submissive, helpless
	Energetic	... tend to engage in activities to maintain their physical fitness and are more likely to participate in vigorous sports or exercise.	active, vigorous, fit	inactive
	Sociable	... tend to seek out and initiate social interactions.	sociable, gregarious, talkative	NA
Emotional Stability	Balanced	... are seen as well adjusted, worry free, and handle stress well.	relaxed, certain	insecure, nervous
	Composed	... tend to be calm and stable. They often don't exhibit anger, hostility, or aggression.	calm, composed	moody, hot-headed
	Optimistic	... have a positive outlook on life and tend to experience joy and a sense of well-being.	happy, optimistic	depressed, dejected
Openness	Creative	... are inventive and can think outside of the box.	creative, inventive	unimaginative
	Analytical	... believe they process information and make decisions quickly. They see themselves (and may be perceived by others) as knowledgeable, astute, or intellectual.	intelligent, analytical, knowledgeable	NA

Figure 5: An explanatory chart of the domains and facets. (Bill Guest, Metrics Reporting, Inc., Revised: 2020-09-16)

Note: The highlighted facets are the general work readiness elements used in the JOFI Prescreen.

## JOFI Career Interests Assessment

The career interests assessment is a 15-minute test that measures 15 areas of interest and summarizes scores for the 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

<b>Realistic</b>	5	1	2	3	4	5	6	7	8	9
Construction	5	1	2	3	4	5	6	7	8	9
Production	5	1	2	3	4	5	6	7	8	9
Engineering	5	1	2	3	4	5	6	7	8	9
<b>Investigative</b>	4	1	2	3	4	5	6	7	8	9
Software	2	1	2	3	4	5	6	7	8	9
Analytics	5	1	2	3	4	5	6	7	8	9
Medical	5	1	2	3	4	5	6	7	8	9
<b>Artistic</b>	6	1	2	3	4	5	6	7	8	9
Creative	5	1	2	3	4	5	6	7	8	9
Writing	7	1	2	3	4	5	6	7	8	9
<b>Social</b>	7	1	2	3	4	5	6	7	8	9
Teaching	8	1	2	3	4	5	6	7	8	9
Service	6	1	2	3	4	5	6	7	8	9
Counseling	5	1	2	3	4	5	6	7	8	9
<b>Enterprising</b>	6	1	2	3	4	5	6	7	8	9
Management	5	1	2	3	4	5	6	7	8	9
Sales	6	1	2	3	4	5	6	7	8	9
<b>Conventional</b>	4	1	2	3	4	5	6	7	8	9
Administrative	5	1	2	3	4	5	6	7	8	9
Finance	4	1	2	3	4	5	6	7	8	9
★ <b>JOFI Career Interests Overall</b>	2	1	2	3	4	5	6	7		
★ One-Letter Match	1	1	2	3						
★ Two-Letter Match	1	1	2	3						

Starred elements are included in the 5-Star rating, and just these three are starred for this assessment, regardless of score profile. The “Letter Match” refers to the match or overlap between the top-two RIASEC interests (described on the following pages) associated with a particular score profile and the Career Interests profile of the test taker.

Figure 6: How the JOFI Career Interests Assessment appears in JAMS

## JOFI Career Interests Assessment

Hovering your cursor above any element will produce a pop-up that defines the element. You can also hover your cursor over the scores to get a summary of the letter-match method (see Figure 7).

The test taker’s Career Interest profile and the top career interests associated with the given JOFI Score Profile is available at the top of the Scorecard (see Figure 8).

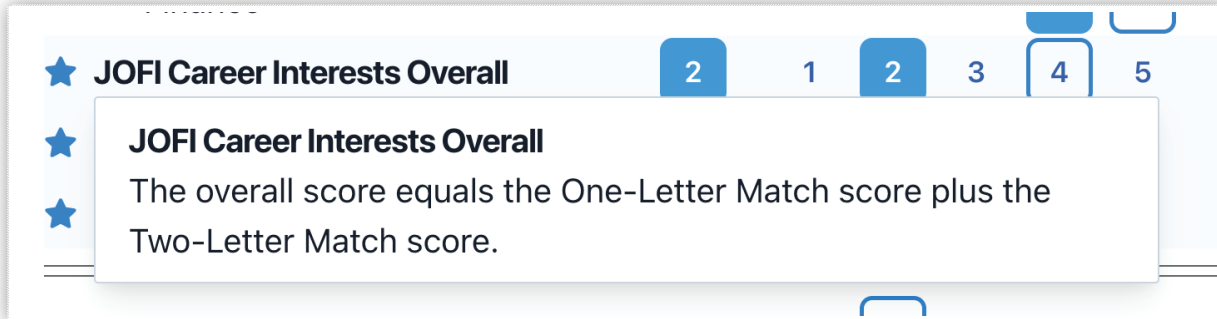


Figure 7: Career Interests scoring pop-up

## JOFI Assessments Scorecard

[Generate PDF](#)

[JOFIscore.com](https://jofiscore.com)

CONFIDENTIAL Do not share the scorecard with test takers.

<p>Name <b>Jimmy Guest</b></p> <p>Invitation Email jwguest5040@gmail.com</p> <p>Invitation Phone +19729833788</p> <p>Custom ID TEST05072021</p>	<p>Tests</p> <p><b>JOFI Career Interests</b> ✓ Completed May 7, 2021</p> <p><b>JOFI Thinking Skills</b> ✓ Completed May 7, 2021</p> <p><b>JOFI Personality Traits</b> ✓ Completed May 7, 2021</p> <p>Score Profile</p> <p><b>JOFI-434-CI. Office Administrative Support Zone 4</b></p> <p>Raw Score</p> <p><b>2.308</b></p>
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JOFI-434-CI. Office Administrative Support Zone 4

5-Star Score

★ ★ ★ ★ ☆  
 4 of 5 stars

Test Taker Profile	Job Profile
SAE	CI

Figure 8: The top of the scorecard showing Career Interests profiles at the bottom

## The John Holland RIASEC Model

John Holland’s World of Work and the RIASEC model of career interests are among the most common and time-tested models of Career Interests. The RIASEC model has also provided a basis for academic and applied psychological research.



Figure 9: The RIASEC model with brief descriptions of the domains.

The JOFI Career Interests assessment measures 15 facets, which are described and related to the RIASEC model in the chart below.

No:	RIASEC	JOFI Names	AVID Names	Facet Descriptions	High scoring individuals enjoy ...
1	R	Construction	Construction	... activities that involve constructing, renovating, or refinishing buildings and other infrastructure.	
2	R	Production	Production	... activities that involve extracting raw materials or transforming them into finished products using existing tools and machinery.	
3	R	Engineering	~~~	... activities that involve designing, maintaining, and improving computers, equipment, structures, or processes.	
4	I	Analytics	Mathematics	... activities that involve quantitative calculations and analysis.	
5	I	Software	Information Technology	... activities that involve working with computer software, databases, or networks; mostly focused on software because computer hardware is covered in engineering.	
6	I	Medical	Medical Services	... activities that involve caring for and providing medical services to patients.	
7	A	Creative	~~~	... activities that involve viewing and creating art using photography, video, painting, drawing, or sculpture; including web design or creating visual art using technology.	
8	A	Writing	Writing	... writing detailed factual reports, memos, textbooks, scientific, legal, historical or technical essays for business and record-keeping purposes.	
9	S	Teaching	Teaching	... working with and teaching students; including educating children and adult instruction in the form of training and development.	
10	S	Service	Personal Service	... activities that involve helping other people, including customer service activities.	
11	S	Counseling	Social Service	... helping people to solve personal and familial problems to address social or mental health issues; including tasks that involve guiding people such as advising, mentoring, and coaching.	
12	E	Management	Management	... managing and directing the activities of others.	
13	E	Sales	Sales	... activities that involve marketing and persuading customers to buy products; including broader business development activities.	
14	C	Administrative	Office Work	... filing, organizing, and sorting materials as well as maintaining and creating records.	
15	C	Finance	Finance	... activities that involve planning, distributing, and managing money.	

Figure 10: JOFI Career Interests assessment facets with brief description aligned with RIASEC dimensions.



## JOFI Predictive Validity

When we talk about the “validity” of a test, we mean that the test measures what it is supposed to measure. “Predictive validity” means that the test predicts later performance on a related criterion, like the five measures of job performance mentioned below.

# Predictive Validity

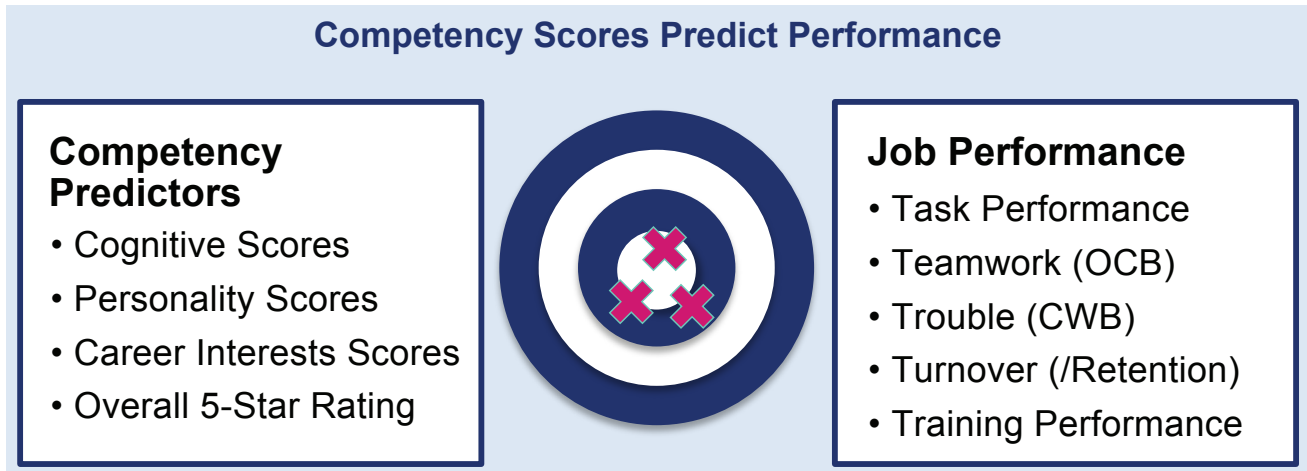


Figure 11: Predictive Validity

JOFI Assessments have been designed to accurately predict job performance and to support organizations’ goals by reducing bias and noise in selection and development processes.

## 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), which 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.
- **Turnover** 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; for example, learning new tasks in the onboarding process.

## The TAPAS and AVID Validity Reports

The JOFI Personality Traits assessment is based on the Tailored Adaptive Personality Assessment System (TAPAS) and the JOFI Career Interests assessment is based on the Adaptive Vocational Interest Diagnostic (AVID). Both assessments have undergone rigorous validation studies.

For copies of these studies or more information, contact: [support@jofiscore.com](mailto:support@jofiscore.com).

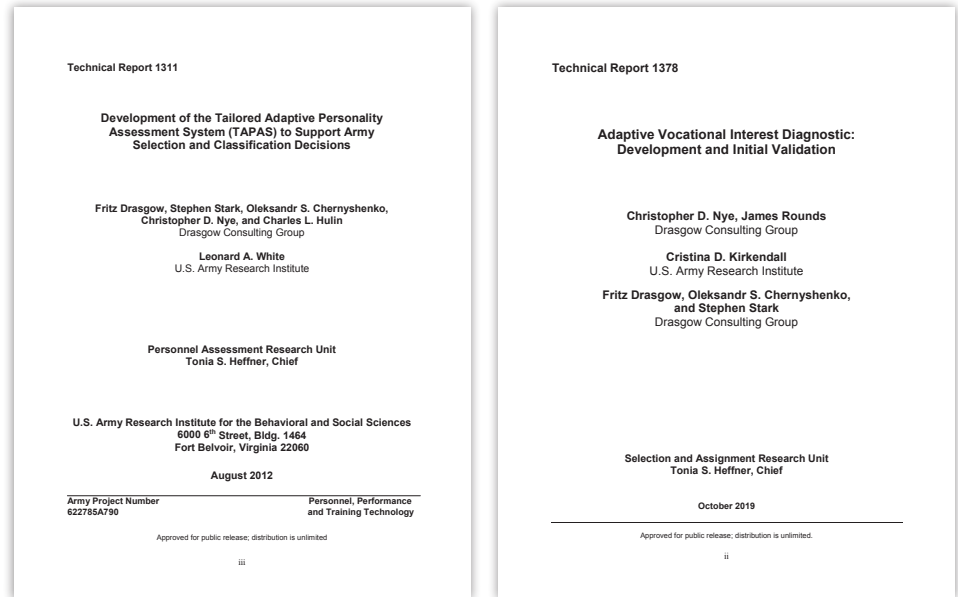


Figure 12: TAPAS and AVID Reports

These technical reports are written in the professional language of industrial / organizational psychology. We have a summary index for each to guide readers to a few areas that may be most helpful. The indices point out where to find the Executive Summary, introductions to the models and Pairwise Preference method, charts of facets of the models, and conclusions.

## JOFI Test Selector

JOFI Assessments Predictive Validity Chart				
Cognitive	Personality	Career Interests	Outcome	Definition
0.51	0.31	0.27	Task	Task Performance
0.22	0.24	0.36	Teamwork	Organizational Citizenship Behaviors (OCB)
-0.02	-0.36	-0.19	Trouble	Counter-productive Work Behaviors (CWB)
-0.09	-0.35	-0.26	Turnover	Turnover / Retention
0.56	0.33	0.26	Training	Training Performance

Figure 13: Correlation Coefficients for JOFI Assessments and Five Work Outcomes

This table presents predictive validities associated with three assessment types in relation to five work outcomes. For example, cognitive assessments are highly predictive of Task and Training performance, Career Interests solidly predict Teamwork behaviors, and Personality assessments are negatively correlated with Trouble and Turnover (they predict fewer incidences of these undesirable outcomes). The battery of three JOFI assessments strongly predict these key outcomes.

## Job Analysis (JobSync) and Legal Defensibility

JOFI has developed 70 standard job families of O\*NET codes based on the Standard Occupational Classification system and O\*NET Job Zones. JOFI maps employer job codes to JOFI Job Families using O\*NET codes. Our team can provide job analysis services using our O\*NET-Based Confirmatory Job Analysis Process if needed to build buy-in or strengthen legal defensibility evidence. Job analysis includes: (1) preparation of the draft report, (2) scheduling the subject matter expert (SME) session, (3) facilitating the SME session, and (4) publishing the final JobSync report.

We recommend that each customer complete at least one SME session to support their legal defensibility.

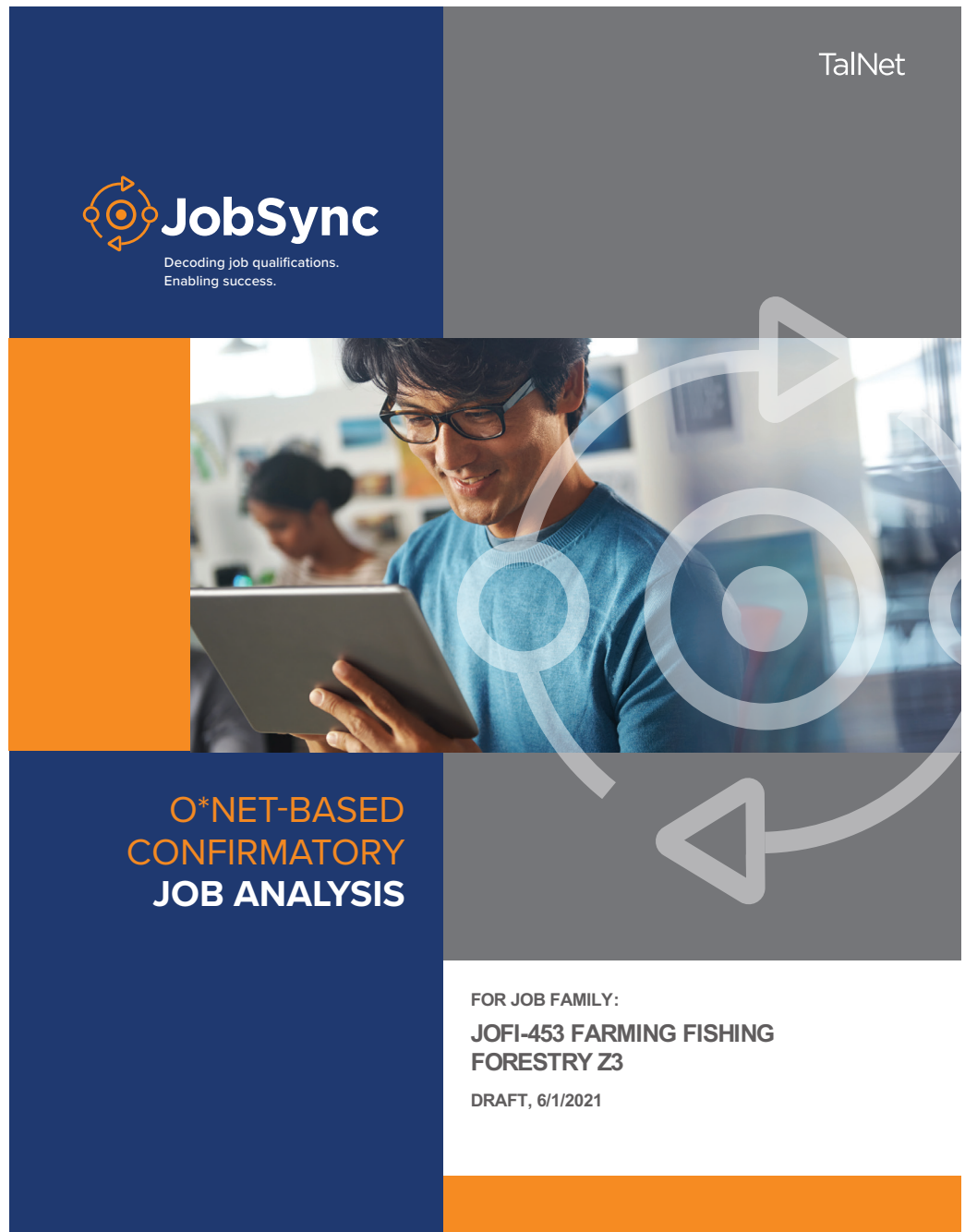


Figure 14: JobSync Report Cover and Introduction

JobSync Reports on the 70 JOFI Job Families are available here: [www.jofijobsync.com](http://www.jofijobsync.com)  
Please reach out to [support@jofiscore.com](mailto:support@jofiscore.com) with questions or for additional information.