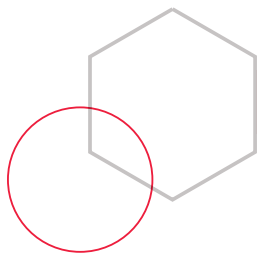


Job FIT

Guide



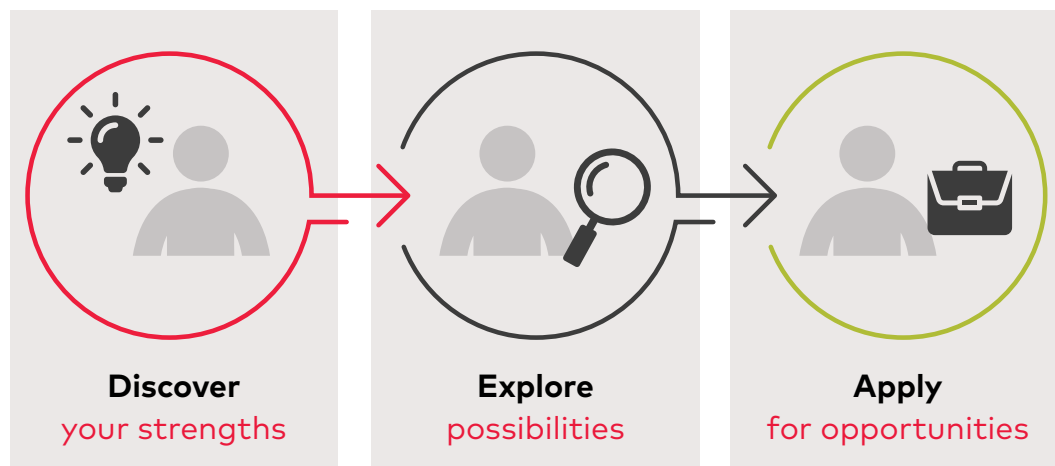


Congratulations on completing the ALiGN questionnaire!

The 12-page personal **Lumina Portrait** you have received can help you find a job that is suited to your personality. It can also help you find useful language to use when you create your resume, cover letter and prepare for an interview.

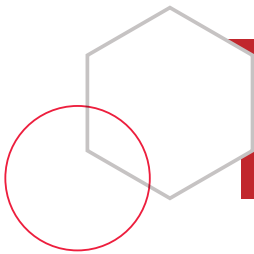
This Guide will show you how! Let's begin...

Your journey in this ALiGN Guide has **three steps**:



This is your journey

Use this Guide in the way that best suits your needs. Complete all of the activities or just some. The Guide can be a helpful tool when searching for a job that fits your personality. It might help you find a career path you may not have thought of before!



Step 1: Discover your strengths

Your Lumina Portrait shows you your preferred styles of behaviour. It can help you find your **strengths, weaknesses**, and **leadership** and **communication styles**. This can help you when searching for a job to make sure it is the right fit.

There are three sections in your Lumina Portrait:

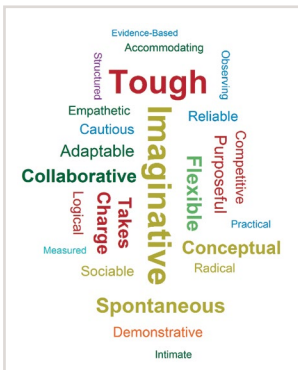
1. **Qualities**
2. **Colours**
3. **Aspects**

Each section provides information about you and your personality.

Let's start with your **24 Qualities**.

Activity: Word Cluster

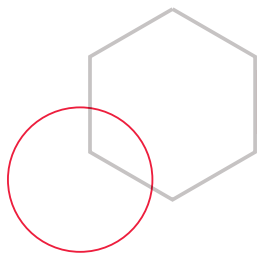
On page 5 of your Lumina Portrait there is a Word Cluster that shows your 24 Qualities. We all possess these qualities, but some of us prefer to use some Qualities more than others. The words that are in large font, show you the Qualities you prefer to use. Smaller font means you use these Qualities less.



Record the three largest and smallest words in the word cluster from your Inner Spark on page 5 of your Lumina Portrait in the dropdown menu boxes below. Review the quality definitions below.

Your most used qualities

Your least used qualities



Review the quality definitions below.

Definitions of the 24 Qualities

Accommodating

- Forgiving
- Consensus oriented

Adaptable

- Easy going
- Flexible

Cautious

- Does not like risk
- Follows the rules

Collaborative:

- Supportive team player
- Trusting

Competitive:

- Winning focused
- Proud

Conceptual

- Learns by theory
- See patterns in data

Demonstrative

- Good verbal skills
- Expressive

Empathetic

- Compassionate
- Wants to understand people

Evidence-based

- Focused on facts
- Pays attention to details

Flexible

- Easy going and informal
- Relaxed about order

Imaginative

- Innovative
- Sees possibilities

Intimate

- Good listener
- Prefer one-to-one discussions

Logical

- Critical thinker
- Applies reason

Measured

- Serious
- Controls their emotions

Observing

- Prefers small groups
- Thinks before speaking

Practical

- Realistic
- Common sense approach

Purposeful

- Sets clear goals
- Determined

Radical

- Likes change
- Challenges tradition

Reliable

- Punctual
- Honours commitments

Sociable

- Outgoing
- Friendly

Spontaneous

- Carefree with commitments
- Unstructured or unplanned

Structured

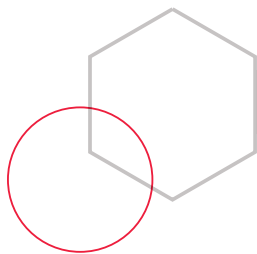
- Organized planner
- Detailed

Takes Charge

- Comfortable with responsibility
- Assertive

Tough

- Honest
- Likes to challenge



Your **Inner Spark** reveals some additional information about you. This information can be found at the top of page 5 and on page 6.

Activity: Inner Spark

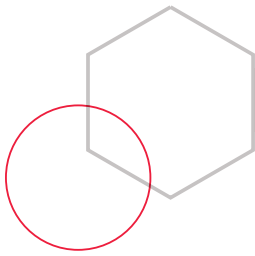
Write down some of the words or phrases used to describe your personality. These descriptions may be useful during a job interview when asked a question about how you handle situations or interact with others.

Your **Inner Spark** also tells you about your communication and leadership style. Write down some of the points you want to remember or think will be helpful.

Communication

Leadership

Working with others



Next, we will look at your **Four Colours**. Your two top colours make up the Swish symbol on the cover of your assessment. These colours represent the following Qualities:

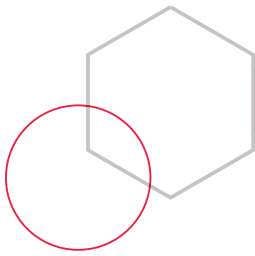
Red	Purposeful, Logical, Takes Charge
Yellow	Spontaneous, Imaginative, Sociable
Blue	Reliable, Cautious, Evidence-Based
Green	Accommodating, Collaborative, Empathic

Tip: Think about your Colours when reading a job description. If the job requires you to be very conceptual and collaborative (Yellow and Green) and you are more evidence-based and logical (Blue and Red) you may find the role challenging or not a good fit.

Record your **Four Colours** in order and any significant statements you learned about yourself in the narratives on page 8 of your portrait.

Colours

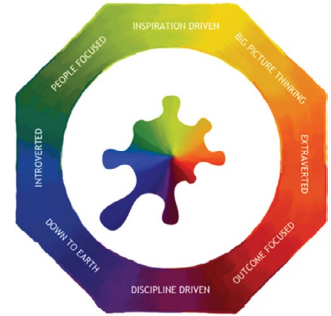
Lessons learned



Finally, look at your **8 Aspects**. Your **Spark Mandala** is a visual representation of your 8 Aspects.

Your four top Aspects represent the Qualities you prefer to use and are most comfortable with.

So, if you are more introverted, a job that expects you to be very extroverted may not be the best fit.

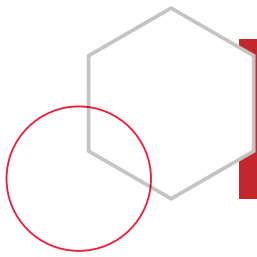


Record your **8 Aspects** in order below, and any significant statements you learned about yourself from page 10 of your portrait.

Aspects

Lessons learned

Now you have a clear description of your personality that you can use when creating your resume, cover letters or preparing for an interview. We will come back to this in Step 3.



Step 2: Explore possibilities

Knowing about yourself, your interests and personality, helps you to better identify a job that suits you. You can review job descriptions to determine your fit for the position.

Search job descriptions for words or skills that are similar to your strongest Qualities and Aspects. They may be found in the following job descriptions areas:

- **About You**
- **Main Duties/Responsibilities**
- **Workplace Culture**

Activity: Explore Job Titles and Descriptions

Choose one or more of the activities below to create a list of your potential jobs.

1. Visit the job search sites listed below. Try entering your Qualities (i.e. reliable or collaborative) to see what kinds of jobs show up, or search job descriptions for these words to find roles that are a good fit. List any jobs that interest you in the chart to explore further.

www.discoverability.network

www.magnet.today/job-seeker

www.workopolis.com

www.monster.ca

www.indeed.ca

2. Think about the jobs that your friends, family or acquaintances work at. Research postings for similar jobs to see if they contain the Qualities you are high in. You may then have to determine if your skills or education are a match or consider taking a course or upgrading your skills.

3. There are government websites you can search to learn more about career fields. Search the sites below and identify the career path of jobs that interest you. List any that are a fit in the chart. You can also explore the Guide: How to Choose a Career

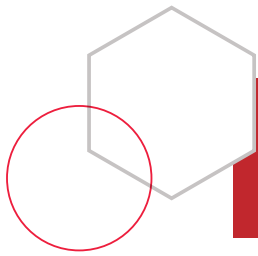
[Find a Job | Government of Canada](#)

[Choose a Career | Ontario.ca](#)

[Guide: How to Choose a Career | Indeed.com](#)

List jobs of interest

You may want to share your portrait with a career counsellor, guidance counsellor, teacher, or mentor to discuss possible jobs.

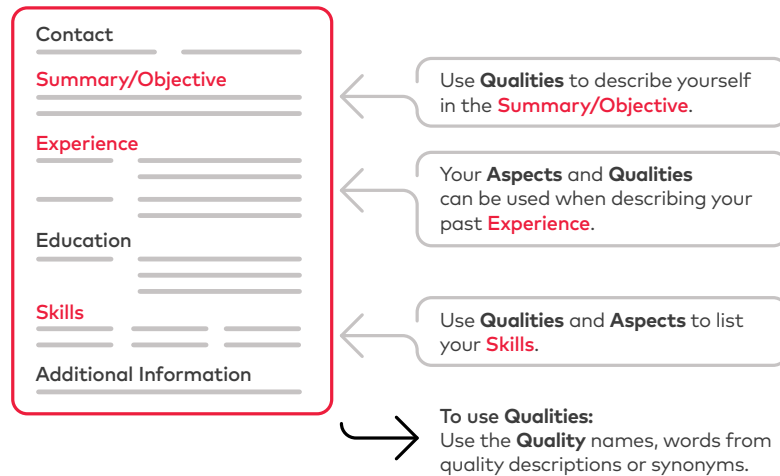


Step 3: Apply for possibilities

Once you know what kind of job(s) you are most interested in, you can attract potential employers with your personality, skills and experience.

Activity: Build your resume

Let's begin by using our Qualities and Aspects to build a strong resume.



Summary or Objective

A resume or LinkedIn profile often starts with a summary of yourself or an objective. You can use your strongest Qualities to create your summary or objective.

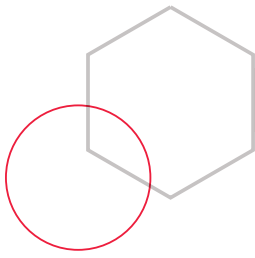
For example, a person who scores high in the Qualities of reliable and adaptable might say:

- "A **reliable** and **adaptable** recent business graduate with strong communication and organization skills."

Or if collaborative and logical:

- "A dedicated employee who strives for **collaborative** and **logical** solutions to meet targets and solve problems."

Write your **Summary** or **Objective** here:



Experience

Your experience may highlight some of the previous tasks you did that showcase your strong **Qualities**.

For example, someone who is **Collaborative** may describe their work this way:

- "Worked **collaboratively** with team to ensure all patient standards of service are maintained."

Someone who is **Evidence-based** may say:

- "Proficiently managed tables while keeping an eye on food deliveries, seating loads, and customer service issues to inform management or host staff of problems."

Try expressing your **experience** here:

Activity: Cover Letter

Cover letters highlight specific experiences from your resume that are related to the role you are applying for.

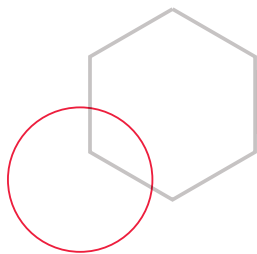
If you are someone who scores high in the Aspects of **People-Focused** and **Outcome Driven**, you may want to include those words in your cover letter.

For example:

- "As a highly competent Customer Service Representative, I'm excited to bring my **people-**and **outcome-focused** yet down to earth attitude to this role."

Consider one of the positions you discovered in Step 2.

Try writing the first sentence of your cover letter using this approach.



Activity: Interview preparation

Job interviews are conversations where the employer asks you questions about yourself in an attempt to find out if you are suited to the role (your skills and experience) and fit within the company culture.

Being able to talk confidently about yourself can help you be successful. One of the first questions you are often asked is "Tell me about yourself."

You can use your Qualities and Aspects in your conversation. For example:

- "I am a very **reliable** employee who enjoys work where there is a high level of **collaboration** and **structure**."

How would you describe yourself using your Qualities and/or Aspects?

Next Steps: Review other possible Lumina Portrait questions and think about how you can use the information from your Lumina Profile to better describe yourself and your experience.

How would you describe yourself?

What makes you unique?

What motivates you?

What are you passionate about?

What are your greatest strengths?

What are your weaknesses?

Congratulations!

You've taken important steps towards finding the right job suited to your personality and traits. A job tailored to you! Good luck!



Download App

Download the Splash app to read more about your personality and learn how you can share and compare your Spark Mandala with others.

OTEC Job Seeker Video

Watch Janice Parviainen, Global Partner at Lumina Learning, explain how to interpret the Lumina Portrait and how to use the content in your resumes, cover letters and interviews.

<https://youtu.be/6NuCpmADL74>