



## Candidate Information

**Candidate :** Mr. Sample Candidate

**Email :** sample.candidate@xyz.com

**Assessment Profile:**

**Project Name:** S\_7.0\_GeneralEntryLevelDataEntry7.0\_USE

**Completion Date:** 06-30-2021

**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.

## General Entry Level - Data Entry 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

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| <p>Achievement</p>   | <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><b>You are not likely to be motivated to set aggressive goals for yourself, and you do not crave the opportunity to work through challenging obstacles. You are likely to be content to work at your own pace, and you may become frustrated by others who impose intense time pressure on tasks or projects. You are not drawn to competition in your work and you may tend to avoid working with those who thrive in such an environment.</b></p> <ul style="list-style-type: none"> <li>• <b>Jot down 2-3 priorities each morning that, if accomplished, would positively impact the organization. Check this list periodically throughout the day and take appropriate breaks after accomplishing each one.</b></li> <li>• <b>Consider how delays in your work might affect others' success, and do what you can to avoid causing challenges for your coworkers and managers.</b></li> <li>• <b>Make a list of the work you expect to accomplish each week. List the required activities and the estimated time required. Then prioritize the tasks and get started on the important tasks first.</b></li> <li>• <b>Identify a mentor who can offer encouragement and guidance to help you overcome obstacles. Share goals and concerns with your mentor and ask him/her to provide some accountability for your work.</b></li> <li>• <b>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.</b></li> <li>• <b>Reward yourself for accomplishing smaller tasks on the way to reaching larger goals. Recognize how your effort led to each accomplishment and set high standards for your work.</b></li> <li>• <b>Seek help in understanding the priority of tasks before beginning a project. Do not rely on your interest level alone to determine which tasks to approach first.</b></li> <li>• <b>Take note of the achievements of high performers in your organization and compare their level of effort to yours. Consider refocusing your efforts where appropriate to achieve similar success.</b></li> </ul> |
| <p>Professional Potential</p>  | <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><b>Your response profile concerning past achievements, social orientation, and work orientation is not fully aligned with the profiles of highly effective professionals. The dissimilarity between the profiles suggests that you may have difficulty achieving success in a professional position.</b></p> <ul style="list-style-type: none"> <li>• <b>Consider taking courses to increase your knowledge and to obtain a higher level degree.</b></li> <li>• <b>Consider writing down all the things you have liked and disliked about co-workers you have had and how you could be more or less like those coworkers.</b></li> <li>• <b>Seek feedback on the quality of your work and how you could improve it.</b></li> <li>• <b>Make an effort to give your co-workers credit whenever possible. Realize that your accomplishments are sometimes due to their efforts.</b></li> <li>• <b>Look for opportunities to network across functions in order to meet and learn from people who have different areas of expertise.</b></li> <li>• <b>Set goals for yourself and tie rewards to achieving these goals.</b></li> </ul>  |

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| Data Entry Skills  | <p>This is a measure of speed and accuracy when typing presented data into fields on a computer form. Specific skills that are measured include data entry speed, data entry accuracy, and error recognition.</p>  |
|    | <p><b>When typing presented data into specific fields on a computer form, you demonstrate an average ability to enter data quickly and accurately. You would likely perform these tasks at an average level on the job.</b></p> <ul style="list-style-type: none"> <li>• <b>Enroll in an intermediate to advanced typing, data entry or clerical skills class to improve your typing speed and accuracy.</b></li> <li>• <b>Practice entering data using a timer to improve your speed. As data entry speed improves, focus on your entry errors to identify weaknesses and improve accuracy.</b></li> <li>• <b>Focus on your data entry speed and accuracy throughout the day. Try to increase your typing speed while minimizing errors.</b></li> </ul>   |
| Responsibility   | <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>• <b>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.</b></li> <li>• <b>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.</b></li> <li>• <b>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.</b></li> <li>• <b>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.</b></li> <li>• <b>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.</b></li> </ul> |

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| Thoroughness   | This component measures the tendency to be thorough and precise in approaching work and personal activities. This trait is characterized by: being accurate; finding and correcting errors; and maintaining order in work and personal affairs.   |
|  | <p><b>You are not overly concerned with the organization or efficiency of your work environment. You are comfortable in settings that others may feel are too disorganized 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.</b></p> <ul style="list-style-type: none"><li>• <b>Implement a time management system that will help you organize your routine and prioritize your daily activities.</b></li><li>• <b>Set aside time each morning to organize 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.</b></li><li>• <b>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.</b></li><li>• <b>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 will likely help you to avoid a number of minor errors that would otherwise diminish the value of your work.</b></li><li>• <b>When you approach even simple, seemingly unimportant tasks, consider that sloppiness in your work may harm others' ability to achieve their goals. Commit to working diligently on even the smallest tasks to maintain high quality.</b></li><li>• <b>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 organization. Be a catalyst for high performance.</b></li></ul> |