

Job Fit Assessment

The purpose of the following questionnaire is to help you assess your current job fit and gain insight on what supports or distracts from your good job fit. After you finish completing the questionnaire you should find it useful to discuss your answers with advisors, mentors, coaches, and people whose opinions you respect.

When you are in a job that fits well, you are likely to be more satisfied and successful in work and life. The questions below are designed to help you identify factors that have an impact on your job fit.

Some of the questions may appear repetitive. They are designed to help you assess different aspects that could affect your job fit. For example, there are similar questions about your manager and your employer. In a small private company they are likely to be the same, but in a large company they are likely to be different.

Through your answers to the questions, you will identify aspects of your job that fit well and those that don't. The importance of each question will vary depending on you. What may be an important factor for success and satisfaction at work for one person may not be significant for you. Thus, all questions are not of equal value. Some questions may not relate to you and your situation, or it may be difficult to score yourself on, but do the best you can.

After you answer the questions, there is a suggested process to follow that you should find helpful. If you choose to follow the process, you should end up with a list of specific actions you can take to potentially improve your job fit.

If you feel that you are in a poor job fit situation and you can't make enough changes to improve your job fit sufficiently, the process should help you develop a list of criteria you can use to better assess other possible job opportunities when they emerge.

On a scale of 1-10 score yourself on the following seventy-two statements. If you feel a question is not applicable to you or not an important factor, write in NA.

- 1 = Strongly Disagree
- 10 = Strongly Agree
- NA = Not Applicable or not an important factor

The more you "strongly agree" with the statements below, the more likely you are in a job that fits you well.

1. I get up in the morning looking forward to going to work. ____
2. The "stuff" I work with, like ideas, people, and technology is of interest to me. ____

3. The way I am asked to work with this “stuff” is satisfying to me, for example, presenting it, organizing it, analyzing it, etc. ____
4. I have the knowledge and information needed to do my job well. ____
5. I enjoy working with the knowledge and information needed to do my job well. ____
6. I have the skills and abilities needed to do my job well. ____
7. I enjoy using the skills and abilities needed to do my job well. ____
8. I enjoy learning what I need to learn to perform my job well. ____
9. There are no intellectual issues preventing me from doing my job well. ____
10. There are no physical issues preventing me from doing my job well. ____
11. I have the emotional makeup needed to do my job well. ____
12. I feel good about the work I do. ____
13. The work I do is compatible with my values and beliefs. ____
14. I feel the work I do is important. ____
15. I feel the work I do is meaningful ____
16. The work I do is satisfying. ____
17. The work I do is stimulating. ____
18. My boss and/or employer communicate to me what I need to know in order for me to do my job properly. ____
19. My work goals and objectives are clear and doable. ____
20. I have the tools, technology, and resources I need in order to do my job well. ____
21. My employer provides me the amount of organization and structure I desire. ____
22. My employer provides me the degree of flexibility I desire. ____
23. The quality I like to produce from my work is not being compromised. ____
24. I can sufficiently influence plans, people, processes, and outcomes in order to do my job well. ____

25. I have sufficient input and influence into policies. ____
26. I see a direct connection between my work and the success/direction of my company/organization. ____
27. I don't get upset by work-related factors that are beyond my control. ____
28. The amount of change and adjustment I am expected to deal with at work is not a problem for me. ____
29. The amount of predictability, stability, and lack of change I experience at work is not a problem for me. ____
30. I feel the work environment is supportive and encouraging. ____
31. The physical environment I work within is not a problem for me. ____
32. The cultural environment I work within is not a problem for me. ____
33. The rules on casual dress are not a problem for me. ____
34. I have sufficient input and influence in regards to the culture and environment in my workplace. ____
35. I am given adequate time to perform my job well. ____
36. I am not overly stressed by the amount of time I am given to perform my job well. ____
37. The hours I work are not a problem for me. ____
38. The rules regarding flexible work are not a problem for me. ____
39. The rules regarding working remotely are not a problem for me. ____
40. My job doesn't interfere with my family obligations and personal life to such an extent that it causes me problems. ____
41. I am able to take time away from work without feeling a personal conflict. ____
42. I feel supported by my manager and employer in taking time away from work when I need it. ____
43. The stress I feel from my job is not a problem for me. ____

44. I enjoy working with and/or interacting with the people I come into contact with as a result of my job. ____
45. I enjoy how I need to interact with people I work with or meet in my job. ____
46. I don't have problems or issues with peers and /or subordinates. ____
47. I have the level of collaboration with others that I desire. ____
48. I don't have problems or issues with any of my managers/superiors. ____
49. I like and respect my manager. ____
50. My manager likes and respects me. ____
51. I feel my employer respects me. ____
52. My manager values the work that I do. ____
53. My employer values the work that I do. ____
54. My manager is fair in his/her dealings with me. ____
55. My employer is fair in their dealings with me. ____
56. I trust my manager. ____
57. I trust my employer. ____
58. My manager is accessible and approachable. ____
59. I have confidence in my manager. ____
60. I have confidence in my employer. ____
61. I feel good about the commitment my manager has to my career and/or professional development. ____
62. I feel good about the commitment my employer has to my career and/or professional development. ____
63. I am satisfied with the opportunities I have to develop new knowledge and skills. ____
64. I am satisfied with the opportunities I have to progress at work and in my career. ____

65. The amount, type, and frequency of recognition and acknowledgement I receive at work for my performance meets my needs. ____
66. I feel good about the status and visibility I receive from my work. ____
67. I feel secure in my job. ____
68. I feel that I am being compensated fairly. ____
69. My job enables me to fulfill my potential. ____
70. My job meets or exceeds the hopes, dreams, expectations I have for myself. ____
71. There is no one at work who causes me to feel a lot of stress, anger, disappointment, frustration, self-doubt, etc. ____
72. There is nothing outside of work that causes me to feel sad, depressed, angry or frustrated that affects how I feel about my work, my work situation, or my work performance. ____

What to do with your results

By looking at your answers you should be able to immediately identify aspects of your job that cause you to experience good or poor job fit. As mentioned in the introduction, the importance of each question will vary depending on you. What may be an important factor for success and satisfaction for one person may not be significant for you.

Even though you may end up with a high overall score, there may be aspects of your work that cause you to feel that your job fit is not good. The more you understand specifically why you scored an answer as you did, the more beneficial this questionnaire will likely be.

There are many ways you can use the results. In general, you should seek to build on what contributes to your feelings of success and satisfaction at work—your good job fit; and to eliminate, adjust, or moderate what takes away from your feeling successful and satisfied at work—that contribute to your poor job fit.

To benefit the most from the questionnaire and your answers, I encourage you to follow the process described below.

Step 1: The Most Important Factors

Begin by identifying which eighteen statements get at the most important factors that impact your feelings of success and satisfaction at work—your job fit. You will want to pay particular attention to these factors. Once you list the eighteen factors, rank them in terms of importance. This will enable you to better establish priorities.

Question # / Factor

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Step 2: Factors of Greatest Concern (Rated a 1, 2, or 3)

While paying particular attention to those statements (factors) you identified in Step 1 as most important to your feelings of success and satisfaction—your job fit, look through all of your answers to all the statements and identify those factors where you scored yourself a 1, 2, or 3. Select the ten that are of greatest concern to you. After listing the ten factors of the greatest concern, specify as clearly as you can the reasons why you scored a statement (factor) low. The more specific the reason or reasons the better.

Question # / Factor

Reasons Why I Scored this Factor Low (1, 2, or 3)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Step 3: Factors to Build Upon (Rated an 8, 9, or 10)

Examine those statements where you scored yourself an 8, 9, or 10. In what ways can you build on any of these factors to make your job fit even better? Again try being as specific as you can.

What Actions Can I Take to Build on Factors I Rated an 8, 9, or 10 to Improve My Job Fit

Lined writing area consisting of 28 horizontal lines.

Step 4: Factors I Rated a 4, 5, 6, or 7

For those questions where you scored yourself a 4, 5, 6, or 7 what can you do to turn those answers to an 8, 9, or 10?

Step 5: Seek Advice from Others

The next step in the process is to use the results as a basis for discussion with advisors, mentors, coaches, and people whose analysis, ideas, and opinions you respect. These people can be enormously helpful as you try to think of actions you can take to improve your job fit, and as you evaluate those actions.

If you feel comfortable and you think it would be beneficial, you may want to use the results as a basis for a job fit and career discussion with your boss or human resources professional, with the idea of improving your job fit and performance. Your boss, your employer, you, and your family will all benefit if you are in a good job fit situation.

Step 6: Prioritize and Establish an Action Plan

Once you have identified actions you can take to improve your job fit, prioritize them and seek their implementation. This becomes your action plan.

Step 7: If You Need to Seek Employment Elsewhere

If you decide it is best to seek employment elsewhere, you can use your results and subsequent analysis to help as you make a list of factors to consider when evaluating a new job. You can incorporate these factors into criteria you could use to evaluate the potential job fit of a new work opportunity. Seeking to leave a poor job fit situation without understanding why it is a poor job fit, and without understanding what would make for a good job fit, will increase your chances of landing in another job that doesn't fit you well.

Final Thoughts and Advice

Keep in mind that no one is in a perfect job. We all compromise to some extent, but knowing what criteria is most important to your feelings of satisfaction and success at work will be beneficial.

This job fit questionnaire is a starting point. It was not designed to be definitive. Hopefully you found it very helpful. Maybe all it did was reinforce what you already know about yourself and your work situation. Maybe it pointed something out that you hadn't realized, or helped you clarify some things, or brought more organization to your thinking, or prompted you to think of ways to improve your job fit, or to have discussions with advisers, mentors, coaches, your boss, HR professional, or others whose analysis, ideas, and opinions you respect.

Kindly let me know if you found this Job Fit Assessment informative, helpful, or beneficial in some way. Also, if there are any improvements you would like to suggest or questions you think should be added, I would like to hear from you. Send your comments and recommendations to me at: jobfitassessment@gmail.com

If you are interested in exploring the subject of job fit further, you might find it beneficial to read *Managing Yourself Managing Others: Learn How to Improve Effectiveness, Productivity, and Work Satisfaction*.

For more than forty-five years **Steven Darter** has counseled people, ranging from CEOs of Fortune 500 corporations to troubled teenagers on work, career, and life issues. He is the author of: *Lessons From Life: Four Keys to Living with More Meaning, Purpose, and Success* (2018) which has been ranked by one media company as the #1 "profound book about finding yourself" and *Managing Yourself Managing Others: Learn How to Improve Effectiveness, Productivity, and Work Satisfaction*, which has three editions (2001, 2011, 2015).