Industrial Semi-Skilled 7.1 (International) Candidate Report

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.

Safety Orientation

This measures the work history, personal experiences, and achievements related to occupational success in industries and jobs that focus on safety. This is characterised by scores derived from responses regarding safety training, adherence to rules and procedures, and other personal and professional experiences.

You may have had some previous work experiences related to learning and performing safe work behaviours and are likely to value safety in the work place to some degree. You may feel that safety rules are made to be followed most of the time, but this belief may lead to some incidents on the job. Remain aware of this tendency when your safety tendencies begin to slip.

- **Do not become complacent after performing a job many times without an accident; skipping safety procedures or steps because you feel 'experienced' will lead to an accident.**

- **Take your time when performing work tasks. You will be less likely to make a mistake if you slow down to ensure you are completing each step correctly.**

- **Always use protective safety equipment.**

- **Be knowledgeable of all safety rules and regulations within your work environment. Follow these rules exactly as specified every time you work.**

Achievement

This component measures the tendency to set and accomplish challenging goals, while persisting in the face of significant obstacles. This trait is characterised by: working hard; taking satisfaction and pride in producing high-quality work; and being competitive.

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.

- **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 organisation) 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 organisation.**

- **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, write down 1-2 ways the accomplishment of these tasks might benefit you, your co-workers, and the organisation. Focus on how your efforts will contribute to broader accomplishments.**

Learning Potential

8

This is a measure of the potential to learn new information and solve problems. This competency is characterised by the ability to learn work-related tasks, policies, procedures, and to use information to form solutions to complex work situations.

You are likely to learn new concepts, work-related tasks, processes, and procedures efficiently and effectively. In addition, you tend to do well at solving complex problems and making reasoned decisions.

- **Document processes and procedures in order to provide reference materials to you and your peers.**

- **Offer to help others learn.**

- **Volunteer to work on challenging assignments.**

- **When solving problems, consider the long-term consequences of the solution.**

- **When presented with a problem, focus on understanding the cause before focusing on the solution.**

- **When suggesting a solution to a problem, ensure that it is addressing the cause of the problem not just the immediate issue.**

- **Problems can be solved from multiple different perspectives. Try considering a number of different solutions to a problem before deciding on the best approach.**

- **Develop contingency plans that can be quickly enacted if circumstances change or significant assumptions prove wrong.**

- **Set up early warning systems that alert you to signs of trouble before it is too late to take corrective action.**

Thoroughness

This component measures the tendency to be thorough and precise in approaching work and personal activities. This trait is characterised by: being accurate; finding and correcting errors; and maintaining order in work and personal affairs.

You are not overly concerned with the organisation or efficiency of your work environment. You are comfortable in settings that others may feel are too disorganised or imprecise. You avoid obsessing on most details, focusing instead on the "big picture." You do not overly concern yourself with detecting errors in your work or in the work of others.

- **Implement a time management system that will help you organise your routine and prioritise your daily activities.**

- **Set aside time each morning to organise your work area and arrange materials needed for the day's activities. Use this time to regain a sense of order in your work, rather than to accomplish any specific task.**

- **Be careful not to overlook the importance of proofreading your work. When your work contains obvious errors, others will assume you are not concerned with quality or accuracy.**

- **When you complete a task, whether writing a memo, balancing a spreadsheet, or preparing a report, challenge yourself to find at least one error in your work. This proofreading exercise is likely to help you avoid a number of minor errors that would otherwise diminish the value of your work.**

- **When you approach even simple, seemingly unimportant tasks, consider that carelessness in your work may harm others' ability to achieve their goals. Commit to working diligently on even the smallest tasks to maintain high quality.**

- **Consider the impact of your timeliness on the productivity of others. Do everything you can to ensure that your own work does not slow down progress among your team or the organisation. Be a catalyst for high performance.**

Teamwork

5

This component measures the tendency to work effectively in teams. High scorers are likely to be polite and friendly, make an effort to help others, stay calm in tense situations, communicate openly and directly with other team members, and display a willingness to help others.

Your score shows you are in the typical range for this area. You are likely to be successful working in a team. You generally prefer to do what is right for a group or organisation and is likely to be helpful and cooperative with others. You communicate with other team members about as well as most people. You get along well with other team members, but may occasionally lose your temper.

- **When you disagree with a co-worker, use active listening techniques to ensure you fully understand their message. Try to compromise and find a solution that will work for both of you.**

- **Consider why you may not always ask others for help in solving problems and why others may be reluctant to be involved in joint problem-solving with you.**

- **Use your listening and questioning skills to draw ideas out of others on your team.**

- **Acknowledge the value of each contribution and try to build on the ideas of others. In group situations, draw quieter members into the discussion by asking for their comments directly.**

- **Think about why you may have trouble getting along with certain team members. Consider their background, role, and perspective, and try to see things from their side.**