



Candidate Information

Candidate : Sample Candidate

Email : candidate_email@mail.com

Assessment Profile:

Project Name: Clerk- General Entry Level

Completion Date: 11-16-2018

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.

General Entry Level - All Industries 7.0



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.

Details

Achievement	<p>This component measures the tendency to set and accomplish challenging goals, while persisting in the face of significant obstacles. This trait is characterized by: working hard; taking satisfaction and pride in producing high-quality work; and being competitive.</p>
	<p>There are times when you are motivated to accomplish challenging goals and to persist in the face of significant obstacles. Still, in other circumstances, you may be less interested in pursuing goals that seem rushed or that require extraordinary effort purely for the sake of competing with others. When you go the extra mile to complete a task, it is generally out of necessity and not because of a desire to achieve some recognition.</p> <ul style="list-style-type: none"> • After a project is launched, evaluate the urgency of remaining tasks periodically to ensure that appropriate effort is directed toward each step. • Consider a project from two views: first, to accomplish the task according to minimum requirements; and second, to exceed expectations. After meeting minimum requirements, seek to surprise others with your extra effort toward exceeding expectations. • After clarifying goals and identifying challenges, focus on execution of your work. Make sure those around you understand the connection between their efforts and the success of the team. • Review the successes and failures of others in your role (within and outside of your organization) and learn how they have overcome challenges. Consider how these approaches might allow you to pursue excellence in your own work. • Set goals that are consistent with the immediate needs of your department while maintaining alignment with the mission of the organization. • When confronted with an obstacle, focus on how your approach might minimize challenges and evaluate alternative steps to avoid further delay. • Avoid the temptation to reduce your efforts when it appears an achievement may be difficult to reach. Allow yourself the opportunity to succeed in the face of obstacles by applying extra effort or new approaches. • As you begin tasks that are less interesting or more difficult, jot down 1-2 ways the accomplishment of these tasks might benefit you, your coworkers, and the organization. Focus on how your efforts will contribute to broader accomplishments.
Professional Potential	<p>This is a measure of the tendency to have potential for professional success across industry type and functional area. This is characterized by scores that are derived from responses to questions regarding academic and social background, and aspirations concerning work.</p>
	<p>Your response profile concerning past achievements, social orientation, and work orientation is moderately similar to the profiles of highly effective professionals. The moderate match between the profiles suggests that you are somewhat likely to be successful in a professional position.</p> <ul style="list-style-type: none"> • Where appropriate, seek out additional responsibilities such as working on several projects at once. • Evaluate how quickly you work and how you could get more work done without sacrificing quality. • Seek feedback from your manager on your work performance. • Evaluate your willingness and ability to work as part of a team in the organization. • Regularly help champion and implement the ideas your co-workers suggest.

Responsibility	<p>This component measures the tendency of a person's responsibility for his/her own actions and a commitment to performing assigned tasks. This trait is characterized by: reliability; proactive involvement in work; and a dedication to complete even the most mundane tasks.</p>
	<p>You are the type of person who plans and prioritizes tasks in order to accomplish your work on time and according to expectations. When assigned boring or routine tasks, you focus on your work with the same diligence as you do for more exciting projects. You plan carefully and adhere to expectations in accomplishing even the most challenging work. People can count on you to complete your work and to accept responsibility when things go wrong.</p> <ul style="list-style-type: none"> • Talk with your manager about your willingness to take on challenging assignments and your desire to expand your career. Indicate your interests and ideas, and discuss possible action steps. • Evaluate your existing responsibilities prior to taking on new obligations. You may become so enthusiastic about a new challenge that you take on more than you can handle. As you take on additional assignments, make sure that you can still manage your current job responsibilities without sacrificing your reliability. • As your colleagues make plans for important projects, consider how you might offer support in the planning and coordinating of key tasks. Your tendency to plan carefully and to focus on maintaining reliability may help others who might otherwise fail to appreciate certain pitfalls. • As you work to accomplish tasks, your strong desire to meet your obligations in a timely manner may cause you to overlook opportunities for change. Balance your goal of finishing on time and on budget, with a focus on continual improvement. You may stumble upon an improvement opportunity that would have otherwise gone unnoticed. • When you approach a task, you may tend to make plans and then aggressively work toward completion. Take time to consider the key assumptions that support your plans and then evaluate the accuracy and reliability of these assumptions. Adjust your plans accordingly to maintain the performance you expect.
Teamwork	<p>The tendency to work effectively in teams. High scorers are likely to be polite and friendly, put forth effort to help others, stay calm in tense situations, communicate openly and directly with other team members, and display a willingness to help others.</p>
	<p>Your score shows you have a clear strength in this area. You are very likely to be successful working on a team. You value cultivating work relationships, team cohesion, and have a strong desire to do what is right for a group or department. You tend to be helpful and cooperative with others, and communicate openly and directly with others. You are adept at keeping your composure in tense interpersonal situations.</p> <ul style="list-style-type: none"> • Take time to collaborate within and across teams. • Work with coworkers to identify the signs of a “silo mentality,” and use your findings to assess how well your team is cooperating. For each sign, look for possible causes and ways of tackling them. • If you see a coworker who is struggling, take a moment to offer your assistance. You can share tips you have learned to work more efficiently, or lend a sympathetic ear to their struggles. • If you feel that other team members have trouble communicating, reach out and communicate this with them. Offer to work with them to become more direct and open communicators. • When you notice other team members losing their temper, do your best to deescalate the situation or act as a mediator between team members.