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 'Purple 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 behavior. Please note that the assessment components included in this solution report are not weighted equally. Some of the components are broad measures of behavior and some are more narrow. Competencies denoted by an asterisk (*) are measures of narrow behaviors. While these behaviors 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.

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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*

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

You are likely to be accountable for mistakes and take responsibility for actions and decisions.

- **Consider a time when an issue occurred at work that was within an area of your responsibility. Were you fully accountable for your actions and did you try to fix the issue? If not, why not? How could you improve a similar situation in the future?**

- **Think about a recent project you led at work, school or other setting and your role as a leader. Were you willing to make decisions and take ownership of problems? How could you have been more effective when taking responsibility for the project?**

Fosters Team Cohesion*

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

You are likely to consider team cohesion as important and will likely contribute to most team goals.

- **Get in touch with an internal or external specialist who has experience with team building events. Organize an event for your own team with the help of this specialist. Plan a program which will help the team to build on its strengths, and work together towards a common purpose.**

- **Think about a time when you felt a genuine sense of belonging to a team. What did the team leaders do to inspire collaboration and team spirit? Identify three specific actions that made a difference. The next time you are in team leadership role (formal or informal), try putting these strategies into practice to build cohesion 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.
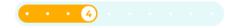
You are likely to put effort into developing good work relationships and act in ways that will strengthen work relationships.

- **Take time to get to know your colleagues on a more personal level. Spend time with them outside of a work setting. Make a continued effort to participate in non-work activities and take a genuine interest in your colleagues' personal lives.**

- **Think about a time when a colleague helped you on a task outside of their typical work duties. How did this change your view of this person? If you haven't already, return the favor and help them when they need it. Do not shy away from asking for additional assistance in the future and be quick to offer assistance in return.**

🔍 Analyzes Information*

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

This score is a composite that includes the scores from both the behavioral assessment and the cognitive ability test.

You are likely to be willing to work on tasks that involve analyzing, integrating information and identifying solutions.

- **Think about a recent problem you have worked through. Consider the information you gathered to solve the problem. Was that information sufficient to solve the problem? What information could you have collected that would have helped you solve the problem? What information did you gather that ended up not being helpful?**

- **Identify peers at work whom you consider to be very skilled at problem analysis, and work with them on resolving a specific problem. Record the steps they take in their analysis. Use this documentation as a basis for a discussion about their methods to better understand why they approached the problem as they did.**

🎓 Learns Quickly*

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

This score is a composite that includes the scores from both the behavioral assessment and the cognitive ability test.

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.**

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Generates New Ideas*   • • • • ④ • • • • •

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*   • • • • • ⑥ • • •

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*

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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 adapt your approach in light of changing demands, but may hesitate when faced with a bigger change.

- **Form new expectations. Some of the expectations you had for yourself or others had of you have now changed. Try to identify what the new expectations are, and how that might affect the expectations you had for yourself. If you can think positively about meeting new expectations, you will find the transition from resisting to accepting change to happen more smoothly.**

- **Try to get in touch with your feelings if you are not excited about new changes ahead. If you are feeling resistant, try to understand more what is behind that. Is it fear? Do you disagree with the change? Are you excited but a little concerned as well? Try to identify your feelings and talk it through with your supervisor/manager for some clarity and reassurance.**

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 positive outlook, but may dwell at times on setbacks.

- **Be open to learning from difficult experiences. List three situations where you have felt very negative and then think of the benefits you might have gained from the situation if you thought differently about it. Look at challenging situations as opportunities to grow rather than threats.**

- **Think of the worst case scenario. This will help you put difficulties into perspective by seeing the difference between what actually happened vs. what could be the worst thing to happen.**

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.**