Graduate Candidate Report

Candidate name:

Sample Candidate

Disclaimer

Information enclosed on these pages is confidential in nature and is intended only for the person(s) to whom it pertains or other authorized individuals.

You must not rely on the information in the report as an alternative to certain advice from an appropriately qualified professional. If you have any specific questions about any specific matter you should consult an appropriately qualified professional.

Instructions

This report is designed to give you information about your relative strengths and weaknesses on the competencies known to be important for success in this type of job. In addition, the report provides valuable on-the-job tips and suggestions to help you excel in the workplace.

The score that you receive describes how your responses compared against our database of responses consisting of your peers. The assessment that you have taken has been scientifically validated by up to 30 years of statistical data collection and analysis. People who score higher on the dimensions tend to perform better on the job in the key areas outlined in the report.

The developmental tips that you receive are intended to help you improve your skills for each specific competency. All of us, regardless of our scores, can improve our job performance by following appropriate developmental solutions and strategically focusing on areas that may require improvement. A commitment to personal improvement signifies initiative and developmental planning, both of which are important to job performance. Try using this feedback to formulate specific development plans that relate to your work goals and objectives. Don't try to do everything at once, as personal development does not happen overnight. If you score in the 'Red Zone', this may be an area where you want to focus your developmental efforts. Even if you score well it is still important for you to use the developmental tips to leverage your strength in this competency.

This report is confidential and its contents are intended to assist in the prediction of an applicant's work behaviour. Please note that the assessment components included in this solution report are not weighted equally. Some of the components are broad measures of behaviour and some are more narrow. Competencies denoted by an asterisk (*) are measures of narrow behaviours. While these behaviours are important to the overall score, they are not weighted as heavily when compared to other components in this solution. Our research indicates this weighting best predicts job performance. If you would like more information about this report (including scoring) or other products that SHL offers, please contact your account representative.

Graduate Potential

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This is a measure of potential for graduate success across industry type and functional area. This trait is characterized by the potential to learn and solve problems, the ability to work quickly and efficiently, and the tendency to be goal-driven.

Your score indicates that your experiences are somewhat aligned with those of highly effective graduates. You are likely to have average ability to learn new information and solve problems, can generally work quickly and efficiently, and are willing to work towards goals when required. You are somewhat likely to succeed in positions requiring these qualities.

- **When facing complex problems you have never seen before, brainstorm solutions and list the pros and cons of each. Consider the outcome you want to achieve to help you determine next steps for solving the problem.**

- **If you don't understand a new task or procedure, ask for it to be explained so that you can learn and practice it on your own.**

- **Ask yourself what you need to do to become more results-oriented. Set goals for yourself and identify outcomes that will motivate you to achieve these goals.**

Takes Responsibility*

This measures the extent to which the candidate is accountable for work outcomes and accepts responsibility when things go wrong.

You may look to blame others for mistakes and let other people take responsibility for actions and decisions.

- **Think about whether you have ever come up with excuses or suggested other people were responsible when things went wrong. Think about how you could work on accepting responsibility for your own actions. As you work to take responsibility more often, there will be times you fall short on this. If you find yourself in that situation, think of ways to correct the situation.**

- **Volunteer for a role in a local group or organization where you have the opportunity to take responsibility for an important project. See the project through to the end, staying engaged throughout the project even when problems arise.**

Fosters Team Cohesion*

This measures the extent to which the candidate energises the team and keeps them cohesive.

You are likely to consider team cohesion as key to success and will actively promote team goals.

- **Think about someone you know who has been successful in bringing about cohesion within a team. Ask this person to mentor you, so you can further develop your leadership skills with a focus on encouraging others to work together towards a common purpose.**

- **Extend your personal experience building cohesion within teams by helping to bring about this behavior in others. Point out opportunities for others to build and maintain team spirit. Model this behavior to encourage others to capitalize on opportunities to contribute to a culture of collaboration and a sense of common purpose within the team.**

Maintains Good Working Relationships*

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This measures the extent to which the candidate puts effort into developing good relationships with others.

You may not place a high value on your work relationships and may be less likely to act in ways that strengthen these relationships over time.

- **Try to establish a more personal relationship with your colleagues. Take time to discuss non-work topics. Make note of what helped you establish these relationships and continue using those behaviors when creating new connections.**

- **Seek opportunities to assist your colleagues even if they are small tasks. Allow others to return the favor and assist you even if you don't need it. Continue to offer your assistance to different colleagues both inside and outside your team and leverage these relationships when appropriate.**

Analyzes Information*

`9`

This measures the extent to which the candidate identifies key factors and integrates information to understand data or situations.

You are likely to be ready and willing to quickly analyze information to understand problems and find solutions.

- **Think about a problem you have recently solved for which there is no formal documentation. In detail, write down the steps you took to work through the problem and if appropriate, create a 'How To' guide for dealing with similar problems in the future. Share this guide with your manager and get their feedback.**

- **Since you may have a tendency to want to analyze information, collect major figures and statistical tables relevant to your organization. List the conclusions you would make from these and check with your manager the comprehensiveness and depth of your understanding.**

Learns Quickly*

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This measures the extent to which the candidate picks up new information and techniques easily.

You are likely to absorb and understand new information.

- **When someone is showing you how to do something, take notes so that you have something to refer back to. If you have trouble understanding, ask the person to try explaining it to you in a different way.**

- **Set extra time aside for learning particularly difficult procedures and processes. Practice these when you have time. Read through the documentation provided a few times. Highlight or add sticky notes to key information you are likely to need later.**

## Generates New Ideas*

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This measures the extent to which the candidate creates innovative approaches.

You are likely to suggest some novel and imaginative ideas when presented the opportunity to do so.

- **Evaluate several work activities that you could complete more effectively. Come up with new and innovative approaches to completing them. Consider the pros and cons for each approach. Bring your ideas to your manager and be ready to explain why you believe your new approaches will be more effective.**

- **Identify several issues you and your team solve using established methods. Consider how well these methods work and brainstorm novel solutions for addressing these issues. Experiment using the different approaches and introduce your ideas to your team once you have determined what works best.**

Uses Time Efficiently*

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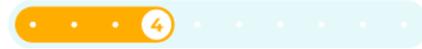
This measures the extent to which the candidate manages own time and delivers work on schedule.

You are likely to work quickly and efficiently and can be relied upon to complete projects on time.

- **Look for ways to introduce new efficiencies into your work processes. Start by focusing on your most important tasks that have clearly defined deliverables and that are most impactful to the business. Next, work to reduce, eliminate or automate less meaningful yet time consuming activities. Review your task priorities with your manager or a high performing coworker and seek their advice on how they would approach the workload.**

- **Before you begin your next project, break it down into smaller parts and assign each their own deadline. Monitor these shorter deadlines to ensure you are on track to complete the project on time. If you're able, try to complete each part before it's due so that you can deliver the project ahead of schedule.**

Works to High Quality Standards*

6

This measures the extent to which the candidate completes every task with a high degree of quality.

You are likely to complete tasks with a high degree of quality.

- **Choose a project which did not achieve a quality result. Do an in-depth review and use what you learned to create a process for detailed checking and sign-off for future projects. Make sure to reference this process before starting a new project so you plan the work accordingly.**

- **Discuss with your manager a project which you feel did not achieve a quality result. In particular, consider the level of detailed checking and sign-off that were built into the project. Next review an on-going project and identify processes that can be implemented to ensure that these issues do not recur.**

Adapts to Change*

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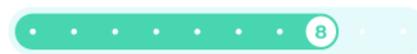
This measures the extent to which the candidate accepts and adapts to changes without difficulty.

You are likely to feel energized by change and adapt your approach easily and quickly to meet new expectations.

- **Change only what you need to. Variety and change are important parts of working, but in some situations, a more traditional and straightforward approach may yield better results. Examine a current project you are working on and find two or three ways in which you could improve your performance or the outcome by taking a more standard approach to working.**

- **While you enjoy change, others may be a bit more cautious about new experiences. When presenting new ideas and/or changes that are taking place, temper excitement with the understanding that some individuals may not adapt well to change and may be nervous about it.**

Copes with Setbacks and Criticism*

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This measures the extent to which the candidate stays positive when facing difficulties and does not dwell on negative events.

You are likely to have a more critical outlook on things and dwell on setbacks.

- **Find a role model. Think about how you handle negative comments relative to how some of your co-workers handle them. Identify someone who seems resilient. Use them as a role model and see if you can adopt any of their tactics (they don't need to know!).**

- **When someone gives you feedback or criticism, do not respond immediately. It may make you look defensive. Instead, take some time to think about the feedback objectively, and think about what parts of what the person said may be true and could be used for improving yourself.**

Strives to Achieve*

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This measures the extent to which the candidate sets demanding goals and makes a determined effort to meet or exceed them.

You are likely to set goals that are somewhat demanding but still achievable and you put in good effort to complete them.

- **After clarifying goals and identifying challenges, focus on execution of your work. Make sure you have time to achieve your more difficult goals. Put some time in your schedule to tackle the most difficult goals.**

- **Try to increase the number of challenging goals you set for yourself rather than playing it safe. Identifying challenging goals will show other people that you are committed to your role and interested in progressing your career.**