

# Technology Professional 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 '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.



## Makes Quick Decisions



This measures the extent to which the candidate acts quickly and makes timely decisions, even ones involving risk.

**You are likely to make decisions quickly, but may occasionally need additional time before deciding.**

- **Talk to someone you see as very decisive about how they go about making decisions. Document the advice and guidance they provide. Make a point to keep this document handy to refer back to when a quick decision needs to be made.**
- **Take a decisive approach to your inbox or to-do list. Set aside a regular time each morning to prioritize its contents and commit to adhering to working on them in the order in which you have prioritized them.**



## Maintains Good Working Relationships



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

**You may not place a high value on your work relationships and may be less likely to act in ways that strengthen these relationships over time.**

- **Try to establish a more personal relationship with your colleagues. Take time to discuss non-work topics. Make note of what helped you establish these relationships and continue using those behaviors when creating new connections.**
- **Seek opportunities to assist your colleagues even if they are small tasks. Allow others to return the favor and assist you even if you don't need it. Continue to offer your assistance to different colleagues both inside and outside your team and leverage these relationships when appropriate.**



## 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 willing to work on tasks that involve analyzing, integrating information and identifying solutions.**

- **Think about a recent problem you have worked through. Consider the information you gathered to solve the problem. Was that information sufficient to solve the problem? What information could you have collected that would have helped you solve the problem? What information did you gather that ended up not being helpful?**
- **Identify peers at work whom you consider to be very skilled at problem analysis, and work with them on resolving a specific problem. Record the steps they take in their analysis. Use this documentation as a basis for a discussion about their methods to better understand why they approached the problem as they did.**



## Critically Evaluates



This measures the extent to which the candidate critically evaluates information to identify issues.

**You are likely to be successful when evaluating information. You are comfortable questioning assumptions and can identify weaknesses or limitations in a plan.**

- **The next time you produce an important argument or report, take time out to carefully consider all of the factual information that you have included. Is the information logical and sufficient to support your position? How confident are you of the accuracy of the information? Check and cross-reference your sources, then critically evaluate all information to ensure you are not missing any weaknesses or problems.**
- **Think back to a time when you were successful in uncovering problems or weaknesses when reviewing someone else's work. What strategies did you use to give the information more than a surface-level review? How did you manage to uncover problems that others may have missed? Think about how you can sharpen your critical skills and identify opportunities to apply these strategies again in your current or future projects to help you review others' work.**



## Learns Quickly



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

**You are likely to absorb and understand new information.**

- **When someone is showing you how to do something, take notes so that you have something to refer back to. If you have trouble understanding, ask the person to try explaining it to you in a different way.**
- **Set extra time aside for learning particularly difficult procedures and processes. Practice these when you have time. Read through the documentation provided a few times. Highlight or add sticky notes to key information you are likely to need later.**



## Generates New Ideas



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

**You are likely to suggest some novel and imaginative ideas when presented the opportunity to do so.**

- **Evaluate several work activities that you could complete more effectively. Come up with new and innovative approaches to completing them. Consider the pros and cons for each approach. Bring your ideas to your manager and be ready to explain why you believe your new approaches will be more effective.**
- **Identify several issues you and your team solve using established methods. Consider how well these methods work and brainstorm novel solutions for addressing these issues. Experiment using the different approaches and introduce your ideas to your team once you have determined what works best.**



## Uses Time Efficiently



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

**You are likely to work quickly and efficiently and can be relied upon to complete projects on time.**

- **Look for ways to introduce new efficiencies into your work processes. Start by focusing on your most important tasks that have clearly defined deliverables and that are most impactful to the business. Next, work to reduce, eliminate or automate less meaningful yet time consuming activities. Review your task priorities with your manager or a high performing coworker and seek their advice on how they would approach the workload.**
- **Before you begin your next project, break it down into smaller parts and assign each their own deadline. Monitor these shorter deadlines to ensure you are on track to complete the project on time. If you're able, try to complete each part before it's due so that you can deliver the project ahead of schedule.**



## Works to High Quality Standards



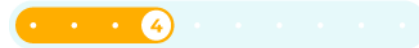
This measures the extent to which the candidate completes every task with a high degree of quality.

**You are likely to complete tasks with a high degree of quality.**

- **Choose a project which did not achieve a quality result. Do an in-depth review and use what you learned to create a process for detailed checking and sign-off for future projects. Make sure to reference this process before starting a new project so you plan the work accordingly.**
- **Discuss with your manager a project which you feel did not achieve a quality result. In particular, consider the level of detailed checking and sign-off that were built into the project. Next review an on-going project and identify processes that can be implemented to ensure that these issues do not recur.**



## Adapts to Change



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

**You may be uncomfortable with changes and need to work harder to adapt to new changes.**

- **Think positively about change. Focus on a change which you decided not to make and now regret. What would the advantages and benefits have been of making this change? What have been the consequences of not changing?**
- **Work towards being more open to change. Don't resist change too much, as it will make the change process much harder if you are inflexible. Look at the change through a different lens and see where you could apply your skills and knowledge, and what new skills you need to acquire, to adapt to the change.**



## 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 not likely to set very demanding goals but instead focus on easily achievable goals that require less effort.**

- **Identify a mentor who can offer encouragement and guidance to help you develop goals. Share ideas and concerns with your mentor and ask him/her to work with you on identifying areas you want to develop that are challenging but also achievable.**
- **Identify one task each month that will require extra effort to accomplish, encouraging you to push yourself in reaching goals. Then, evaluate your misses and celebrate your successes. This will help you highlight where your strengths are and where you need to develop further.**