



## Candidate Information

**Candidate :** Sample Candidate

**Email :** candidate\_email@mail.com

**Assessment Profile:**

**Project Name:** Business Analyst - Professional + 7.0

**Completion Date:** 01-15-2019

**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.

## Professional + 7.0



### 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.

## Details

Professional Potential	<p>This is a measure of the tendency to have potential for professional success across industry type and functional area. This is characterized by scores that are derived from responses to questions regarding academic and social background, and aspirations concerning work.</p>
	<p>Your response profile concerning past achievements, social orientation, and work orientation is highly similar to the profiles of highly effective professionals. The good match between the profiles suggests that you are likely to be successful in a professional position.</p> <ul style="list-style-type: none"> <li>• Look for opportunities to train others and seek feedback on your training style and effectiveness.</li> <li>• Learn as much as you can about the people you work with and how they can best contribute to projects you are involved in.</li> <li>• Set difficult goals for yourself and reward yourself when you achieve them.</li> <li>• Talk about the success of others and tell people about the role others have played in your success.</li> <li>• Strive for cooperation rather than competition with your co-workers.</li> </ul>
Achievement	<p>This component measures the tendency to set and accomplish challenging goals, while persisting in the face of significant obstacles. This trait is characterized by: working hard; taking satisfaction and pride in producing high quality work; and being competitive.</p>
	<p>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.</p> <ul style="list-style-type: none"> <li>• After a project is launched, evaluate the urgency of remaining tasks periodically to ensure that appropriate effort is directed toward each step.</li> <li>• 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.</li> <li>• 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.</li> <li>• Review the successes and failures of others in your role (within and outside of your organization) and learn how they have overcome challenges. Consider how these approaches might allow you to pursue excellence in your own work.</li> <li>• Set goals that are consistent with the immediate needs of your department while maintaining alignment with the mission of the organization.</li> <li>• When confronted with an obstacle, focus on how your approach might minimize challenges and evaluate alternative steps to avoid further delay.</li> <li>• 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.</li> <li>• As you begin tasks that are less interesting or more difficult, jot down 1-2 ways the accomplishment of these tasks might benefit you, your coworkers, and the organization. Focus on how your efforts will contribute to broader accomplishments.</li> </ul>

<p>Willingness to Learn</p>	<p>This component measures the tendency to learn from experience. This trait is characterized by: being open to new experiences, seeking both positive and negative feedback, looking back on past experiences and considering alternate courses of action, and finding patterns and order in complex information.</p>
	<p><b>You are very open to change and exhibit a mindset of continuous improvement. You actively seek out feedback, appreciate receiving it, and consider it carefully. You learn from your experiences and are unlikely to make the same mistakes twice. You don't get discouraged by setbacks, but rather see them as opportunities to learn and improve your performance. When faced with new or complex information, you immediately look for patterns that will help you understand and relate it to more familiar information.</b></p> <ul style="list-style-type: none"> <li>• Set aside time to continuously anticipate potential setbacks in your work. Leverage what you've learned from past experiences to avoid or proactively address them.</li> <li>• Foster a culture of continuous feedback in your workplace. Create an environment where others feel comfortable both giving and receiving feedback.</li> <li>• Help a colleague interpret others' feedback objectively and use it to improve his/her performance.</li> <li>• In your efforts to try new things, be careful that you don't lose sight of the routine habits that contribute to your success. Try to incorporate these behaviors into new approaches to solve problems at work.</li> <li>• When presenting complex information to someone else, facilitate connections by relating the information to something more familiar to help your audience understand the new information.</li> <li>• The next time you are faced with a problem, brainstorm new solutions before you begin addressing it. Think outside the box and don't feel constrained by the way things are usually done. Reflect on what has been successful in similar situations in the past, but challenge yourself to test out an approach that could be even more effective.</li> </ul>
<p>Responsibility</p>	<p>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 characterized by: reliability; proactive involvement in work; and a dedication to complete even the most mundane tasks.</p>
	<p><b>You are the type of person who plans and prioritizes tasks in order to accomplish your work on time and according to expectations. When assigned boring or routine tasks, you focus on your work with the same diligence as you do for more exciting projects. You plan carefully and adhere to expectations in accomplishing even the most challenging work. People can count on you to complete your work and to accept responsibility when things go wrong.</b></p> <ul style="list-style-type: none"> <li>• Talk with your manager about your willingness to take on challenging assignments and your desire to expand your career. Indicate your interests and ideas, and discuss possible action steps.</li> <li>• Evaluate your existing responsibilities prior to taking on new obligations. You may become so enthusiastic about a new challenge that you take on more than you can handle. As you take on additional assignments, make sure that you can still manage your current job responsibilities without sacrificing your reliability.</li> <li>• As your colleagues make plans for important projects, consider how you might offer support in the planning and coordinating of key tasks. Your tendency to plan carefully and to focus on maintaining reliability may help others who might otherwise fail to appreciate certain pitfalls.</li> <li>• As you work to accomplish tasks, your strong desire to meet your obligations in a timely manner may cause you to overlook opportunities for change. Balance your goal of finishing on time and on budget, with a focus on continual improvement. You may stumble upon an improvement opportunity that would have otherwise gone unnoticed.</li> <li>• When you approach a task, you may tend to make plans and then aggressively work toward completion. Take time to consider the key assumptions that support your plans and then evaluate the accuracy and reliability of these assumptions. Adjust your plans accordingly to maintain the performance you expect.</li> </ul>

Deductive Reasoning	<p>This assessment measures the ability to draw logical conclusions based on information provided and complete scenarios using incomplete information. It provides an indication of how an individual will perform when asked to develop solutions when presented with information and draw sound conclusions from data. This form of reasoning is commonly required to support work and decision making in many different types of jobs at many levels.</p> <p>This report provides information regarding an individual's ability to use sound logic to solve problems, produce solutions when information is limited, and utilize data effectively.</p>
	<p><b>You are likely to have a developmental opportunity in the area of deductive reasoning. Your performance on this assessment indicates that you have a below average level of deductive reasoning ability compared to others in similar job levels. You may be able to work with simple logical arguments, but may experience difficulty in identifying assumptions in more complex arguments. Your level of deductive reasoning may impact your ability to use sound logic and draw reasonable conclusions based on available information.</b></p> <p><b>At work, you are likely to take longer than most others to solve problems and will have more difficulty identifying the amount of information necessary to draw conclusions. Others with higher levels of deductive reasoning ability may be able to form solid arguments more effectively, utilize data more efficiently, and develop logical solutions to problems. You may have flaws in your logic.</b></p> <ul style="list-style-type: none"> <li>• <b>When you are debating with a friend or colleague, discuss why and how he/she came to his/her conclusions. The strength of an argument hinges upon whether a conclusion necessarily follows from the evidence.</b></li> <li>• <b>Many arguments leave steps out and assume that the reader or listener will fill in the blanks. Identifying and challenging these assumptions is one of the best ways to defeat an argument.</b></li> <li>• <b>When making arguments and drawing conclusions, always ask yourself if your conclusion MUST follow based on the evidence you have available. If not, determine what additional evidence is required or how your conclusion needs to be adjusted.</b></li> <li>• <b>If you implement a solution to a problem and it fails, reflect on your problem solving process to see if steps were left out, information was missing, or your logic was flawed.</b></li> </ul>
Maintains Good Working Relationships*	This measures the extent to which the candidate puts effort into developing good relationships with others.
	<b>You are likely to put effort into developing good work relationships and act in ways that will strengthen work relationships.</b>
Analyzes Information*	This measures the extent to which the candidate identifies key factors and integrates information to understand data or situations.
	<b>You are likely to be willing to work on tasks that involve analyzing, integrating information and identifying solutions.</b>
Learns Quickly*	This measures the extent to which the candidate picks up new information and techniques easily.
	<b>You are more likely to understand new concepts and techniques and absorb and assimilate new information and facts easily.</b>
Generates New Ideas*	This measures the extent to which the candidate creates innovative approaches.
	<b>You are likely to suggest some novel and imaginative ideas when presented the opportunity to do so.</b>

Uses Time Efficiently*	This measures the extent to which the candidate manages own time and delivers work on schedule.
	<b>You are likely to work quickly and efficiently and can be relied upon to complete projects on time.</b>
Works to High Quality Standards*	This measures the extent to which the candidate completes every task with a high degree of quality.
	<b>You are likely to complete tasks with a high degree of quality.</b>
Adapts to Change*	This measures the extent to which the candidate accepts and adapts to changes without difficulty.
	<b>You are likely to adapt your approach in light of changing demands, but may hesitate when faced with a bigger change.</b>
Copes with Uncertainty*	This measures the extent to which the candidate is productive when roles and situations are not clearly defined.
	<b>You are likely to remain productive when faced with ambiguity in your role.</b>