

# Entry Level Industrial 7.1 (International) 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 authorised 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.

## Safety Orientation

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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 are not likely to have the work history and previous experiences necessary for learning and performing safe work behaviours and are unlikely to value safe behaviours in the workplace. Your relative inexperience may lead to incidents or accidents on the job. To compensate, always take extra precautions when working in potentially dangerous conditions, and actively consider additional steps you could take to be safe.**

- **Be sure to get enough rest before work or while on breaks. Fatigue will slow down your ability to physically and mentally react to unsafe situations.**
- **When you are unsure of how to perform your job safely, be sure to ask a more experienced co-worker how to perform the task.**
- **Pay close attention during safety training.**
- **Always use protective safety equipment when working.**

## 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.**

## Responsibility

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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 characterised by: reliability; proactive involvement in work; and a dedication to complete even the most mundane tasks.

**Since you prefer interesting and meaningful work, you may be reluctant to take on boring or routine tasks. When assigned to more mundane work, you may tend to procrastinate or become distracted out of boredom. You may find it challenging to complete certain projects due to your preference to avoid spending extensive time in the planning stages.**

- **If you know that you tend to procrastinate in performing routine tasks, make a list of the reasons or "excuses" you have used in the past (for example, you may be waiting for clarity from a superior regarding a task). For each reason on your list, write down an "antidote" or counter point.**
- **Redefine undesirable work. Instead of focusing on what you dislike, focus on the sense of accomplishment you'll feel after you finish it. Write a note to yourself to describe what that accomplishment will feel like, especially if there are specific rewards attached, and periodically come back to the note for ongoing encouragement.**
- **If you tend to put off projects that seem difficult, make a list of the small steps involved in the project and do those first. Build momentum that can carry you through more difficult work.**
- **If you are having trouble approaching unpleasant tasks, commit to working for just half an hour to see how it goes. By the end of the half-hour, you may have found that the work isn't as difficult as you thought. The key is to get started and make every effort to build some momentum in your progress.**
- **Challenge yourself to reach incremental goals and reward yourself along the way to completing a project. Even a small reward, such as a quick coffee break after reaching an earlier milestone, might help you to redefine the tasks as less intimidating.**

## 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.**