



## Candidate Information

**Candidate :** Mr Sample Candidate

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**Assessment Profile:**

**Project Name:** Sample Project

**Completion Date:** 04-12-2022

**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.

## Project Manager

### 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

Verbal Ability


This assessment measures the ability to extract relevant information from written sources and make objective judgments on the basis of that information, logically complete sentences, and understand relationships between words. It provides an indication of how an individual will perform when working with reports, correspondence, instructions, and research information. Verbal ability is commonly required to support work judgment and decision making in many different types of jobs at all levels.

This report provides information regarding an individual's ability to read and comprehend written passages, understand individual word meanings and word associations, and complete sentences.

**You are likely to have a developmental opportunity in the area of verbal ability. You may demonstrate a basic understanding of written information, but you are likely to experience difficulty in understanding more complex documentation. Your level of verbal ability may impact your ability to interpret information and generate well-worded responses.**

**At work, you may tend to take longer than most others to review written information encountered on the job. You may have difficulty in situations where the facts are not entirely clear and there is room for interpretation.**

- **Increase the amount of time you spend reading magazines, books, and/or newspapers to improve your reading comprehension as well as expose you to new vocabulary.**
- **When you encounter words with which you are unfamiliar, try to figure out the meaning of the word from the context in which it was written. If you are unable to do so, look up the word in the dictionary.**
- **Take the time to summarize the main ideas of what you are reading and take note of different tools writers use to convey meaning.**
- **Read emails and other correspondence before sending to ensure that you have followed grammatical rules and spelled words correctly.**
- **Carry reading materials with you wherever you go so you can take advantage of downtime to read more.**

Achievement	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><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>



## Confidence and Optimism


This component measures the tendency to have belief in one's own ability to get the job done. This trait supports optimism in the face of rejection and a feeling of being successful and competent in a variety of areas.

**You are likely to doubt your abilities at times, causing you to become easily discouraged. Even when undeserved, you may still take criticism for poor performance and accept blame for the actions of others. You are often reluctant to share your opinions because you feel your view is less important than the opinions of those around you.**

- **Be thankful for the positive elements of your life. Make a list of all of the material and nonmaterial aspects of your life for which you are thankful, and add to this list regularly. Allow this list to reinforce optimism during challenging times.**
- **Realize that your outlook toward a situation influences the decisions you make. Before making important moves, evaluate how much of the decision is based on facts and your good judgment, versus your overall attitude at the time.**
- **Anticipate successful results, which will increase your chances of success. When you hear yourself being negative, consciously substitute positive language.**
- **Resist the temptation to engage in negative self-talk. Don't devalue your message or underestimate your abilities by telling yourself you will fail. As the adage suggests, whether you think you can or you think you can't, you are probably right.**
- **Increase your confidence by becoming well versed in your topic. Be prepared to talk about it both broadly and in detail, and to answer a wide range of questions without warning.**
- **When concerned about expressing your opinion, reinforce the purpose for conveying your message. People need an overall sense of what you're talking about and why they should listen to you. If you don't show a clear purpose, others may doubt the importance of your position.**
- **Don't tie your happiness in life to your success in work.**

Influence	This component measures the tendency of a person's effectiveness in directing and influencing others. This trait is characterized by: persuading and negotiating effectively with others; influencing others' decision-making; and coordinating others' efforts to accomplish work.
	<p>You are likely to avoid situations where you would be required to take charge over others. You are uncomfortable in settings where you must guide others' opinions or direct their efforts in accomplishing objectives. You would prefer to support an influential leader as a follower rather than taking on the leadership role yourself. You typically avoid being the center of attention when others seek guidance regarding decisions.</p> <ul style="list-style-type: none"><li>• Evaluate your behavior in most group settings, whether in meetings or informal gatherings. What kind of contributions do you tend to make? Do you typically submit to others, even when you disagree? Do you make suggestions and ask questions? Consider how you might become more comfortable expressing your views.</li><li>• In addition to speaking up more often, demonstrate enthusiasm and confidence when you state your opinions. Don't hesitate to voice your thoughts or to label them as your own. Find ways to ensure that others take your contributions seriously and consider your input when making decisions.</li><li>• Make a diligent effort to prepare for meetings. While you may not enjoy being the center of attention in these gatherings, you will be more confident and persuasive if you show a keen awareness of the situation and an understanding of how the discussion points impact your organization.</li><li>• Consider volunteering for opportunities to lead groups. Whether on a task force, project group, or even an informal team, try new techniques to increase your influence. As you offer direction to these groups, solicit and review feedback from group members regarding your direction.</li><li>• If you are typically intimidated by the thought of directing others, look for informal opportunities to meet with colleagues and discuss work-related topics. Discussing issues and solutions over lunch or in casual settings may allow you to build confidence in your ability to influence the opinions of others.</li><li>• As you seek opportunities to guide and influence others, talk to people throughout the organization. When you walk through the halls, stop to chat with others to gain an understanding of important issues from multiple views. Ask them about their concerns and what changes or improvements they would like to see.</li><li>• Before presenting a new idea or action plan, determine whose support you must have to advance your position. Talk with individuals who work with those people or review your past experience to determine how you might win them over to your position.</li><li>• As you look to strengthen your influence over others, it is helpful to learn how to "read people" in building consensus. Seek guidance from colleagues and superiors to learn more about how to gather useful information about other perspectives and opinions, without directly bringing up potentially contentious discussions.</li><li>• Recognize that your efforts in influencing others may take time to create noticeable change. Work progressively in guiding others to accept your idea and build trust through consistent and thoughtful leadership. Your efforts will pay off over time in increased influence over others.</li></ul>

<p>Independence</p>	<p>This component measures the tendency of a person's willingness to take action and to make decisions independently. This trait is revealed in: working effectively without immediate supervision; not being overly dependent on help from others; and being resourceful in the face of challenges.</p>
	<p>You are the type of person who appreciates the advice of others when making important decisions. On more routine matters, you are likely to take the initiative to get things done on your own. While you may not seek out the input of others before taking action, there may be times when you feel insecure about your decisions. During these times, you may seek reassurance that your actions meet expectations.</p> <ul style="list-style-type: none"> <li>• If you have a tendency to second-guess yourself, stand by your decision once you have made it. Avoid re-opening the decision-making process unless new information strongly indicates you should.</li> <li>• If you use tentative language in describing your ideas, other people may view you as indecisive. Get a better sense of how you come across and get feedback from others on the style that you use to communicate ideas.</li> <li>• If you look for approval before implementing your decision, ask yourself whether it is really necessary. Constantly seeking approval can give others the impression that you lack confidence. If you are unclear about when you can make decisions independently, meet with your manager to gain an understanding of your span of control.</li> <li>• When you are faced with substantial uncertainty, look for ways to keep your options open. Take calculated risks given your understanding of the options, and your ability to adapt to changing situations.</li> <li>• Talk to your manager to confirm his or her view of your role and your performance in it. Seek to gain confidence in your position, and then act within your understanding of the role.</li> <li>• Before making an important decision, develop multiple alternatives based on your own insight. Look for those options that satisfy multiple facets of the problem, including a first choice and a backup plan. With these options in place, you will likely feel more confident in taking action.</li> </ul>
<p>Reliability</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>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.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Reframe 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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 reframe the tasks as less intimidating.</li> </ul>

Professional Potential	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><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>• Consider taking courses to increase your knowledge and to obtain a higher level degree.</li><li>• 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 co-workers.</li><li>• Seek feedback on the quality of your work and how you could improve it.</li><li>• Make an effort to give your co-workers credit whenever possible. Realize that your accomplishments are sometimes due to their efforts.</li><li>• Look for opportunities to network across functions in order to meet and learn from people who have different areas of expertise.</li><li>• Set goals for yourself and tie rewards to achieving these goals.</li></ul>