



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.

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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.

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



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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

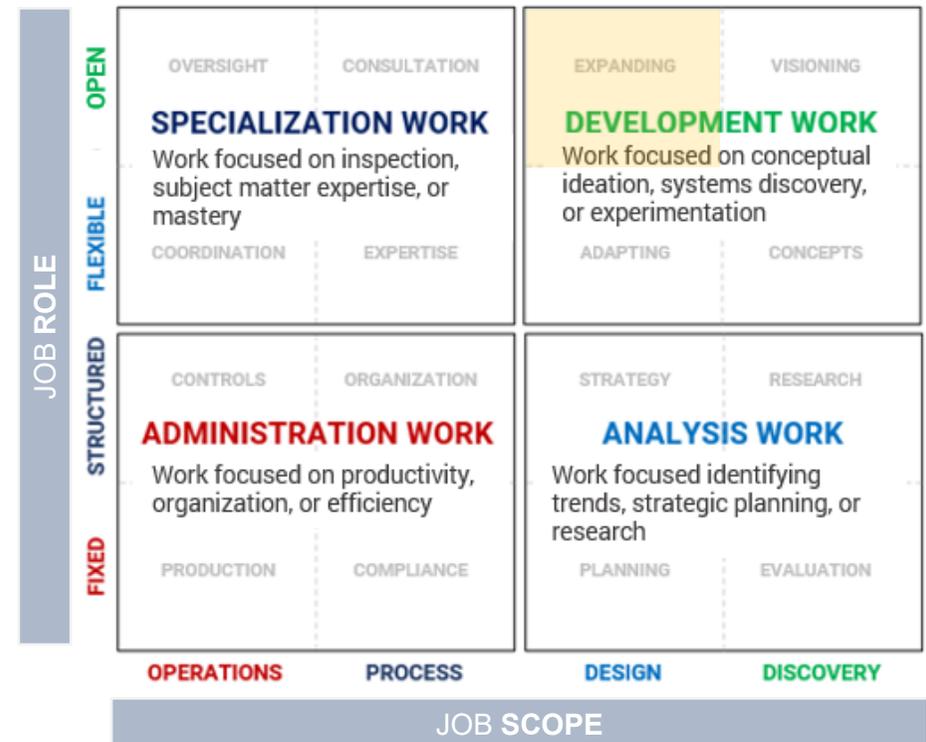
DISCOVERY SCOPE:

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.



IDENTIFY THE RIGHT JOBS



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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.

