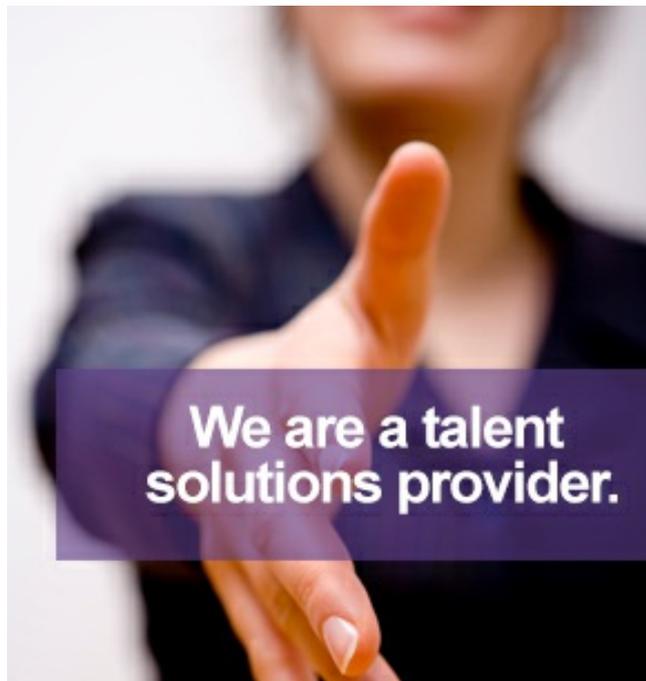




PROFESSIONAL SUCCESS PLAN



KEN WILBUR

12/20/2017

NOTE: This report deals specifically with operational performance patterns. It does not measure intelligence, technical knowledge, behaviors, personality, self-presentation nor does it factor in professional experience. It does attempt to uncover operational focus points and how those fit with common organizational requirements and job roles.



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POSITION SUCCESS MODEL

CONNECTING PEOPLE TO JOBS & ORGANIZATIONS

Professional success comes down to your ability to leverage strengths and compliment gaps. But first, you need to properly identify those qualities, and how they translate into job satisfaction for both you and any organization you may work for.

Hire Direction's POSITION SUCCESS INDICATOR matches your unique operational focus points to common job requirements and organizational needs.

This guide is designed to uncover your professional alignment—your unique performance meters ideal for specific types of job requirements and roles. **It will help you select better opportunities, communicate your value to employers, and help you focus on real critical operational strengths.**



YOUR ALIGNMENT

“Alignment” describes your professional signature and unique approach to work. It is the key to optimizing job satisfaction, professional development and career advancement.

YOUR POSITION FIT

“Position Fit” describes how well your alignment matches common job requirements used to develop most jobs, globally. Each of us has an optimal fit with different types of work scope, roles, tasks and applied skills.

YOUR ORG FIT

“Org Fit”—or, organization fit—describes where your alignment would be most effective at the organization level. All organizations require similar needs in order to thrive.

POSITION SUCCESS MODEL

PROFESSIONAL ALIGNMENT – YOUR FIT WITH JOB REQUIREMENTS

What is your professional alignment?

Your professional alignment is the KEY to maximizing job success. Whether it's the role you have today, a job you are looking to get, or to better evaluate future opportunities, there is no greater indicator of overall success.

Think of alignment as your unique operational signature. It's where you naturally focus energy, attention and creativity. It's the source of effortless engagement and curiosity. If you learn only one thing in your professional career, grasp this single principle. HIRE DIRECTION will help get started.

Equally important, knowing your alignment helps you clearly communicate your professional value. You can more effectively demonstrate your job fit for specific requirements in language that speaks more directly to recruiters, hiring managers and potential partners.

ALIGNMENT MAP

Part of understanding your alignment is seeing how it connects to the general world of work. The ALIGNMENT MAP is a visual snapshot of all major organizational functions and job requirements matched to your capability. It is comprised of six (6) key categories organizations use to develop job roles and job descriptions.

Everyone has capability matching each of the areas on this map. Even so, most people focus in one area within each of the six (6) categories.

	SCOPE	WORK	TASKS	FUNCTIONS	SKILLS	ROLE	
HIGH-ENTRANCE	DISCOVERY	DEVELOPMENT	THEORETICAL	CONCEPTS	ENVISION	OPEN-ENDED	
			EXPERIMENTAL		DEVELOP		
	DESIGN	ANALYSIS	ANALYTICAL		PROJECTS		RESEARCH
			TACTICAL	EXAMINE			
	PROCESS	SPECIALIZATION	TECHNICAL	PLAN		STRUCTURED	
			ORGANIZATIONAL	IMPROVE			
LOW-ENTRANCE	OPERATIONS	ADMINISTRATION	OPERATIONAL	PROCEDURES	ORGANIZE	FIXED	
			MECHANICAL		OPERATE		
					PRODUCE		

POSITION SUCCESS MODEL

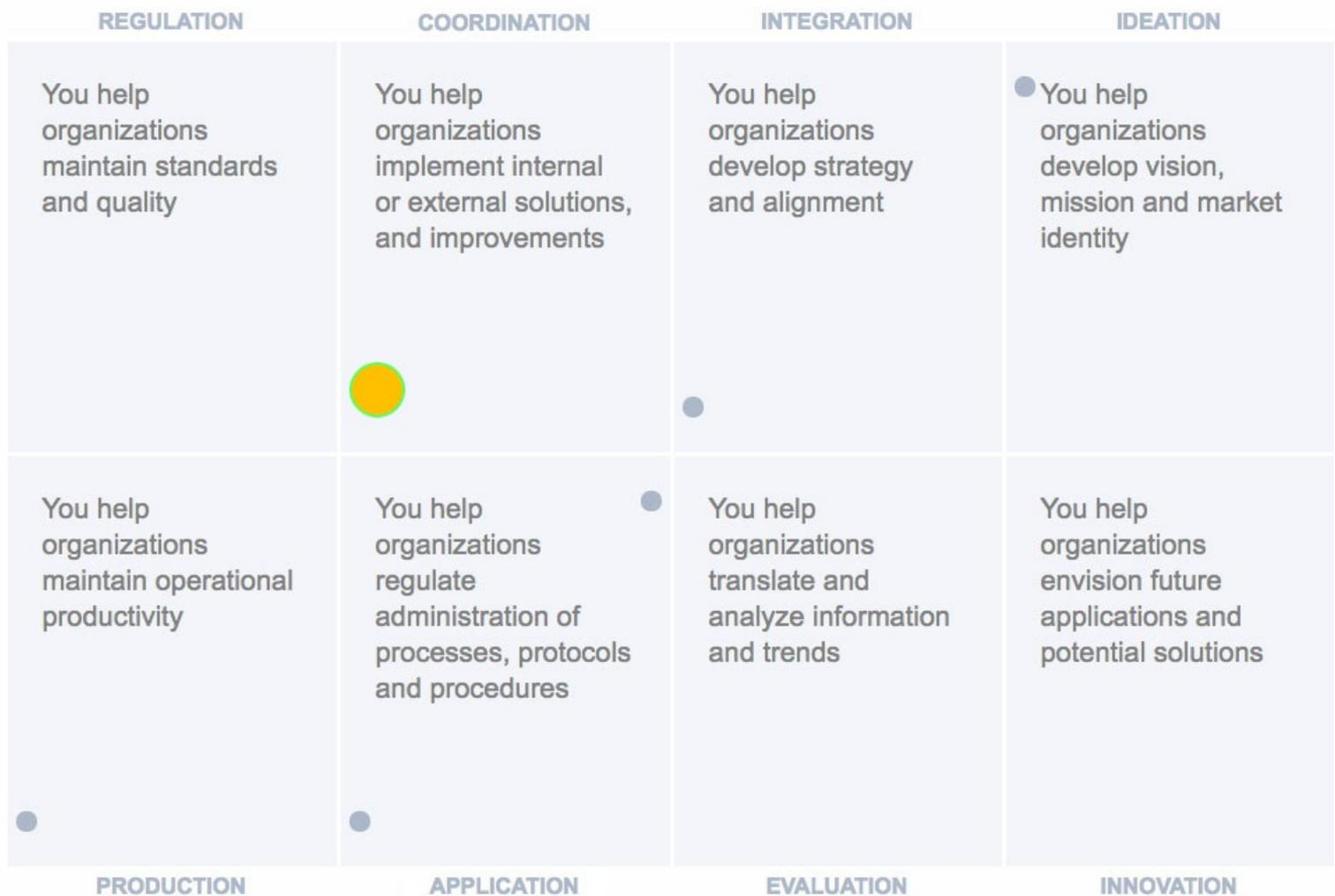
ORGANIZATION ALIGNMENT – FIT MAPPING

In the world of work, knowing where to go and what to do requires “big-picture” thinking.

The ORGANIZATION FIT MAP is a visual indicator showing core functions universal to most organizations. More importantly, it suggests areas where YOU may be most impactful within any organization.

Understanding your location on this map can help you directly communicate and establish value when re-evaluating your current role, assessing a new job opportunity or even transitioning into a new field.

SAMPLE ORGANIZATION FIT MAP



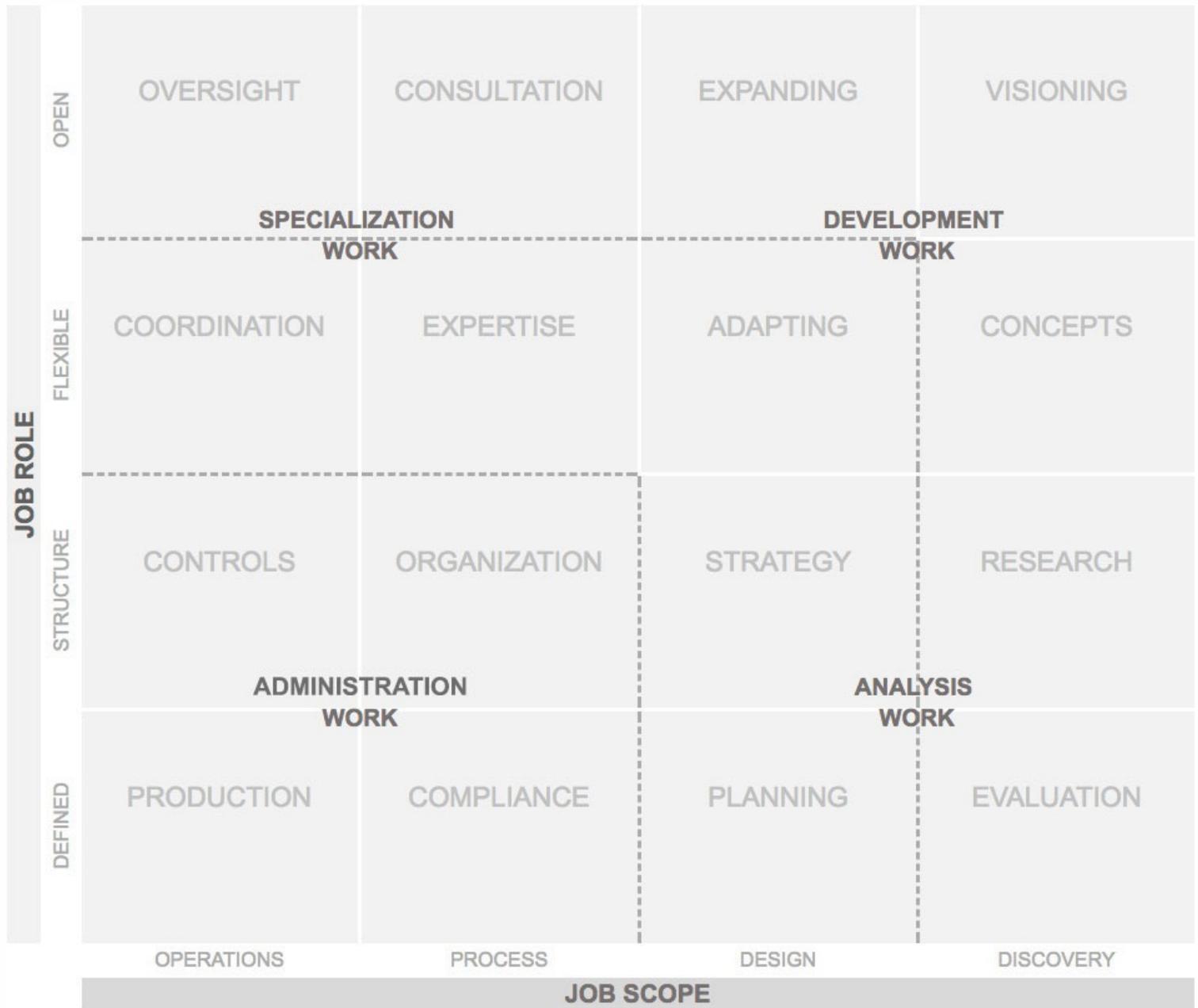
POSITION SUCCESS MODEL

POSITION ALIGNMENT - JOBS MATRIX

The JOBS MATRIX is a position development model illustrating key requirement zones that organizations use to design ALL jobs. More importantly, it shows how YOU emphasize specific strengths that correspond with common areas of work.

Understanding how your talents fit across the requirement zones can help you better leverage your strengths, reveal areas you should focus on, and properly assess your potential to thrive when presented with new professional opportunities.

SAMPLE JOBS MATRIX PROFILE



PROFESSIONAL SUMMARY

YOUR ALIGNMENT SNAPSHOT

The ALIGNMENT MAP is a visual snapshot of all major organizational functions and job requirements matched directly to your corresponding capabilities. It is comprised of six (6) key categories organizations use to develop job roles and job descriptions.

Everyone has capability matching each of the areas on this map. Even so, most people tend to focus on one area within each of the six (6) categories. **Below is a summary snapshot of your unique professional signature.**

SCOPE	WORK	TASKS	FUNCTIONS	SKILLS	ROLES	
DISCOVERY	DEVELOPMENT	THEORETICAL	CONCEPTS	ENVISION	OPEN-ENDED	
		EXPERIMENTAL		DEVELOP		
DESIGN	ANALYSIS	ANALYTICAL	PROJECTS	RESEARCH	FLEXIBLE	
		TACTICAL		DESIGN		
PROCESS	SPECIALIZATION	TECHNICAL		PROCEDURES	PLAN	STRUCTURE
		ORGANIZATIONAL			IMPROVE	
OPERATIONS	ADMINISTRATION	OPERATIONAL		ORGANIZE	FIXED	
		MECHANICAL		OPERATE		
				PRODUCE		

YOUR PROFESSIONAL SUMMARY

Your Professional Summary is a statement that quickly conveys your operational focus points, organizational value and engagement needs.

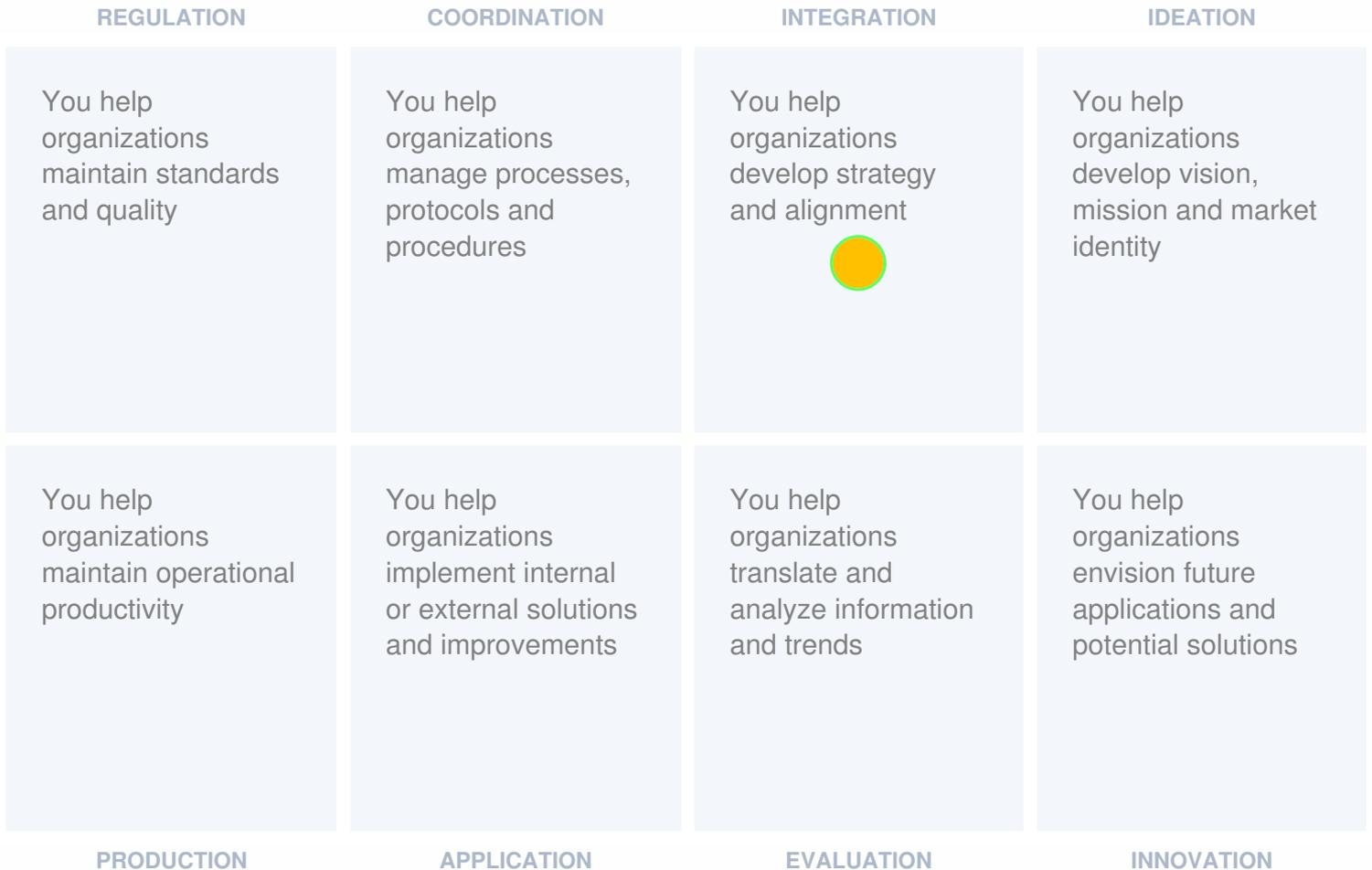
Develops ideas to accomplish work and uses innovative problem-solving to develop outcomes. Adds value to team culture by clarifying direction. Engagement is best with complex roles to help define team vision.

****You can use this for your resume or CV****

PROFESSIONAL SUMMARY

YOUR ORGANIZATIONAL FIT - "BIG PICTURE" ALIGNMENT

The ORGANIZATION FIT MAP is a visual indicator showing core functions universal to most organizations. More importantly, it suggests where YOU may be most impactful to any organization.



PROFESSIONAL SUMMARY

YOUR ORGANIZATION ALIGNMENT

In addition to fit with key organizational areas, our Alignment also matches core organizational needs. These needs are key to understanding where we will stay engaged and in aligned relationship with the work we are doing.

ORGANIZATIONAL NEEDS

STABILITY

3.1%

These functions are associated with keeping the organization maintained and regulated.

Job requirements revolve around operations, administration, quality assurance and compliance, and technical implementation.

MANAGEMENT

46.9%

These functions involve coordinating and managing the organization's resources and planning.

Job requirements revolve around productive supervision, project management, strategic development and planning.

CONSULTATION

50%

These functions involve guiding or implementing an organization's creative vision, transitions or efforts toward greater alignment.

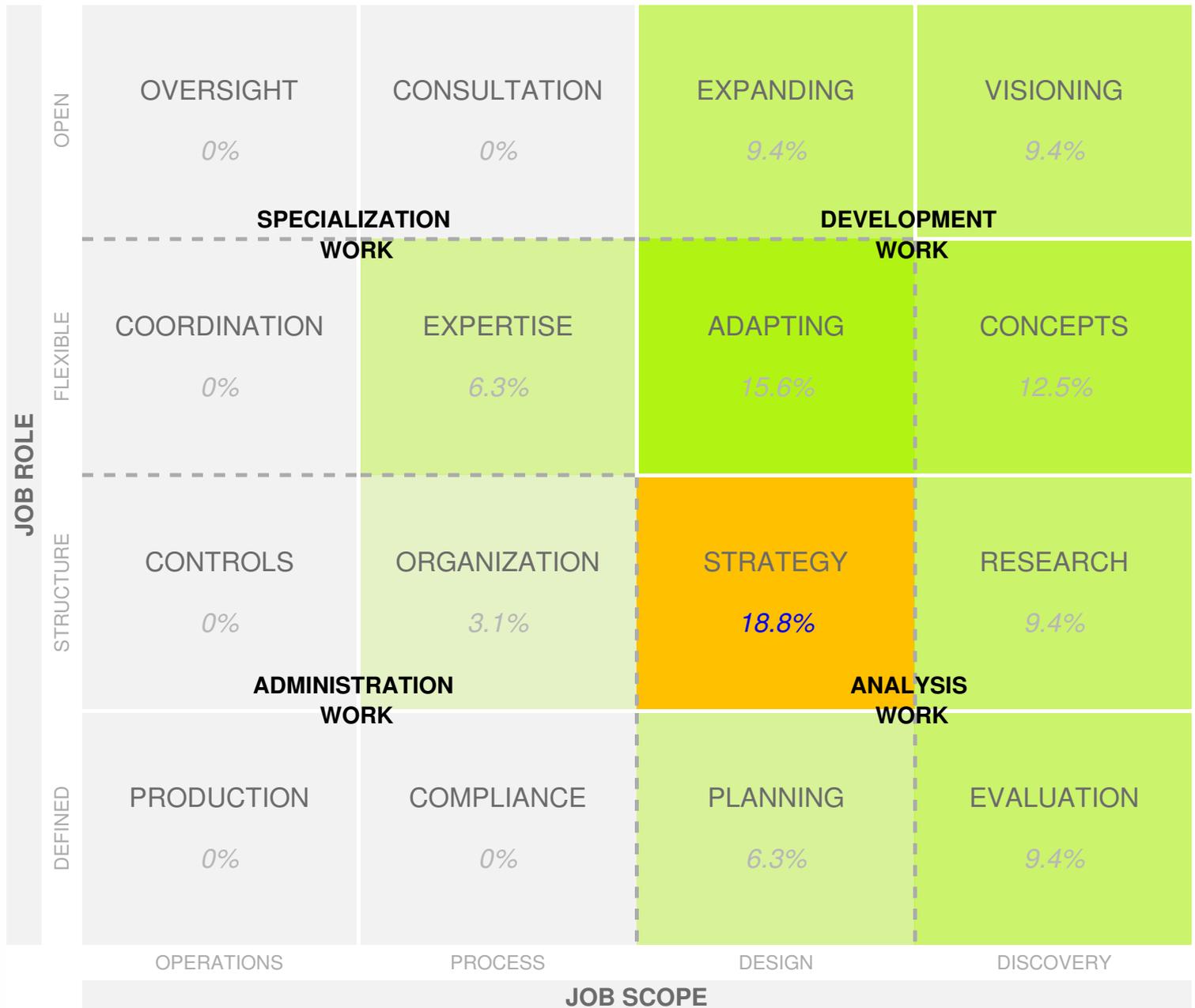
Job requirements revolve around contracting partnerships, innovation, discovery and creative applications.

PROFESSIONAL SUMMARY

POSITION ALIGNMENT – HOW YOU FIT KEY JOB REQUIREMENTS

POSITION ALIGNMENT describes your fit related to specific types of job scope, work requirements and structure.

Remember, hiring managers use these elements to design and define job requirements. Understanding your alignment with these zones can help you assess professional opportunities and more effectively communicate your value.



YOUR ALIGNMENT PLAN

Your ALIGNMENT PLAN is an extension of the alignment map, and a visual snapshot of major organizational functions and job requirements that directly correspond to specific capabilities.

It highlights the six (6) key categories organizations use to develop job roles and job descriptions, and maps out focus points to guide you in areas where you have strong fit and will thrive the most.

SCOPE	WORK	TASKS	FUNCTIONS	SKILLS	ROLES
DISCOVERY 38% Seek opportunities where you can create or explore new solutions, services or applications, or help an organization transform itself	DEVELOPMENT 47% Communicate your ability to handle unstructured work and experimental solutions	THEORETICAL 22% Leverage big picture-thinking	CONCEPTS 47% Keep developing your proficiency to create synergy and better identify opportunities for transformation among people, systems and information	ENVISION 9% Focus on creating new ideas	OPEN-ENDED 13% Learn to push value beyond creativity alone. Begin reflecting on how you influence and involve yourself on a greater scale
		EXPERIMENTAL 25% Leverage exploration		EXPLORE 13% Focus on experimentation	
DESIGN 50% Seek opportunities where you can build alignment and relationships, develop strategy or apply continuous improvement	ANALYSIS 44% Communicate your ability to identify trends and multiple solutions	ANALYTICAL 19% Leverage your planning capability	PROJECTS 44% Keep developing your proficiency to manage complex processes and integrate capability, systems, and information	DEVELOP 25% Focus on connecting ideas	FLEXIBLE 31% Extend your focus beyond ensuring alignment into also creating solutions that can increase innovative discovery
		TACTICAL 25% Leverage your critical reasoning and problem-solving		EXAMINE 19% Focus on identifying options	
PROCESS 13% Seek opportunities that provide clear objectives, deliverables and sustainable solutions	SPECIALIZATION 6% Communicate your ability to master new skills and expertise	TECHNICAL 6% Leverage your talent precision	PROCEDURES 9% Keep developing your proficiency to assemble, prepare and execute actionable solutions with more immediate, visible results and impacts	PLAN 25% Focus on design thinking	STRUCTURED 31% Offer your organization support into other areas to be less one-dimensional. Link yourself to other roles and goals
		ORGANIZATIONAL 0% Leverage order and quality		IMPROVE 0% Focus on problem-solving	
OPERATIONS 0% Seek opportunities involving predictable outcomes where you can achieve immediate results and praise for the things you do	ADMINISTRATION 3% Communicate your ability to be efficient and proficient in your work	OPERATIONAL 3% Leverage your mobilizing action	OPERATE 3% Focus on consistency	ORGANIZE 6% Focus on creating efficiency	FIXED 25% Find ways to increase your level of quality service; exercise greater accuracy from the work or projects you are given
		MECHANICAL 0% Leverage your consistency and reliability		PRODUCE 0% Focus on immediate execution	

REQUIREMENTS INSERT

CONVERTING CAPABILITY INTO JOB REQUIREMENTS

POSITION SUCCESS is not only about understanding your professional alignment, and the specific areas that match your unique capability. It is also about communicating your value in a way that is clear and meaningful to recruiters, hiring managers, venture partners or investors.

Because all organizations use the same elements presented in this model to design and define job requirements, knowing your professional alignment and specific focus areas can help you assess job opportunities more effectively, while also communicating value more meaningfully and measurably.

Ultimately, remember this: you and the organization are both assessing for the right fit. (fit for the role and fit for the culture) Therefore, knowing your alignment is the most concrete and measurable way to directly demonstrate exactly how you would add value to the team and organization. Most importantly for you, it is also the most critical indicator of job satisfaction, high performance, engagement and professional growth.

YOUR JOB REQUIREMENTS INSERT

The purpose of the JOB REQUIREMENTS insert is to give you a ready-made tool to immediately grab the attention of recruiters, hiring managers or potential partners. Using HIRE DIRECTION's Position Success technology, this insert converts your professional alignment directly into a job description format to provide organizations a precise, measurable and unbiased summary of your strengths.

We suggest including this insert as part of your resume or professional bio. Also, feel free to upload or include it with job forum profiles, such as LinkedIn.

Keep in mind that having this insert not only converts your value directly into a job requirements format, but also differentiates you from your professional peers, other applicants or any prospects being considered for similar opportunities.

As the employment landscape changes, you will have the necessary tools to illustrate tangible value AND new methods to continually adapt throughout your professional career.

Jane Smith
Administrative Assistant | 10+ years of experience working directly for the President of SM Inc. in various 500 company. Proven exceptional written and verbal communication skills and excellent organizational skills.

CAREER OBJECTIVE
Administrative Assistant with 10+ years of experience working directly for the President of SM Inc. in various 500 company. Proven exceptional written and verbal communication skills and excellent organizational skills.

CORE COMPETENCIES

- Customer Service
- Team Effort
- Organized and Organized
- Supplier Relationship

PROFESSIONAL EXPERIENCE

SM INC., New York, NY
Administrative Assistant | Apr 2018 - Present

- Read and analyze incoming memos, correspondence, and reports to determine their significance and plan their distribution.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors.
- Coordinate and direct office services, such as records, departmental liaison, budget preparation, personnel issues, and scheduling, as well as expenses.
- Prepare minutes, reports, memos, letters, financial statements and other documents, using word processing, spreadsheets, database, or presentation software.

FLORIDA DEPARTMENT OF SOCIAL SERVICES, Orlando, FL
Rehabilitation Counselor | Aug 2014 - May 2018

- Collaborate with clients to discuss their options and goals or that rehabilitation program and plans for securing needed services to be developed.
- Prepare and maintain records and case files, including documentation such as clients' personal and eligibility information, services provided, narrative of client contacts, and relevant correspondence.
- Monitor and maintain relationships with community referral sources, such as schools and community groups.
- Analyze information from interviews, observation and medical records, consultation with other professionals, and diagnostic evaluations to assess clients' abilities, needs, and eligibility for services.

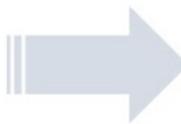
EDUCATION

FLORIDA STATE UNIVERSITY, Orlando, FL
Bachelor of Art in English | May 2010

- GPA: 3.5/4.0
- Published in school's newspaper online!
- Summary: Honorary for the New York Times

ADDITIONAL SKILLS

- Proficient in Microsoft Office and Adobe Photoshop CS3
- Bilingual Spanish and English
- Employee of the Month for 7 consecutive months in 2011
- Wrote the "Women's Digest" 2011 Award
- Awarded an employee award of merit for "Performance Excellence" 7 times in a row through SM Inc.



HIRE DIRECTION

YOUR IDEAL CANDIDATE

Jane Smith

PROFESSIONAL SUMMARY

Focuses on improving tasks to accomplish work and applies practical skills to achieve outcomes. Adds value to team culture by ensuring productivity. Engagement is best when role and tasks are routine.

JOB SCOPE

- Scope involves coordination of information to maintain or improve process functions
- Job duties help support more recurring functions and system order
- Role interactions are well-defined and governed by strict compliance or boundaries
- Work will involve routine transactions, implementing procedures and project support

TASK STRUCTURE

- Maintains process and project organization, orderly execution and team protocols
- Manages coordination of information and resource administration
- Implements specialized and complex knowledge to improve processes
- Employs technical expertise to optimize systems or adapt workflows

REQUIRED SKILLS

- Requires implementing plans and adapting complex procedures
- Will need to apply multiple methods or approaches to perform most tasks
- May be required to utilize best practices to manage complex processes
- Must have the ability to administer consistent maintenance

Ken Wilbur

PROFESSIONAL SUMMARY

Develops ideas to accomplish work and uses innovative problem-solving to develop outcomes. Adds value to team culture by clarifying direction. Engagement is best with complex roles to help define team vision.

This report translates a person's professional alignment and capability into a job description format. This allows a recruiter or hiring manager to evaluate the operational candidate's fit, in addition to other more subjective factors, such as personality.

JOB SCOPE

- Scope involves development and arrangement of concepts and resources to implement projects
- Job duties help support more strategic planning and long-term goals
- Role interactions are well-defined and governed by strict compliance or boundaries
- Work will involve evaluation and processing of complex data and solutions optimization

When choosing SCOPE to define your position, consider the timelines of completing assignments, e.g. operations work (yield immediate outcomes) vs project work (yield longer-term outcomes)

TASK STRUCTURE

- Manages multiple complex processes to maximize project outcomes
- Adapts project objectives and workflows to improve systems results
- Develops complex schemas and designs to explore possible outcomes
- Creates conceptual modeling or narrative to illustrate visionary potential

When outlining job tasks, consider the main competencies necessary to accomplish job duties. Some tasks require a focus on completeness and productivity (MECHANICAL, OPERATIONAL); efficiency (ORGANIZATIONAL); impact (TACTICAL); innovation (METHODICAL, and so on...)

REQUIRED SKILLS

- Requires strong resource or events planning and anticipation skills
- Will need to apply strong design thinking and proactive tactics to perform most tasks
- May be required to utilize strong analytical reasoning and complex methods
- Must have the ability to interpret various diagnostics while anticipating future outcomes

When choosing a SKILLS to define your position, consider the SCOPE and TASKS involved. For example, PROCEDURAL skills are directly related to mechanical operations and procedures. More complex work often requires PROJECT skills, such as performing diagnostics, designing and implementing improvements or solutions.

ABOUT THE COMPANY



HIRE DIRECTION is a data-driven talent solutions provider dedicated to helping organizations and individuals identify, measure, and align jobs and people.

TECHNOLOGY



The POSITION SUCCESS INDICATOR is the talent diagnostic technology that identifies and measures job fit indicators and provides data intelligence to power HIRE DIRECTION's product suite.

PROFESSIONAL SOLUTIONS



POSITION SUCCESS PLANS are advanced talent alignment tools use to optimize performance management, professional development and career readiness. They can also be used by coaches and organizations to support professional coaching, recruitment, career services, and employee development.

ORGANIZATION SOLUTIONS



The JOB FIT CALCULATOR is the ultimate talent sourcing, screening and comparison tool to optimize recruiting, career counseling, employee development, and organization re-alignment.