

# 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.

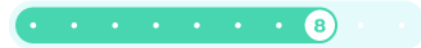
The score that you receive describes how your responses compared against our database of responses consisting of your peers. The assessment that you have taken has been scientifically validated by up to 30 years of statistical data collection and analysis. People who score higher on the dimensions tend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



## Graduate Potential



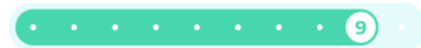
This is a measure of potential for graduate success across industry type and functional area. This trait is characterized by the potential to learn and solve problems, the ability to work quickly and efficiently, and the tendency to be goal-driven.

**Your score indicates that your experiences are fully aligned with those of highly effective graduates. You are likely to excel in learning new information and solving problems, work quickly and efficiently to get things done, and are motivated to achieve goals. You are likely to be highly successful in positions requiring these qualities.**

- **Think about problems you have encountered and solutions that have not worked out as well as you expected. Consider why and learn from these experiences to help you the next time you are faced with a new problem.**
- **Seek out opportunities to expose yourself to new situations. This will help you to learn and improve your skills in picking up and understanding new tasks and procedures.**
- **Set increasingly difficult goals for yourself and reward yourself when you achieve them.**



## Takes Responsibility\*



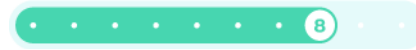
This measures the extent to which the candidate is accountable for work outcomes and accepts responsibility when things go wrong.

**You are likely to be accountable, take responsibility for ensuring things get done and take action to address matters when things go wrong.**

- **Talk through in detail with your manager a recent project or task for which you have had responsibility. Focus on the decisions you made and your commitment to seeing them through. How willing were you to take full responsibility for the decisions you made? How well did you manage times when your decisions and actions were questioned or turned out to be ineffective?**
- **When we step forward and volunteer to take a leader role on a project or issue at work, others will then expect us to follow the project or issue all the way through to resolution. Even if you volunteered (rather than being told) to take on the responsibility, you are accountable for seeing the project through to completion. If you are unwilling or unable to complete the work, help to find someone else who can.**



### Fosters Team Cohesion\*



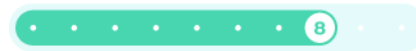
This measures the extent to which the candidate energizes the team and keeps them cohesive.

**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\*



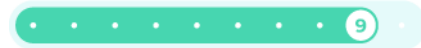
This measures the extent to which the candidate puts effort into developing good relationships with others.

**You are more likely to place a priority on your working relationships and put effort into maintaining these relationships over time.**

- **Think of an individual who may be difficult to get along with. Try to establish a relationship with this person. As you develop your relationship, reflect on what helped you establish a connection and the different ways you reacted to the other person's behavior.**
- **Think about your most productive relationships, ones where everyone is benefiting greatly from them. Consider what makes them work so well. Make an effort to use what you've learned from your current relationships to develop similar relationships with a more diverse group of people.**



## Analyzes Information\*



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\*



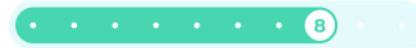
This measures the extent to which the candidate picks up new information and techniques easily.

**You are more likely to understand new concepts and techniques and absorb and assimilate new information and facts easily.**

- **Volunteer to learn new techniques, methods or subject areas that can help your team to be more effective. Condense the information into a useful work aid that others can pick up quickly without having to go back to the source material as you did.**
- **Look for opportunities to learn inside and outside of work. Search for in-person and on-line classes, and see if there may be training available for topics that are related to your job. Make sure to keep detailed notes and consider how you can apply what you've learned to your job.**



### Generates New Ideas\*



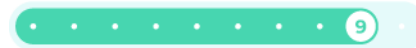
This measures the extent to which the candidate creates innovative approaches.

**You can be expected to continuously offer original ideas and perspectives without being prompted to do so.**

- **Arrange a meeting with your colleagues to brainstorm new ways to complete common work tasks. Start the brainstorming and provide some new ideas you would like to share with the team. Do not criticize or evaluate ideas at first, instead encourage the flow of as many ideas as possible.**
- **Continuously evaluate your own and your team's approaches to solving issues even if they are currently effective. Think of creative methods to use in place of these to improve the issue solving process or the outcomes of these solutions. Have your team assist in evaluating the new methods you create. Though many ideas may not be implemented, persist in your evaluations and brainstorming.**



### Uses Time Efficiently\*



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

**You are likely to complete work in the most efficient way possible without wasting any time to ensure work is completed on schedule.**

- **Think about some of your team's most time consuming tasks and list several reasons why you feel they take so long to complete. Brainstorm some ways you could complete the tasks quicker. Experiment with your new ideas to determine if there are more efficient ways to complete the tasks. Share any discoveries with your manager.**
- **Seek out a coworker who is struggling to complete work on time. Ask them to share their work processes with you and look for inefficiencies in how they carry out their tasks. Help them prioritize their work and set deadlines for completing it. Share some tips on how they can work through their tasks more quickly and efficiently.**



## Works to High Quality Standards\*



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

**You are likely to take pride in your work and pay attention to every detail, making sure that the work is as good as it can be.**

- **Schedule time to do a careful review of a project or assignment that you have completed. Does it meet the highest standards of quality and excellence? Identify areas where a more careful or thoughtful approach may improve the quality of your final work product.**
- **Suggest to a co-worker that you work together to improve the quality of your work collaboratively. Swap your work products and review each other's work. Meet and discuss each other's feedback.**



## Adapts to Change\*



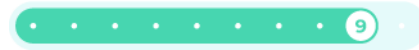
This measures the extent to which the candidate accepts and adapts to changes without difficulty.

**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\*



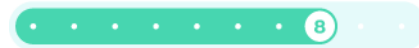
This measures the extent to which the candidate stays positive when facing difficulties and does not dwell on negative events.

**You are likely to have a positive outlook and handle setbacks well.**

- **Seek constructive criticism for your own self-improvement. If you are good at handling negative feedback, then be willing to seek out helpful critiques of your performance and strive to improve.**
- **Look for opportunities to be an 'intrapreneur' at your company. Not everyone can be an internal entrepreneur, but if you have a resilient character, you may be well-suited for that type of role eventually. Take opportunities to suggest improvements that can be made to your service, products, or processes at your company.**



## Strives to Achieve\*



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 very demanding goals and strive to achieve them.**

- **Make sure your accomplishments do not overshadow the efforts of contributing team members. While others may not share your drive for achievement, it is important that you allow them to share in celebrating success.**
- **When confronted by major obstacles, consider how much effort is required to produce desired results. Avoid the temptation to commit more resources than are appropriate given the project's importance. When in doubt, seek guidance from your superiors to ensure proper alignment.**