



REPORT

# Professional 8.0 Candidate Report

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**Personal details**

<b>Name</b>	Sample Candidate11
<b>Score zone</b>	High
<b>Email</b>	Sample.Candidate11@outlook.com
<b>Participant id</b>	273960169098860
<b>Client</b>	Content QA TCplus

**Project details**

<b>Project name</b>	Professional 8.0 JFA_UAT_New
<b>Participant start date</b>	May 31, 2024
<b>Participant completion date</b>	May 31, 2024
<b>Total questions</b>	76
<b>Total time</b>	16 min
<b>Response time</b>	3 min 21 sec

**Instructions**

This report is designed to give information about the participant's relative strengths and development areas 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 the participant excel in the workplace.

The score that a participant receives describes how the participant's responses compared against our database of responses consisting of the participant's peers. The assessment that a participant has 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.

This report is confidential, and its contents are intended to assist in the prediction of a participant's work behavior. Please note that the assessment components included in this solution report are not necessarily 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.

## Development advice

### Development Advice Guidance

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 low on a competency, 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.

### Puts the team first

**You are likely to put team priorities above your own personal ambition.**

- Watch out for “us versus them” thinking. While you value teamwork and participation, others may seek to achieve success by a more uncooperative approach. If you see that happening, it's better to speak up than not say anything.
- Make a list of the things that motivate you to apply extra effort in your work. Determine what items on your list might negatively impact cooperation among your coworkers. Consider how you might achieve the same performance objectives by partnering with others, rather than competing.

### Offers help

**You are likely to notice where knowledge and guidance is needed and actively share information that might be useful for others.**

- The next time you are explaining something new to someone else, take care to explain it thoroughly and check for understanding at each step. This will ensure they can make use of your knowledge and guidance. Ask if there are any related topics you can help with as well.
- Remember recent times when others on the team have needed help and you stepped in to share your knowledge and guidance. Were there common themes in the topics where others needed help? What types of information did you share? Document some useful tips and make these resources available so they can be easily accessed when needed.

### Writes with clarity

**Your written communications might sometimes be challenging for others to fully understand.**

- Before sending electronic communications or sharing documents with others, use available tools to check for spelling and grammar mistakes. If you find that you are consistently making the same type of mistake, review the spelling or grammar rules relevant to that error.
- After typing a document, read it aloud or use a document reader application to listen to what you have written. If a phrase or sentence does not sound correct to you, double check it to make sure the wording, punctuation, and grammar are correct. Once you're done, ask a colleague to read through the document and note any errors.

### Applies functional expertise

**You are likely to have detailed job knowledge and apply that knowledge effectively.**

- Stay up to date on advancements or changes in any specialized knowledge areas required for your job. Regularly read relevant bulletins, trade journals, and supplier notices related to your required job knowledge.
- When providing information or advice based on specialized knowledge to those outside your area of expertise, make sure you communicate all the relevant information and implications. Do not assume those receiving your advice have the background required to know exactly what they need to ask to fully understand the information and its implications.

### Offers practical solutions

**You are likely to consider the practical issues involved in a problem and think of solutions that are simple, effective and meet the demands of the situation.**

- Make a list of five common problems that arise at work. For each of these, write down as many different ways of approaching the problem as you can. Contrast each of these with current work practices. Are these realistic alternatives? Could you modify/incorporate these into your existing approach?
- Think about solutions to problems you have offered in the past that have not worked out as well as you expected. Consider which aspects of the solutions worked well and which did not. The next time you are faced with a problem, remember these learnings to help you quickly and productively offer solutions that are well suited to the demands of the situation.

### Maintains documentation

**You are likely to document your work, recording your knowledge for others most of the time. Your records will likely be tidy with a systematic filing structure.**

- Try to add "keys" to any filing or categorization system you use (e.g., color-coding file types) so that when you come back to the document action later on, or if someone else needs to use it, it is clear what every category represents.
- Archive old versions of files by keeping them in an archive folder, so that other people who want to use the files know which version is current.

### Attends to multiple tasks

**You are likely to work on multiple tasks without compromising on quality.**

- Focus on improving the accuracy with which you can complete multiple work activities with overlapping time demands.
- Become aware of the tasks you find difficult to work on simultaneously and practice switching between these tasks.

**Copes with uncertainty** **You are likely to remain productive when faced with ambiguity in your role.**

- Be curious and get used to being uncomfortable. Uncertainty in the environment brings opportunities for innovation and bold moves. Resist the urge to cling to outdated, inadequate processes and behaviors.
- Monitor when your natural preference for defined rules and systems may prevent you from embracing change. When there is short-term ambiguity or lack of immediate clarity, list your resources outside of work that help you feel balanced during times of significant change.

**Strives to achieve** **You are likely to set very demanding goals and strive to achieve them.**

- Schedule a periodic audit during which you evaluate the amount of time and energy you devote to different areas of your life relative to your values, principles, and purpose. Keep track of how you spend your time and compare this with what you've identified as most important personally and professionally.
- 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.

**Takes action** **You may prefer to keep busy at all times, generating a lot of activity, and may be willing to take on extra work.**

- Think of your current situation and list six aspects you find motivating and six you find demotivating that have impact on your energy levels at work. Think of ways to focus more on the things that motivate you to work harder and less on those that sap your energy.
- When you have a lull in your work, use your extra energy and think about what you can do to keep busy. Perhaps volunteer to take on additional tasks for someone who is very busy and could use some assistance, or get going on tasks that were supposed to be done tomorrow.

## Glossary

### Competency Definitions

#### **Puts the team first**

This measures the extent to which the candidate makes personal sacrifices for the benefit of the team.

#### **Offers help**

This measures the extent to which the candidate shares information and offers guidance to others.

#### **Writes with clarity**

This measures the extent to which the candidate writes fluently and expresses ideas clearly.

#### **Applies functional expertise**

This measures the extent to which the candidate proficiently applies relevant knowledge and skills to one's job.

#### **Offers practical solutions**

This measures the extent to which the candidate provides workable solutions to problems.

#### **Maintains documentation**

This measures the extent to which the candidate records project progress and organizes information so that it is easily accessed by others.

#### **Attends to multiple tasks**

This measures the extent to which the candidate works on several tasks simultaneously.

#### **Copes with uncertainty**

This measures the extent to which the candidate is productive when roles and situations are not clearly defined.

#### **Strives to achieve**

This measures the extent to which the candidate sets demanding goals and makes a determined effort to meet or exceed them.

#### **Takes action**

This measures the extent to which the candidate keeps busy at work and enjoys taking on new responsibilities.

## Zone definition

#### **Professional 8.0 JFA**

- 0-30 Percentile: Low
- 31-70 Percentile: Medium
- 71-99 Percentile: High

**Disclaimer:** The report herein is generated from the results of a questionnaire answered by the participant and reflects the answers provided by them. Due consideration must be given to the subjective nature of questionnaire-based ratings in the interpretation of this data. The information enclosed in this report 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. Please note, this report has been generated electronically – the user of the software can make amendments and additions to the text of the report.