PROFESSIONAL **SUCCESS PLAN**

Reference Guide

How to Identify Your Strengths, Ideal Jobs, and Best Career Path
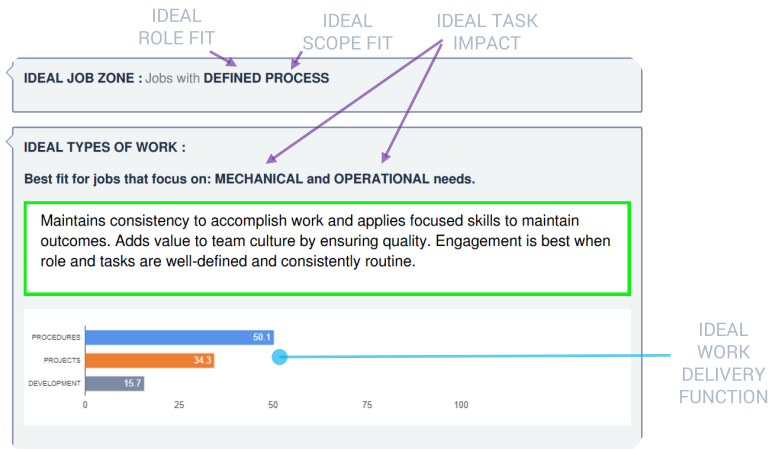
HD
HIRE DIRECTION

Simple **INSTRUCTIONS & MAP KEYS** for using the Professional Success Plan

Interpreting your talent DNA results, understanding your operational strengths, and applying practical guidance to enhance your current, next, and future career moves

The Talent DNA Snapshot provides a high-level summary of your operational strengths, work style, and job fit. It predicts your ideal job fit based on the universal Talent Genome Blueprint, indicating where you will be most successful, make the most impact, and sustainably thrive in the world of work.

YOUR **OVERALL JOB FIT** (TALENT DNA)

IDEAL ROLE FIT
IDEAL SCOPE FIT
IDEAL TASK IMPACT

IDEAL JOB ZONE : Jobs with **DEFINED PROCESS**

IDEAL TYPES OF WORK :

Best fit for jobs that focus on: MECHANICAL and OPERATIONAL needs.

Maintains consistency to accomplish work and applies focused skills to maintain outcomes. Adds value to team culture by ensuring quality. Engagement is best when role and tasks are well-defined and consistently routine.

PROCEDURES	50.1			
PROJECTS	34.3			
DEVELOPMENT	15.7			
0	25	50	75	100

IDEAL WORK DELIVERY FUNCTION

TALENT GENOME BLUEPRINT (JOB FIT MAP)

SCOPE	WORK	TASKS	FUNCTIONS	SKILLS	ROLE
UNSTRUCTURED			**CONCEPTS** 15.7% Creates synergy, alignment, and transformation among people, systems, and information		
			PROJECTS 34.3% Manages complex processes and integrates capabilities, systems, and information		
PROCESS [%] Clear objectives, concrete deliverables, sustainable solutions			**PROCEDURES** 50.1% Assembles, prepares, and executes actionable solutions producing immediate, visible, results and impacts		**FIXED-DEFINED** [%] Focused on quality and accuracy
STRUCTURED		**OPERATIONAL** [%] Mobilizing action			
		MECHANICAL [%] Consistency & reliability			

The **TALENT GENOME BLUEPRINT** is comprised of six (6) operational fit factors and 32 performance markers that match your core competencies to job requirements. **Learn more in the Reference Guide.**

IDEAL JOB ZONE

"Jobs with DEFINED PROCESS" – *Ideal Job Zone* describes specific categories of work activity, job scope, and roles that best define your operational fit for specific duties. **Explore further in the Professional Success Plan, and the Reference Guide.**

IDEAL TYPES OF WORK

"Best fit for jobs that focus on MECHANICAL and OPERATIONAL" *Ideal Types of Work* describes your ideal fit with key task management categories that define all jobs. **Explore further in the Professional Success Plan, and the Reference Guide.**

PROFESSIONAL SUMMARY

YOUR PROFESSIONAL BRAND STATEMENT

Maintains consistency to accomplish work and applies focused skills to maintain outcomes. Adds value to team culture by ensuring quality. Engagement is best when role and tasks are well-defined and consistently routine.

Your transferable skills and value translated into performance and operational terms that quickly stand out to any employer. **Explore further in the Professional Success Plan, and the Reference Guide.**

IDEAL FUNCTIONS

Ideal Functions (PROCEDURES: 56.1%; PROJECTS: 34.3%; DEVELOPMENT: 15.7%) These metrics describe your fit with essential work delivery methods, such as procedural work (e.g. quality compliance) versus project work (e.g. project planning) versus design or concept development work (e.g. research). **Explore further in the Professional Success Plan, and the Reference Guide.**

HD HIRE DIRECTION

PROFESSIONAL **SUCCESS PLAN**

Reference Guide

HOW TO USE THIS GUIDE

This **Reference Guide** is designed to help you interpret and apply your talent DNA metrics to enhance ongoing job and career milestones, such as effective job-search, interviewing, and networking.

This guide contains a lot of detailed information. We recommend NOT reading it cover-to-cover, like a manual. Instead, we suggest focusing on sections that speak to your most urgent professional needs, or exploring areas most helpful for your current goals.

Below are example sections to help you get started.
You will find more detail in the TABLE OF CONTENTS:

SEARCH JOBS IDEAL FOR YOU? | Start with **"Translating your Talent DNA"** (pg | 7)
- Finding job descriptions that match your operational strengths and work style
- Enhancing your resume with the right professional brand statement
- Setting yourself apart from other candidates
- Forming your 30-second pitch for interviewing and networking

EXPLORING A NEW ROLE OR TRANSITION? | Start with **"Identify the Right Jobs"** (pg | 17)
- Identifying the right work for your strengths
- Transitioning to a new job or taking on new responsibilities
- Better communicating your strengths to advance new opportunities or reviews

MAKE THE CASE FOR A JOB PROMOTION? | Start with **"Locate Your Talent Lane"** (pg | 15)
- How to assess your success potential for new roles and job duties
- How to chart a course of advancement within your organization

FIND HIDDEN CAREER BOOSTERS? | Start with **"Calibrate Your Career Path"** (pg | 13)
- Discovering hidden career paths custom fit for your talent DNA
- Aligning your core strengths with critical client or organizational needs

PROFESSIONAL **SUCCESS PLAN**
Reference Guide

INSTRUCTIONS for interpreting and utilizing your PROFESSIONAL SUCCES PLAN to enhance development, job search, interviewing, networking, and career mapping.

INTERPRETING AND APPLYING YOUR PLAN

TRANSLATING YOUR TALENT DNA

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

HD HIRE DIRECTION

PROFESSIONAL **SUCCESS PLAN**
Reference Guide

INSTRUCTIONS for interpreting and utilizing your PROFESSIONAL SUCCES PLAN to enhance development, job search, interviewing, networking, and career mapping.

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STEP 1 — TEST **YOUR TALENT DNA**

Use the following link to take the **POSITION SUCCESS INDICATOR** (PSI)

Talent DNA Test Link: www.hire-direction.com/assessment

There are only eight (8) questions.
Each question is multiple choice.
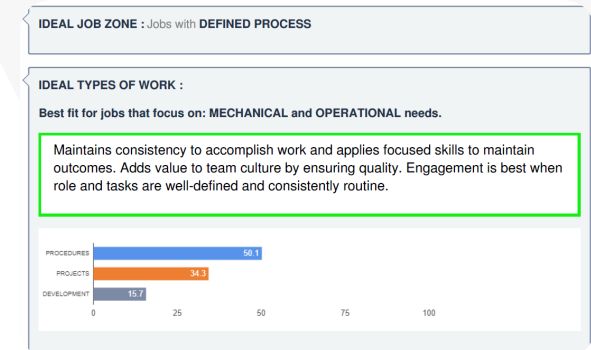You will select exactly four (4) words or phrases for each question.
The questionnaire should take you about 5-10 minutes to complete.

STEP 2 — ANALYZE **YOUR FREE RESULTS**

Complete the "Tell Us About Yourself" section to setup your POSITION SUCCESS profile.

Your FREE Talent DNA results are located under OVERALL JOB FIT.

IDEAL JOB ZONE : Jobs with **DEFINED PROCESS**

IDEAL TYPES OF WORK :

Best fit for jobs that focus on: MECHANICAL and OPERATIONAL needs.

Maintains consistency to accomplish work and applies focused skills to maintain outcomes. Adds value to team culture by ensuring quality. Engagement is best when role and tasks are well-defined and consistently routine.

PROCEDURES 50.1
PROJECTS 34.3
DEVELOPMENT 15.7

0   25   50   75   100

STEP 3 — DOWNLOAD **YOUR PLAN**

Buy and download your plan in the section "Purchase Plans"

i. Select Plan(s)	**ii. Click "CHECKOUT" button**	**iii. Verify Email Address**	**iv. Click Download Icon**
☑ Professional Success Plan $ XX.99 ☐ Interview Success Plan $ XX.99 **Total** $ 0.00	**CHECKOUT**	Check SPAM if verification email did not arrive.	Download **BUY NOW**
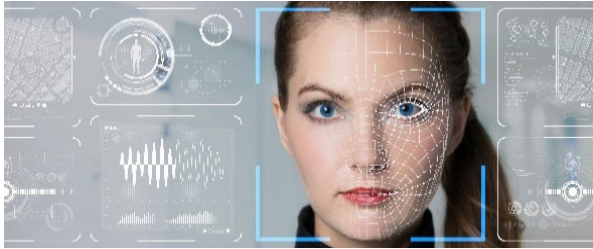
ALIGNMENT SNAPSHOT
Your Unique Professional Talent Code

The Alignment Snapshot shows how your strengths align with the universal Talent Genome, and what type of jobs and work would be ideal for your ongoing career path.

What Your Talent Code Means

Your talent code is a unique combination of specific performance markers showing how fit with key occupational requirements (Talent Genome Blueprint) that characterize the world of work. This signature code illustrates your fundamental work style, operational strengths, and unique approach to initiating, managing, and delivering work.

Why It's Important

When you align your operational talents with job requirements and tasks that match your strengths, you maximize your ability to be a stand-out performer and increase overall job satisfaction.

This helps you make smarter career-related decisions in the same way your physical DNA is used to make better health related decisions.

How To Use Your ALIGNMENT SNAPSHOT

- Performance reviews: share with your supervisor to review your current job role, ensuring your goals are aligned to your strengths
- Advancement: share with key leaders to demonstrate how you can add value to their initiatives
- Enhance professional development: use with professional coaches and who are trying to help you plan your next career moves

Alignment Snapshot | Pages 5, 9

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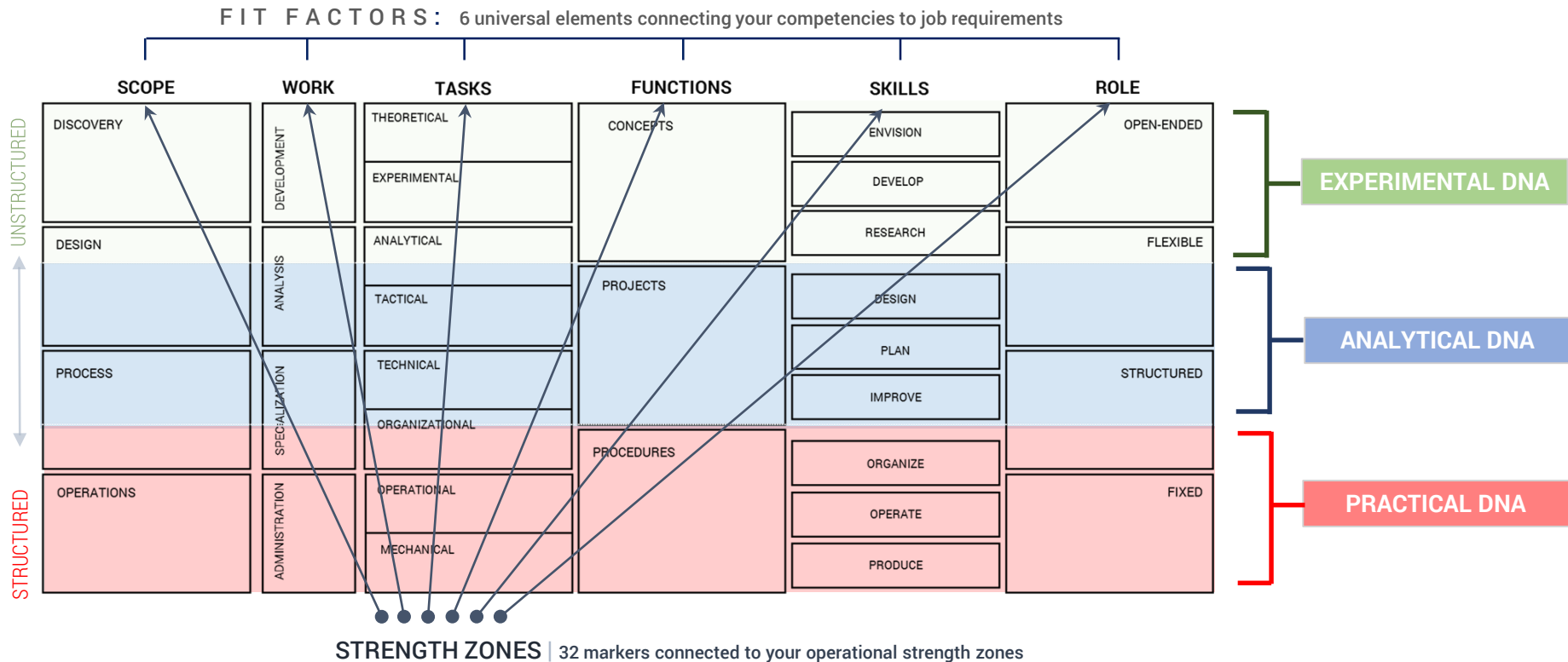
Everyone has capability matching each of the areas on this map. Even so, most people tend to focus on one area within each of the six (6) categories. **Below is a summary snapshot of your unique professional signature.**

Your 6 Core Talent Business Competencies
Forms Your Professional Alignment Signature.

The **TALENT GENOME** is a universal competency blueprint based on key performance requirements needed to fulfill tasks, processes, and roles. It is comprised of six (6) operational fit factors and 32 performance markers. This map can be used to design any job role, as well as match your core competencies to role requirements, work-activity, and organizational objectives.

FIT FACTORS: 6 universal elements connecting your competencies to job requirements

STRENGTH ZONES | 32 markers connected to your operational strength zones

STRUCTURED JOB REQUIREMENTS CONNECTED TO YOUR OPERATIONAL STRENGTHS:
Focus on practical requirements, routine work patterns, and action-oriented activities. These markers target quality, accuracy, and precision and describe work focused on immediate results with more consistent, reliable, and predictable outcomes.

UNSTRUCTURED JOB REQUIREMENTS CONNECTED TO YOUR OPERATIONAL STRENGTHS:
Focus on creative requirements, non-routine work patterns, and imaginative activities. These markers target conceptual exploration or experimentation to develop, expand, or transform systems, projects, or teams with more open-ended outcomes.

POSITION FIT FACTORS
Your Fit with Job Scope, Work, and Roles

Position Fit Factors describe how your strengths fit the overall framework of the job, including the level of oversight, bandwidth, and defined scope. Therefore, it is related to the coverage of duties, complexity of work, and role definition.

SCOPE FIT

This factor describes the operational framework, parameters, and bandwidth governing a job's overall purview in relation to organizational needs. Scope considers assignment complexity, timelines, and realization of deliverables. e.g. operations work (yield immediate outcomes) vs project work (yield longer term outcomes).

Why It Matters…
To be successful, your operational strengths must optimally align with the functional design of the job's overall scope. This ensures you can effectively execute and thrive to consistently fulfill requirements, respond to demands, and problem-solve.

WORK FIT

This factor describes the main classification and structure of job activities. WORK represents the nature and primary focus of specific tasks and activities related to a job's core objectives.
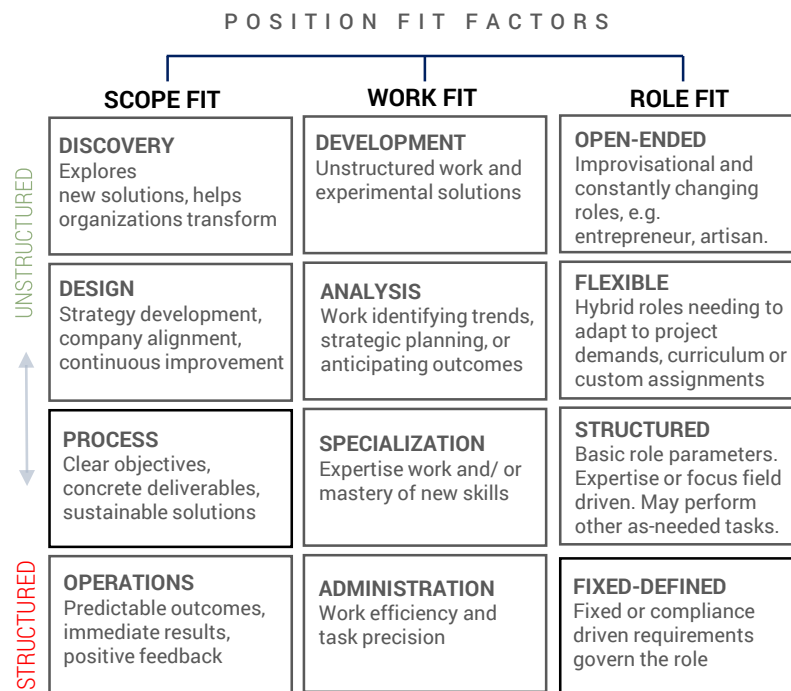
Why It Matters…
Work Fit can ensure a high level of engagement and job satisfaction, while enhancing your ability to perform the work activity at a very high level.

ROLE FIT

This factor describes your social interaction and response to work activity in relation to colleagues and leadership. It considers the fit with work structure and expectations, ranging from roles with strict parameters (e.g. quality operations supervisor, enterprise tax accountant) to very undefined and open-ended parameters (e.g. artisan, entrepreneur).

Why It Matters…
Role fit ensures you can effectively execute and comfortably manage the expected work and stakeholder interactions. The structure and range of a role must be aligned with your specific operational strengths, or you will experience a draining effect in the day-to-day functioning of your position. Role fit also has a strong influence on the job's overall environment: e.g. more defined roles often have strict codes of conduct, process-interactions, etc., whereas more broadly defined roles, such as consulting, have more ambiguous, less-predictable environments.

POSITION FIT FACTORS

SCOPE FIT	WORK FIT	ROLE FIT
DISCOVERY Explores new solutions, helps organizations transform	**DEVELOPMENT** Unstructured work and experimental solutions	**OPEN-ENDED** Improvisational and constantly changing roles, e.g. entrepreneur, artisan.
DESIGN Strategy development, company alignment, continuous improvement	**ANALYSIS** Work identifying trends, strategic planning, or anticipating outcomes	**FLEXIBLE** Hybrid roles needing to adapt to project demands, curriculum or custom assignments
PROCESS Clear objectives, concrete deliverables, sustainable solutions	**SPECIALIZATION** Expertise work and/ or mastery of new skills	**STRUCTURED** Basic role parameters. Expertise or focus field driven. May perform other as-needed tasks.
OPERATIONS Predictable outcomes, immediate results, positive feedback	**ADMINISTRATION** Work efficiency and task precision	**FIXED-DEFINED** Fixed or compliance driven requirements govern the role

UNSTRUCTURED ↕ STRUCTURED

CAPABILITY FIT FACTORS
Your Fit with Core Functions, Skills, and Tasks

Capability Fit Factors describe how your strengths fit the competencies needed to execute the job's functional requirements. They are related to skills, proficiencies, and work style necessary to complete tasks and accomplish objectives.

FUNCTIONS FIT

This factor describes three (3) main types of work delivery, or realization of objectives and outcomes required to complete specific deliverables:

PROCEDURES – executing systematic operations to perform tasks or measure compliance
PROJECTS – implementing, managing processes to deploy systems or services
CONCEPTS/DEVELOPMENT – designing frameworks to present initiatives or workflows

Why It Matters…
Understanding your fit with work delivery is critical because it defines the day-to-day activity of the work itself. Therefore, when possible, you should position yourself to support objectives that are most aligned with your work style.

SKILLS FIT

This factor describes nine (9) proficiency styles, or applied skills, that channel your talents. These styles are intimately connected with specific types of tasks and work delivery. For example, PROCEDURAL skills are applied to mechanical operations and procedures. Implementation work often requires applying PROJECT skills, such as performing information audits, implementing technical improvements, and organizing schedules.
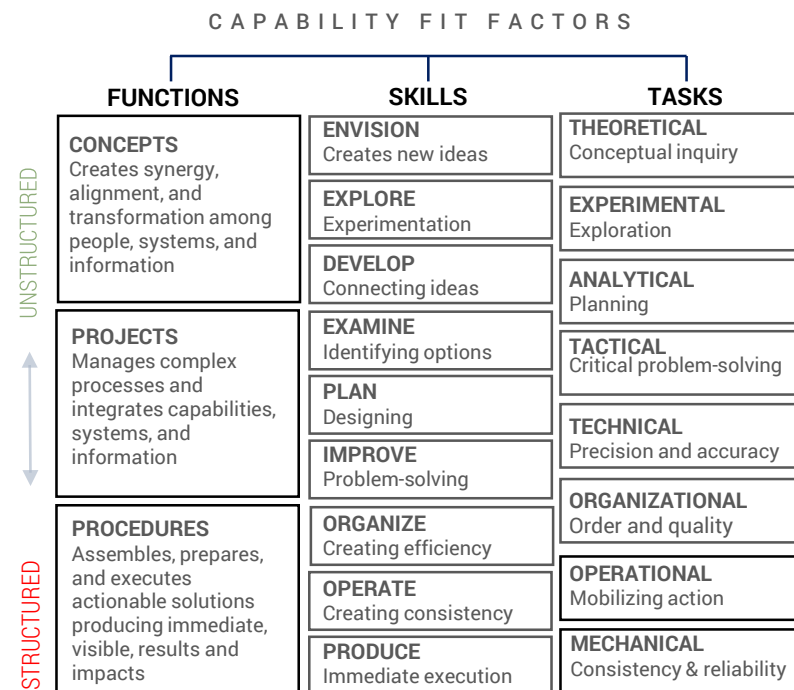
Why It Matters…
Optimizing Skills Fit allows you to naturally flow with work you perform by ensuring your proficiencies match the nature and complexity of the work. If your applied skills are misaligned with job requirements, you will be disillusioned with the job over time, and struggle with problem-solving, engagement, and overall performance.

TASK FIT

This factor describes eight (8) functional methods required to initiate, distribute, and deliver work. Some tasks require a focus on completeness and productivity (MECHANICAL, OPERATIONAL); or efficiency (ORGANIZATIONAL); or impact (TACTICAL); or innovation (EXPERIMENTAL); and so on.

Why It Matters…
Aligning your strengths to specific tasks ensures the work you deliver is in alignment with the organization's mandates, policies, objectives, and strategic initiatives.

CAPABILITY FIT FACTORS

FUNCTIONS	SKILLS	TASKS
CONCEPTS Creates synergy, alignment, and transformation among people, systems, and information	**ENVISION** Creates new ideas	**THEORETICAL** Conceptual inquiry
	EXPLORE Experimentation	**EXPERIMENTAL** Exploration
	DEVELOP Connecting ideas	**ANALYTICAL** Planning
PROJECTS Manages complex processes and integrates capabilities, systems, and information	**EXAMINE** Identifying options	**TACTICAL** Critical problem-solving
	PLAN Designing	**TECHNICAL** Precision and accuracy
	IMPROVE Problem-solving	
PROCEDURES Assembles, prepares, and executes actionable solutions producing immediate, visible, results and impacts	**ORGANIZE** Creating efficiency	**ORGANIZATIONAL** Order and quality
	OPERATE Creating consistency	**OPERATIONAL** Mobilizing action
	PRODUCE Immediate execution	**MECHANICAL** Consistency & reliability

UNSTRUCTURED

STRUCTURED

PROFESSIONAL SUMMARY
Your Professional Brand Statement

This is your professional brand statement translated in succinct, operational terms to quickly articulate your transferable skills and value to any employer, including core strengths, fundamental work style, and positive impact on work and team dynamics.

Your Professional Value Statement

This statement creates a strong professional brand identity to quickly convey the following attributes:

- Strategic approach to decision-making and problem-solving
- Transferable skills and universal job value
- Preferred work style, job role, and how team contribution style

Why It's Important

Effective communication may be the most important factor of sustainable professional success. This unique brand statement defines your concrete value to organizations, and sets the tone for determining job fit and quickly identifying opportunities aligned with your strengths.

How To Use Your PROFESSIONAL SUMMARY

- Job-seeking: add this statement to enhance resume intros and professional social media profiles
- Interviewing: use to summarize your strengths, areas of impact, and sustainable value to shape the conversation and direction of interviews
- Networking: Create a 30-second elevator pitch for networking events, job-fairs, etc.

Professional Summary | Pages 5, 10

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

REQUIREMENTS INSERT
Your Operational Strengths Outline

Your talent DNA strengths and impact zones translated into a job description format.

A Powerful Outline of Your Strengths

This unique document converts your operational strengths to key performance requirements used by organizations to design job roles. It summarizes your impact zones, capabilities, and how you will contribute to teams and work environments.

Why It's Important

The **Requirements Insert** translates your operational strengths in language that speaks directly to key hiring professionals, immediately differentiating your value from peers, colleagues, and co-workers

How To Use Your REQUIREMENTS INSERT

- Use the language to enhance email introductions
- Utilize as talking points during interviews and networking
- Submit for a job opening as a resume attachment to create competitive advantage and candidate differentiation
- Share with key hiring professionals at job fairs, conferences, and networking events

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Requirements Insert | Page 10

YOUR IDEAL CANDIDATE

John Smith

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.

Professional Brand Statement
Your core competency, focus and impact value

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

Your Approach to Assignments
Your fit with key performance objectives

TASK STRUCTURE

- Examines complex information to interpret relational trends and patterns
- Analyzes effectiveness of multiple variables to improve or mitigate outcomes
- Develops complex schemas and designs to explore possible outcomes
- Creates conceptual modeling or narrative to illustrate visionary potential

Your Approach to Job Tasks
How you manage and organize tasks

REQUIRED SKILLS

- Requires deep conceptualization and design thinking skills
- Will need to apply large scale strategic thinking and design tactics to perform most tasks
- May be required to initiate strategic organization and provide multiple solutions
- Must have the ability to anticipate multiple scenarios and develop actionable plans

How You Apply Skills
Engagement fit with work-activity

Professional Strengths Bio
Your key strengths, occupational value, & organizational impact

ORGANIZATION FIT
Your Core Business Competency

This is a high-level, "big-picture" metric showing where your operational strengths are ideal for specific organizational initiatives and goals.

Your "Big-Picture" Core Competency
This map identifies the core business function that best matches your talent DNA and enterprise-level, core business competency.

Why It's Important
Anchoring your career in core business competencies and common organizational needs creates a strong professional foundation that transcends fields or industries. In situations where you will be asked to discuss your strengths and experience, it is important to articulate your value at all levels of organizational scale, from micro (task level) to macro. (enterprise level)

How To Use the ORGANIZATION FIT MAP
Use your core business competency as a foundation to talk about your organization-level strengths, as well as functional areas where you may be misaligned. (e.g. if you are asked to comment on your "weaknesses") Regardless of your specific field of expertise (Sales, Marketing, Operations, IT, Finance, etc) your core business competency, and how it matches specific organization level functions, provides a strategic advantage and differentiation from your counterparts.

Organization Fit Map | Page 5

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.

REGULATION	COORDINATION	INTEGRATION	IDEATION
You help organizations maintain standards and quality	You help organizations manage processes, protocols and procedures	You help organizations develop strategy and alignment	You help organizations develop vision, mission and market identity
You help organizations maintain operational productivity	You help organizations implement internal or external solutions and improvements	You help organizations translate and analyze information and trends	You help organizations envision future applications and potential solutions
PRODUCTION	APPLICATION	EVALUATION	INNOVATION

8 Core Business Functions
supporting core organizational needs

ORGANIZATION FIT
Your Core Business Competency

This is a high-level, "big-picture" metric showing where your operational strengths are ideal for specific organizational initiatives and goals.

How You Contribute Value to Any Organization

Area of Highest Impact & Organizational Value:
Seek out jobs, departments, project teams, and other organizational areas that focus on this business function.

Universal Value Proposition

High-Level Value Statement:
The big-picture value you offer employers from a corporate, department, or upper-management perspective.

Talent Location Identifier

INTEGRATION

You help organizations develop strategy and alignment

Organization Fit Map | Page 5

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8 Core Business Functions
supporting core organizational needs

ORGANIZATIONAL NEEDS
Your Organization Support Competencies

This metric is divided into three (3) support activity zones, and shows how your operational strengths fit with essential organization needs, mandates, and support functions.

Your Organization Support Competencies

The Organization Needs metric matches your talent DNA with core business-support functions to provide a high-level overview of roles, tasks, and responsibilities that are best AND least suited to your strengths.

Why It's important

Positions may require individuals to manage multiple roles in order to support teams and accomplish different work delivery objectives.

This metric shows how essential functions will align with your strengths, and suggest areas where you will thrive and experience alignment, and others where you may quickly struggle and feel drained.

How To Use the ORGANIZATIONAL NEEDS Map

Use this metric to create awareness around your alignment (where you feel energized) and struggle zones (where you feel drained) in order to make more sustainable professional choices, and to maximize opportunities that are in-sync with your natural approach to accomplishing objectives.

Organizational Needs Chart | Page 7

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	MANAGEMENT	CONSULTATION
17.4%	**29.1%**	**53.5%**
These functions are associated with keeping the organization maintained and regulated.	These functions involve coordinating and managing the organization's resources and planning.	These functions involve guiding or implementing an organization's creative vision, transitions or efforts toward greater alignment.
Job requirements revolve around operations, administration, quality assurance and compliance, and technical implementation.	Job requirements revolve around productive supervision, project management, strategic development and planning.	Job requirements revolve around contracting partnerships, innovation, discovery and creative applications.

Your Core Support Competency & Role-Contribution
Governs work-activity, role-responsibilities, & team-contribution

ORGANIZATIONAL NEEDS
Your Organization Support Competencies

This metric is divided into three (3) support activity zones, and shows how your operational strengths fit with essential organization needs, mandates, and support functions.

Pinpoint specific roles and work that revolve around your core support competencies. Use the scale below to identify your ideal talent lane to align avoid taking on roles or activity that don't fit your strengths.

Interpreting Where You Experience Alignment vs Drain

Above 33% | Functional roles, activity where you thrive effortlessly

25% − 33% | Functional roles, activity where you manage but not thrive

16% − 24% | Functional roles, activity where you struggle over time

Below 15% | Functional roles, activity where you experience immediate drain

Note: Though you typically display one predominant support strength, displaying two (2) zones above 33% may suggest greater than average flexibility to perform categorically different support functions at a high level. Even so, it is still recommended to seek support roles and functions that align with your highest zone.

Organizational Needs Chart | Page 7

YOUR **ORGANIZATION** ALIGNMENT

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Above 33%

High-Impact Activities
Your competencies are an optimal fit with these activities. It should be the primary focus of the jobs, positions, roles, and organizational opportunities you target.

Between 25% − 33%

Acceptable-Impact Activities
Your competencies are an acceptable fit with these activities. It should be the secondary focus of the jobs, positions, roles, and organizational opportunities you target.

Below 25% (especially below 15%)

Mis-Alignment Activities
You will struggle with these activities if they are your primary focus. Whenever possible, you should seek to minimize or avoid these types of roles and support functions.

UNIVERSAL JOBS MATRIX
Your Position Success Alignment

This metric displays your natural alignment with common work activity, showing where you will likely have the highest impact and greatest job satisfaction.

Your Position Success Alignment

The **Universal Jobs Matrix** displays your operational strengths distributed over sixteen (16) work delivery zones. These zones are defined by a universal matrix connecting job scope, role structure, and delivery requirements. This metric suggests your ideal types of work, and where you will be most impactful in the work delivery continuum.

Why Your Position Fit is important

Position fit hones in on job roles and work activity you naturally enjoy and perform at a high-level. Think of Scope, Work, and Role as the three main categories of job requirements. Knowing your fit to these three (3)factors will help you quickly assess jobs and select the right opportunities.

How To Use the UNIVERSAL JOBS MATRIX

Use this matrix to evaluate job descriptions, and to ask more effective questions about roles you are interested in, or tasks you've been asked to perform by your supervisor. Knowing where you are most aligned in the work delivery continuum allows you to quickly determine your customized fit for any project, initiative, or venture.

Position Alignment Jobs Matrix | Page 8

JOB ROLE	JOB SCOPE			
OPEN	OVERSIGHT 0%	CONSULTATION 9.4%	EXPANDING 18.8%	VISIONING 9.4%
	SPECIALIZATION WORK		**DEVELOPMENT WORK**	
FLEXIBLE	COORDINATION 3.1%	EXPERTISE 0%	ADAPTING 15.6%	CONCEPTS 6.3%
STRUCTURE	CONTROLS 0%	ORGANIZATION 3.1%	STRATEGY 12.5%	RESEARCH 6.3%
	ADMINISTRATION WORK		**ANALYSIS WORK**	
DEFINED	PRODUCTION 0%	COMPLIANCE 3.1%	PLANNING 9.4%	EVALUATION 3.1%
	OPERATIONS	PROCESS	DESIGN	DISCOVERY

UNIVERSAL JOBS MATRIX
Your Position Success Alignment

This metric displays your natural alignment with common work activity, showing where you will likely have the highest impact and greatest job satisfaction.

JOB **ROLE**

OPEN ROLES:
Positions defined by experimental circumstances and constantly changing demands, e.g. entrepreneur, artisan, craftsperson

FLEXIBLE ROLES:
Position may be a hybrid of roles, needing to adapt to certain project demands, curriculum or custom assignments

STRUCTURED ROLES:
Basic role definition, usually due to an area of expertise or specialization. May also need to perform other minor tasks as needed

FIXED ROLES:
Strict definition and compliance driven rules or requirements govern the role

JOB **SCOPE**

OPERATIONAL SCOPE:
Defined by re-production, immediate results, hands-on tasks or routine procedures

PROCESS SCOPE:
Defined by cycles of: maintenance, organization, technical compliance or standards, process implementation, structured testing or field expertise

DESIGN SCOPE:
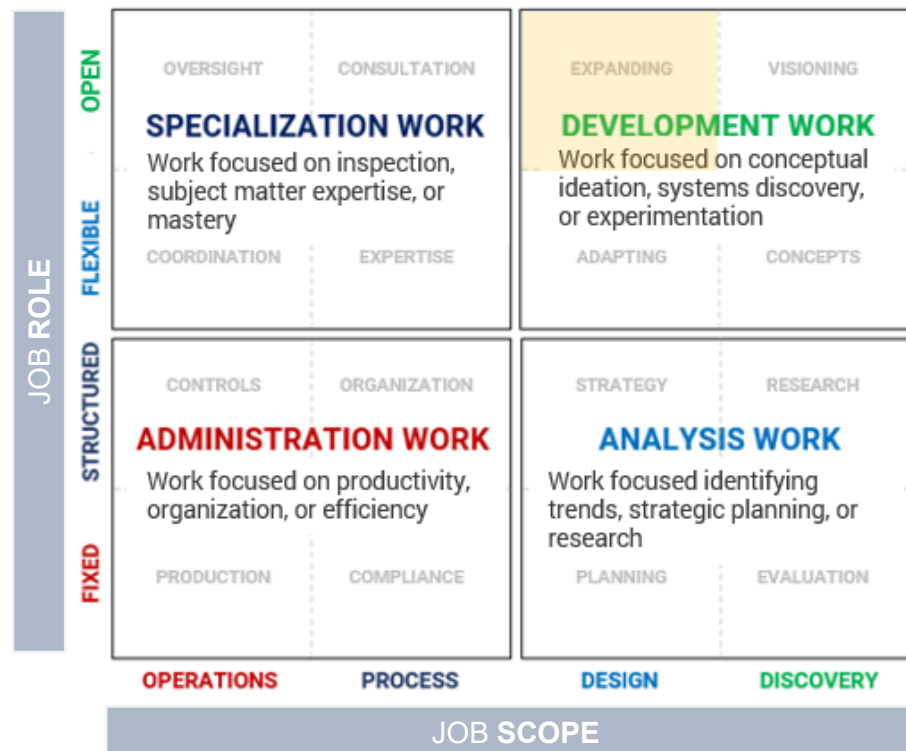Defined by planning and iteration, analysis work, forecasting, solution development or building strategy

DISCOVERY SCOPE:
Defined by unstructured development, research, exploring ideas and concepts, or imaginative creativity

IDEAL JOB TYPE
Ideal job role, scope, & work type

The orange highlight in the matrix represents your predominant work delivery zone.

JOB ROLE

	OPEN			
	OVERSIGHT	CONSULTATION	EXPANDING	VISIONING
FLEXIBLE	**SPECIALIZATION WORK** Work focused on inspection, subject matter expertise, or mastery		**DEVELOPMENT WORK** Work focused on conceptual ideation, systems discovery, or experimentation	
	COORDINATION	EXPERTISE	ADAPTING	CONCEPTS
STRUCTURED	CONTROLS	ORGANIZATION	STRATEGY	RESEARCH
	ADMINISTRATION WORK Work focused on productivity, organization, or efficiency		**ANALYSIS WORK** Work focused identifying trends, strategic planning, or research	
FIXED	PRODUCTION	COMPLIANCE	PLANNING	EVALUATION
	OPERATIONS	PROCESS	DESIGN	DISCOVERY

JOB SCOPE

UNIVERSAL JOBS MATRIX
Your Position Success Alignment

This metric displays your natural alignment with common work activity, showing where you will likely have the highest impact and greatest job satisfaction.

CONSULTATION

Jobs involving guidance or implementing an organization's creative vision, transitions, or efforts toward greater alignment.

Common Job Duties:
Contracting partnerships, innovation, discovery, and creative applications

MANAGEMENT

Jobs responsible for coordinating and managing organizational resources and planning.
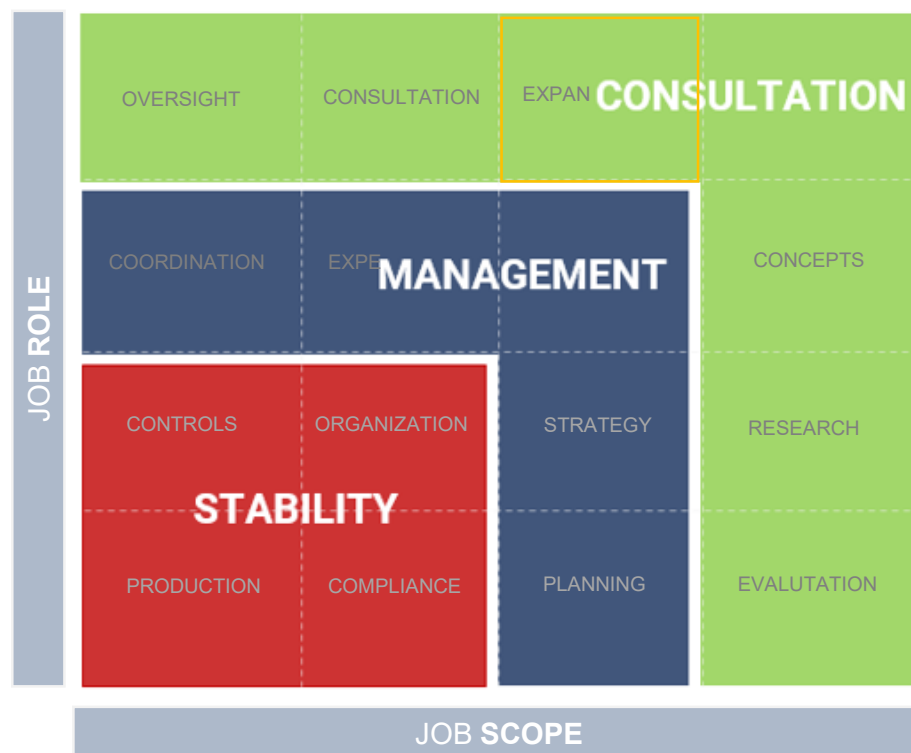
Common Job Duties:
Supervising productivity, project management, strategic planning and development.

STABILITY

Jobs responsible for keeping organizations maintained, regulated, and operating effectively.

Common Job Duties:
Operations, administration, quality assurance, compliance, and technical implementation.

JOB ROLE

OVERSIGHT	CONSULTATION	EXPAN **CONSULTATION**	
COORDINATION	EXPE **MANAGEMENT**		CONCEPTS
CONTROLS	ORGANIZATION	STRATEGY	RESEARCH
STABILITY			
PRODUCTION	COMPLIANCE	PLANNING	EVALUATION

JOB **SCOPE**

ABOUT **HIRE DIRECTION**

HIRE DIRECTION is a data-driven talent solutions provider dedicated to helping individuals find the best path to professional success. For more information, contact us: info@hire-direction.com

TECHNOLOGY

The **POSITION SUCCESS INDICATOR (PSI)** is a next-generation professional assessment system and talent DNA sequencing technology. PSI identifies quantified operational performance patterns (talent DNA) and their shared operational fit with common organizational needs, work-activity, team-roles, and job requirements. It does NOT measure cognitive intelligence, technical knowledge, behaviors, personality, self-presentation, and does not factor in professional experience.

PROFESSIONAL SOLUTIONS

The **PROFESSIONAL SUCCESS PLAN** represents the next stage in the evolution of professional development and career guidance. Based on a person's talent DNA, it is the definitive professional navigation system for finding the right jobs and best career moves to cultivate ongoing professional success.

The **INTERVIEW SUCCESS PLAN** uses talent DNA to create an operational strength based interview plan complete with professional power statements relating to personal impact, team contribution, and universal value to employers. The plan also provides personalized answers to common interview questions.
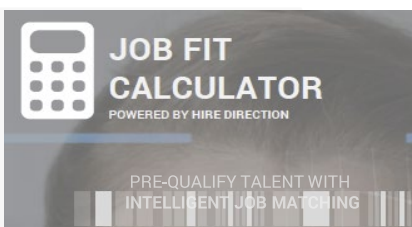
ORGANIZATIONAL SOLUTIONS

The **JOB FIT CALCULATOR** is the ultimate full-life cycle recruiting and genomic career mapping tool that sources, pre-qualifies, and screens candidates based on PSI talent DNA. It helps recruiters, coaches, and team leads scientifically ensure the right people are matched to the right jobs, and positioned for optimal productivity, job satisfaction, and career success.

WORKFORCE TALENT GENOME PROJECT

The breakthrough science of talent DNA sequencing helps prepare professionals for emerging trends in the future of work. By completing PSI and contributing your talent DNA, you become part of something bigger: the world's first talent genome library used to vastly improve workforce readiness, engagement, diversity, and career-pathing, all while protecting workers everywhere from increasing industry and role disruption.