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Candidate Information

Candidate : Sample Candidate

Assessment Profile:

Email : candidate_email@mail.com

Project Name: Team Leader - Supervisor 7.0

Completion Date: 02-01-2019

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.

Supervisor 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

Management Potential	This is a measure of the potential for managerial 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.

Your response profile concerning past achievements, social orientation, and work orientation is moderately similar to the profiles of highly effective managers. The moderate match between the profiles suggests that you are somewhat likely to be a successful manager.

- Where appropriate, seek out additional responsibilities such as working on several projects at once.
- Evaluate how quickly you work and how you could get more work done without sacrificing quality.
- Seek feedback from others on your leadership style.
- Check for alignment between organizational goals and business unit goals.
- Evaluate your employees on their willingness and ability to work as part of a team in the organization.
- Regularly help champion and implement the ideas your team suggests.

Responsibility	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.

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.

- 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.
- 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.
- 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.
- 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.
- 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.

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.
	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. • 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. • Consider how delays in your work might affect others' success, and do what you can to avoid causing challenges for your coworkers and managers. • 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. • 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. • 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. • 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. • 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. • 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.
Willingness to Learn	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.
	You are likely to strike a balance between preferring familiar situations and being open to new experiences. You are receptive to feedback but may not always seek it yourself, unless you know it will be positive. At times you reflect on past experiences, but you may not always draw on the lessons learned to become more effective in similar situations. You tend to look for connections to help you understand new or complicated information. • The next time you find yourself thinking about a mistake you made, make notes on how it could have been avoided. Challenge yourself to avoid making the same mistake again in the future. • Consider giving out a brief survey after you complete a major project or big presentation to help you collect structured feedback on your performance. • Don't wait for your yearly performance review to get feedback from your manager. Throughout the year, ask for specific feedback on your strengths and development areas and continually work to improve them. • Volunteer to take on a new project outside of your area of expertise. Identify a mentor who can help you learn new skills and broaden your experiences. • When reviewing complex information, try to make connections that will help you relate the information to something more familiar. • Each week, challenge yourself to solve a familiar problem using a new approach. Notice which strategies work best and try to apply them to solve future problems even more effectively.

Accepts others*	This measures the extent to which the candidate is non-judgmental and appreciates different viewpoints.
🟩	**You tend to be extremely respectful and accepting of people who have differing viewpoints, and can appreciate the differing needs people may have.**

Shows courtesy*	This measures the extent to which the candidate is patient, polite and respectful.
🟨	**You are likely to treat almost everyone with courtesy, patience, politeness and respect.**

Maintains good working relationships*	This measures the extent to which the candidate puts effort into developing good relationships with others.
🟨	**You are likely to put effort into developing good work relationships and act in ways that will strengthen work relationships.**

Analyses 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.**

Learns quickly*	This measures the extent to which the candidate picks up new information and techniques easily.
🟩	**You are more likely to understand new concepts and techniques and absorb and assimilate new information and facts easily.**

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.**

Complies with rules and regulations*	This measures the extent to which the candidate adheres to rules, guidelines and procedures.
🟨	**You are likely to follow rules, guidelines and procedures, although may sometimes break them when they are inconvenient.**

Adapts to change*	This measures the extent to which the candidate accepts and adapts to changes without difficulty.
🟩	**You are likely to feel energized by change and adapt your approach easily and quickly to meet new expectations.**

Controls emotions*	This measures the extent to which the candidate keeps negative emotions under control.
🟩	**You are likely to contain and control negative emotions in difficult situations, and avoid emotional displays.**

Works energetically*	This measures the extent to which the candidate keeps busy at work and enjoys taking on new responsibilities.
🟩	**You may prefer to keep busy at all times, generating a lot of activity, and may be willing to take on extra work.**