



# Finding your fit

Your self-evaluation tool

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# Introduction

This tool is a series of confidential, interactive activities to help you make the right career decision. Knowing which is the right career path for you requires real self-awareness. So we've created this toolkit to help you learn more about yourself, which will help you make a more informed decision.

No matter what your preferred profession is, this exercise will help you reach a better understanding of who you are and whether Omantel is the right place for you.

This exercise is completely confidential and solely for your personal benefit. It is entirely separate from our selection process, though we may ask you about the insights you have gained from completing this toolkit when we interview you. Only you can see your answers.

## Instructions

Download and print this PDF. We recommend that you start with "*What's important to me at work?*" and progress as suggested – but there's nothing to stop you finding your own way around as you prefer.

**The sections are colour-coded for navigational ease.**

- What is important to me at work?
- What are my goals?
- Will I be a good fit for 'The Omantel Way' of working?
- Is Omantel right for me?

**We encourage you to:**

- Be proactive and responsible for your own career development.
- Make plans for personal and professional development.
- Build internal and external networks and listen to others.
- Be driven by ambition but also a desire to be a pioneer of the telecommunications sector.

We want you to **make the best decision for you.**

### Confidentiality

The information that you enter is entirely for your own use. You cannot be identified from this toolkit or download. We cannot access your information and it cannot be used in our selection process.

# What is **important** to me at work?

Understanding your values at work is often key to personal success and the foundation of a happy and fulfilling working life.

## This exercise will help you to:

- Recognise the key things you value in your work environment.
- Prioritise conditions that are most likely to lead to work satisfaction and success.
- Reflect on what sustains your motivation.
- Avoid any environments where you are less likely to perform at your best.
- Understand the relationship between your environment and your motivational level.
- Ask probing questions about Omantel and its work environment.

**For each statement, please rate how important this is to you and your feeling of motivation at work?**

In my ideal job, I would ...	Most important		Least important	
Make use of my best skills and abilities				
Work how and when I like				
Be seen and known as an expert in my field				
Work collaboratively as part of a team				
Allow me to achieve my goals and career success				
Be personally accountable for myself and my work				
Be creative and imaginative				
Manage a team				
Help others				
Be supported to continuously develop personally and professionally				
Have a lot of variety in my role				
Work independently on my own, without significant presence/involvement from colleagues				
Get a great sense of accomplishment				
Move up the career ladder swiftly				
Deliver a service that is for the betterment of mankind				
Have a manager who gives feedback and supports my development				
Is very busy and time pressured				
Receive a high level of financial reward for what I do				
Have job security				
Have regular paid vacation time				

Next, look at your ratings above and list your top 5 rated values in the table below.

Rate this list from 1-5 in terms of importance to you (1 = highest, 5 = lowest).

Values	Rating

Look at your top 5 values. How would Omantel support these values?

# What are my goals?

Having clear goals is the foundation for making the right decisions.

## This exercise will help you to:

- Discover your most important work/life goals
- Prioritise what's really important to you
- Set yourself challenging but realistic objectives
- Successfully balance the demands of life inside and outside work

## How to complete this activity:

- Write out your goals under each category
- Rank these from 1 – 5 in terms of importance (5 = extremely important, 1 = not important at all)

Professional					
	Please describe your goal	Importance	How achievable is this at Omantel?	How long will it take me to achieve this goal?	How will I know when I have achieved it?
e.g.	Gain experience managing a team	5	5	3 years	Appointed team lead
1					
2					
3					
4					
5					
Personal					
	Please describe your goal	Importance	How achievable is this at Omantel?	How long will it take me to achieve this goal?	How will I know when I have achieved it?
1					
2					
3					
4					
5					

**Relationship (Partner, family, Friends)**

	Please describe your goal	Importance	How achievable is this at Omantel?	How long will it take me to achieve this goal?	How will I know when I have achieved it?
1					
2					
3					
4					
5					

**Lifestyle / hobbies**

	Please describe your goal	Importance	How achievable is this at Omantel?	How long will it take me to achieve this goal?	How will I know when I have achieved it?
1					
2					
3					
4					
5					

# Will I be a good fit for the 'Omantel Way' of working?

Competencies are practical behaviours that are expected of you at Omantel.

They form part of 'the Omantel Way' of operating. Knowing which competencies are strengths or weaknesses for you is vital: it helps you identify your development needs and suggests which areas will make best use of your natural talents and interests.

## This exercise will help you to:

- Assess the fit of your competencies and interests with those of Omantel.
- Develop meaningful career decision criteria
- Prepare for your interviews
- Identify development areas

## How to complete the activity

You'll be given a number of competencies and asked to rate each according to how good you are at it – and how much you enjoy it. When you answer it, consider your life experiences outside work, as well as professional experience. This exercise isn't about right or wrong – it's designed to prompt reflection and help you make informed career decisions.

Competency Areas	Ability				Enjoyment			
	Excellent		Poor		Very High		Very Low	
<b>Customer focus</b>								
Displays a strong quality and service orientation								
Builds confidence and trust with customers								
<b>Collaboration and teamwork</b>								
Works with others and across boundaries to achieve common goals								
Treats others equitably and is quick to find common ground								
<b>Creativity and innovation</b>								
Implements continuous improvement and innovation								
Fosters a culture of new ideas and approaches								
<b>Continuous learning</b>								
Committed to professional learning and growth								
Builds the talent, capacity and capability of staff now and in the future								

**Manages work and people effectively (Management Level)**

Manages resources to achieve required outcomes

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Manages people for performance and empowers goal achievement

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**What are your strong competencies?**

**Which competencies are high ability and high enjoyment?**

**What does this suggest to you about what kinds of jobs/activities you might do best at?**



# Is Omantel right for me?

## Your adaptability action plan:

We hope you have found this toolkit helpful. To draw together all that you have discovered, please complete the following Adaptability Action Plan. Review the feedback from the activities in the toolkit. Note down some actions you would take now and upon joining Omantel to enhance the success of your career.

Action	Timeframe
e.g. Research the work-life culture at Omantel	By month-end