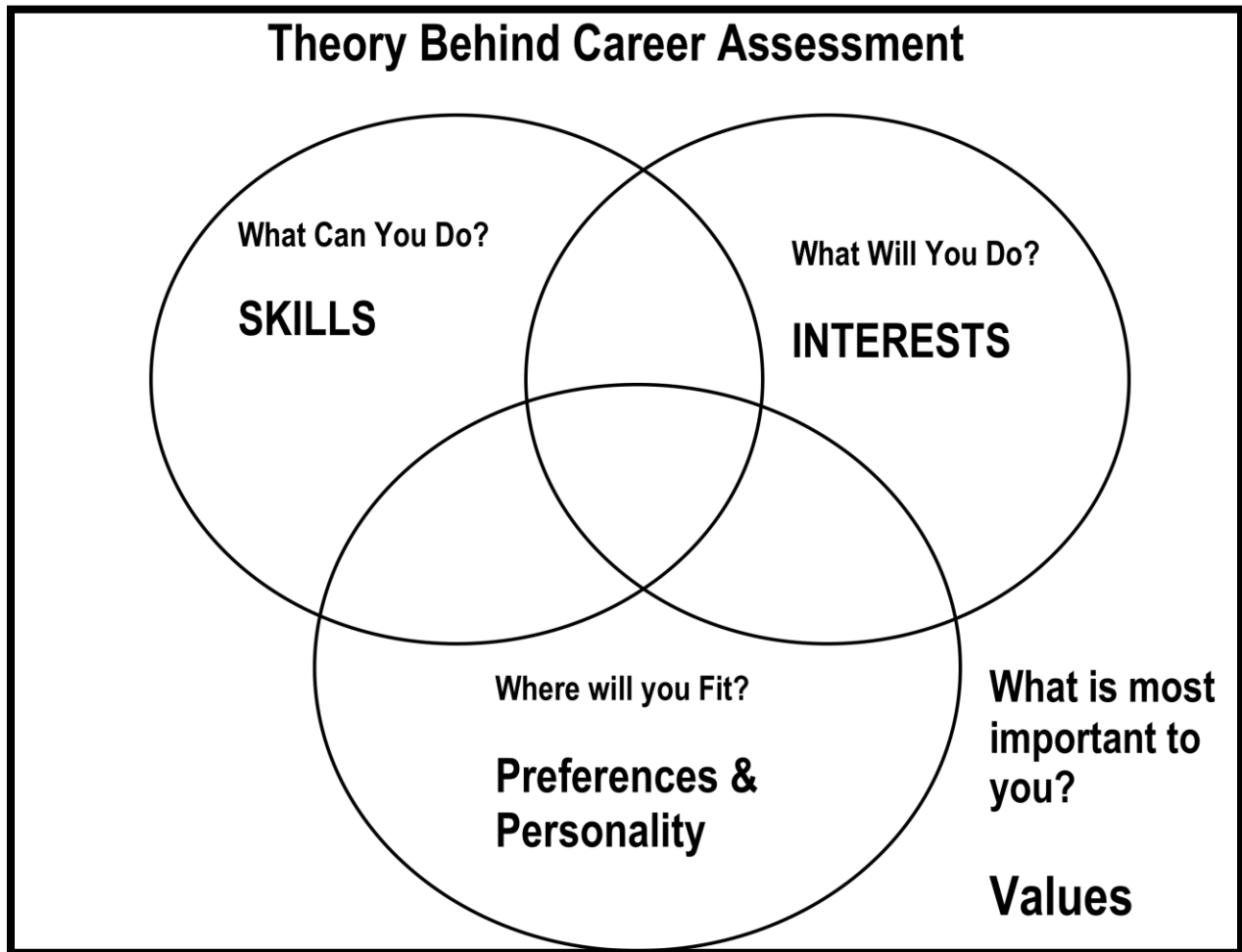


## The “FIT” Model of Career Satisfaction



### What Can You Do? First, Learn the Difference between Hard Skills vs. Soft Skills:

#### Hard Skills:

- Skills that are learnable, measurable and quantifiable. IQ, “Rules Stay Same”
- Detectable so that you can identify and fill gap if you need to add to your skills.
- Examples: *Using Excel, Speaking a second language, Accounting and Budgeting, etc.*

#### Soft Skills:

- Skills that are intangible
- People Skills, Self-Management Skills, Leadership Skills, Our Attitude, and Professionalism. EQ, “Rules Change”
- Examples: *Communication, Persistence, Relationships, Influence*
- Identify your Soft Skills: <https://bemycareercoach.com/soft-skills/list-soft-skills.html>

**Ask Yourself:**

- What are your achievements? What knowledge (hard skills) and traits (soft skills) led to those achievements?
- What kinds of things have you always done particularly well? What comes naturally?
- What are the skills you need for a particular function? How can you fill the gap and learn those skills?

**Pay Attention:**

Take note of what comes naturally to you that you assume others are able to do. Perhaps it surprises you that others can't do something that is so easy for you. Many downplay their natural ability thinking that it is nothing special or surely everyone can do that.

“What do you like and do best?”

**More Resources to Identify Both Hard and Soft Skills:**

1. S-O-A-R story worksheet (*attached*)
2. [www.indeed.com](http://www.indeed.com) Job Postings
3. Annual Reviews
4. Peer and Others' Feedback: Colleagues,-Team, Customers, Clients
5. Strengths Finder: <http://www.strengthsfinder.com/home.aspx>

## What Will You Do: What Are Your Interests?

In general, people are attracted to activities that they are interested in and enjoy. When you enjoy an activity, you probably become more skilled at it.

A theory devised by *John Holland* provides a framework of six general themes that describe broad areas or types of interest. These themes also can be used to describe work environments. People tend to seek environments that are consistent with their interests. Therefore, understanding your interests can help to highlight ways in which certain work environments and occupational pursuits may or may not be satisfying to you.

**Resources to Identify Your Interests:**

1. <https://www.careerkey.org/choose-a-career/hollands-theory-of-career-choice.html#.WnCPrTdG02x>
2. An organization's or company's Mission and Values statements – what are you drawn to?
3. Hobbies and Free Time – What are you interested in doing in your free time?

## Where Will You Fit? What Environments and Culture Suit You?

### Ask yourself:

- Where or with whom would you prefer to use your skills?
- Where do your interests, knowledge or experiences lie?
- Whom do you enjoy working with/helping most?
- What services/products do these interests represent?
- In what type of corporate culture do you thrive?
- What situations do you want to avoid?

### Resources to Identify Your Personality Type:

1. <https://profile.keirseey.com/#/b2c/assessment/start>

## What do You Value? What Motivates You?

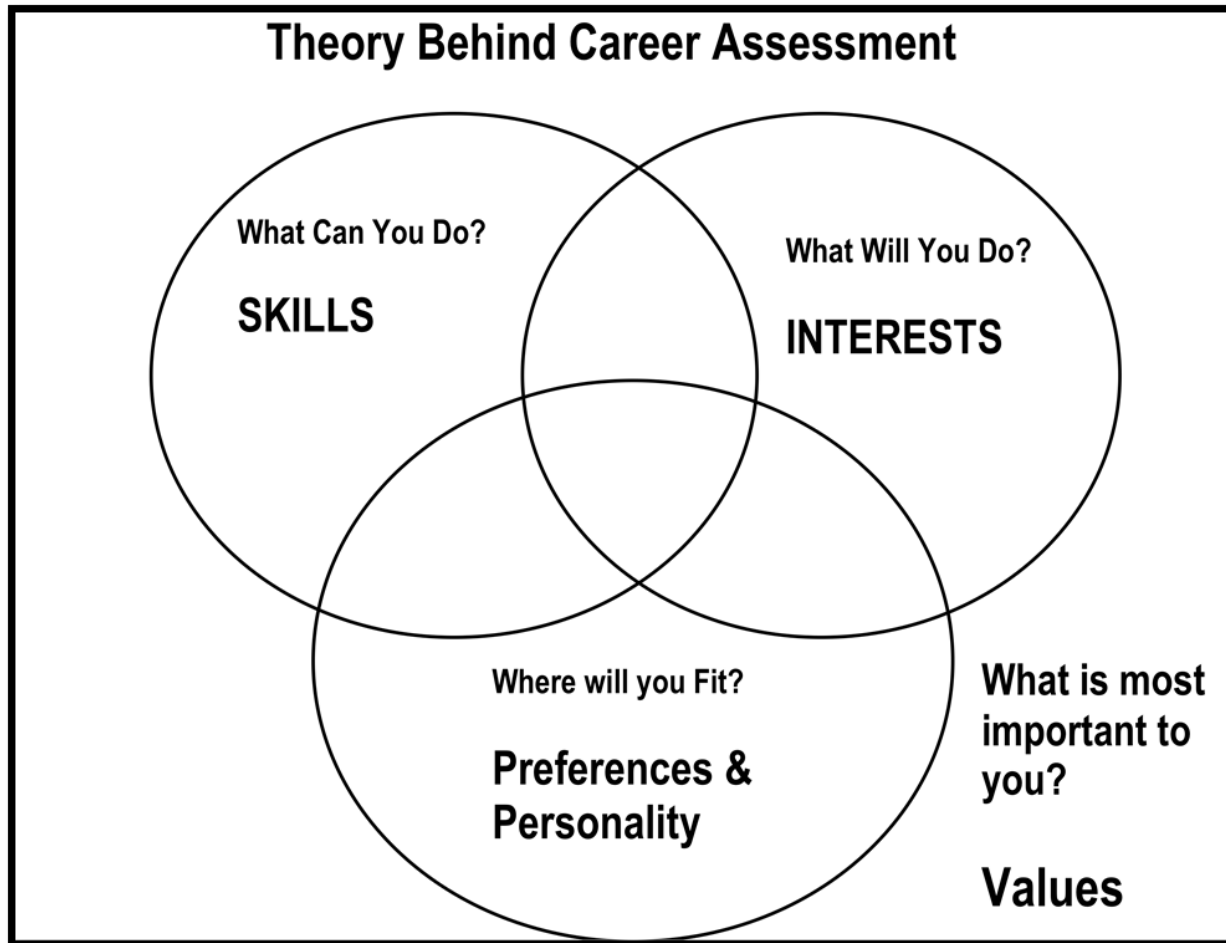
Your values and motivations are the key to your satisfaction and, according to the FIT theory, the “overlay” to all of your career choices and decisions. If you are in a position where the organization’s values or priorities do not align with yours, you are likely to “feel out of sync”.

### Ask yourself:

- What are your priorities?
- What is most important to you?
- What must be present for you to be your best self both at work and personally?
- Rank these motivators 1 to 6 with 1 being most important:
  - Financial
  - Work/Lifestyle
  - Environmental
  - Intellectual
  - Emotional
  - Spiritual

### Additional Resources to Identify Your Values:

1. **VIA Institute on Character** <http://www.viacharacter.org/www/Character>
2. **Values Self-Assessment** (*copy link & paste into address bar*) <https://www.whatsnext.com/life-values-self-assessment-test/>



Look at the "FIT" Model Again. What have you learned about yourself?

**DEVELOP A LIST OF ACCOMPLISHMENTS BY WRITING SOAR STORIES**

*Read through the following questions and check those that apply to you. Beside each item, write a key word that will remind you of that accomplishment.*

<b>Accomplishment</b>	<b>Key Word</b>
<input type="checkbox"/> Identify and solve a problem for your department, boss or the company? What were the results?	_____
<input type="checkbox"/> Design or implement a process or procedure to make a job more efficient, easier or more accurate?	_____
<input type="checkbox"/> Save the company money or time? How much? What positive impact did the savings have on the company?	_____
<input type="checkbox"/> Did you increase productivity or reduce downtime? By how much? How did the savings affect the bottom line?	_____
<input type="checkbox"/> Consistently meet or exceed goals or objectives?	_____
<input type="checkbox"/> Did you effectively manage systems or people? What were the results of your efforts?	_____
<input type="checkbox"/> Did you work between departments? How were you able to make things run more efficiently?	_____
<input type="checkbox"/> Train a group or individual?	_____
<input type="checkbox"/> Maintain a strong work record (performance, attendance, safety)?	_____
<input type="checkbox"/> Did you receive any awards, bonuses or promotions?	_____
<input type="checkbox"/> Did you participate in decision making or planning? What contributions did you make to the team? Results?	_____
<input type="checkbox"/> Did you improve the efficiency of people or operations? What were the savings?	_____
<input type="checkbox"/> Were you responsible for reducing staff or trimming an operation? How were you able to do this efficiently?	_____
<input type="checkbox"/> Were you involved in a start-up, shutdown or reorg? What challenges did you face? Successes?	_____
<input type="checkbox"/> Receive a strong compliment from someone in a more senior position?	_____
<input type="checkbox"/> Did you produce reports or data that enabled management to make more informed decisions?	_____
<input type="checkbox"/> Receive a strong compliment from someone in a more senior position?	_____

## SOAR STORIES – THE KEY TO A STRONG RESUME, SUCCESS IN NETWORKING AND ANSWERING BEHAVIORAL QUESTIONS

Your resume will stand out, your networking will succeed, and interviews will be easier if you take time to think through and develop your SOAR stories. You want to know your skills so that you can transfer skills into other functional areas or industries. You will need to use *specific* examples of your skills and accomplishments. Refer to your Key Words from the previous page and describe several work-related accomplishments using the SOAR technique.

### I. ACCOMPLISHMENT:

1. **Situation:** Describe the situation.
2. **Objective or Obstacle:** Describe the *objective* to be achieved or an *obstacle* you faced in the situation above.
3. **Actions:** Describe the actions that you took.
4. **Results:** Describe the results you obtained and the benefits to your company.

### II. SKILLS, STRENGTHS AND TRAITS:

List the skills, strengths and traits used in your story.

- 1.
- 2.
- 3.
- 4.

### III. RESUME ACCOMPLISHMENT BULLET:

Turn your accomplishment into a resume bullet which is a shortened version of the SOAR story:

1. Start with an action verb (*List of action verbs attached.*)
2. Name the situation
3. Briefly describe actions
4. Quantify results

### IV. INTERVIEW PREPARATION

This SOAR story could answer a variety of questions that begin with “tell me about a time you...”

**Repeat these stories for as many accomplishments as possible. It is recommended that you have 6 to 12 SOAR stories.**