

Graduate 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 authorised 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.

This report is confidential and its contents are intended to assist in the prediction of an applicant's work behaviour. Please note that the assessment components included in this solution report are not weighted equally. Some of the components are broad measures of behaviour and some are more narrow. Competencies denoted by an asterisk (*) are measures of narrow behaviours. While these behaviours are important to the overall score, they are not weighted as heavily when compared to other components in this solution. Our research indicates this weighting best predicts job performance. If you would like more information about this report (including scoring) or other products that SHL offers, please contact your account representative.



Graduate Potential



This is a measure of potential for graduate success across industry type and functional area. This trait is characterised by the potential to learn and solve problems, the ability to work quickly and efficiently, and the tendency to be goal-driven.

Your score indicates that your experiences are somewhat aligned with those of highly effective graduates. You are likely to have average ability to learn new information and solve problems, can generally work quickly and efficiently, and are willing to work towards goals when required. You are quite likely to succeed in positions requiring these qualities.

- **When facing complex problems you have never seen before, brainstorm solutions and list the pros and cons of each. Consider the outcome you want to achieve to help you determine next steps for solving the problem.**
- **If you don't understand a new task or procedure, ask for it to be explained so that you can learn and practise it on your own.**
- **Ask yourself what you need to do to become more results-oriented. Set goals for yourself and identify outcomes that will motivate you to achieve these goals.**



Takes Responsibility*



This measures the extent to which the candidate is accountable for work outcomes and accepts responsibility when things go wrong.

You may look to blame others for mistakes and let other people take responsibility for actions and decisions.

- **Think about whether you have ever come up with excuses or suggested other people were responsible when things went wrong. Think about how you could work on accepting responsibility for your own actions. As you work to take responsibility more often, there will be times you fall short on this. If you find yourself in that situation, think of ways to correct the situation.**
- **Volunteer for a role in a local group or organization where you have the opportunity to take responsibility for an important project. See the project through to the end, staying engaged throughout the project even when problems arise.**



Fosters Team Cohesion*



This measures the extent to which the candidate energises the team and keeps them cohesive.

You are likely to consider team cohesion as important and will likely contribute to most team goals.

- **Get in touch with an internal or external specialist who has experience with team building events. Organize an event for your own team with the help of this specialist. Plan a program which will help the team to build on its strengths, and work together towards a common purpose.**
- **Think about a time when you felt a genuine sense of belonging to a team. What did the team leaders do to inspire collaboration and team spirit? Identify three specific actions that made a difference. The next time you are in team leadership role (formal or informal), try putting these strategies into practice to build cohesion within the team.**



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.

- **Take time to get to know your colleagues on a more personal level. Spend time with them outside of a work setting. Make a continued effort to participate in non-work activities and take a genuine interest in your colleagues' personal lives.**
- **Think about a time when a colleague helped you with a task outside of their typical work duties. How did this change your view of this person? If you haven't already, return the favour and help them when they need it. Do not shy away from asking for additional assistance in the future and be quick to offer assistance in return.**



Analyses Information*

2

This measures the extent to which the candidate identifies key factors and integrates information to understand data or situations.

You are likely to be ready and willing to quickly analyse information to understand problems and find solutions.

- **Think about a problem you have recently solved for which there is no formal documentation. In detail, write down the steps you took to work through the problem and if appropriate, create a 'How To' guide for dealing with similar problems in the future. Share this guide with your manager and get their feedback.**
- **Since you may have a tendency to want to analyse information, collect major figures and statistical tables relevant to your organisation. List the conclusions you would make from these and check with your manager the comprehensiveness and depth of your understanding.**



Learns Quickly*

2

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. Practise 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 may struggle to develop new ideas and approaches and may offer a more traditional perspective.

- **Review processes you have created and rely on to complete certain tasks. Think of three new ways you could complete one of these tasks. Ask your manager or a colleague for feedback regarding your new ideas.**
- **Think of a common issue you solve for others. How do you typically respond to this issue? Consider different ways you can solve the issue more quickly or effectively. Seek feedback regarding your new ideas and experiment with them as they become more refined.**



Uses Time Efficiently*



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

You are likely to struggle managing your own time, often procrastinating and wasting time to the point of missing deadlines.

- **Examine your time management carefully. Ask your manager to help prioritise tasks that are both meaningful and can be completed quickly. If you become overwhelmed, work towards bringing your current tasks to completion before taking on any new ones.**
- **Next time you are given a task with a specific deadline, get started on it straight away. Set a personal deadline to finish the project a couple of days early. If you find you are struggling with the task, ask your manager or a co-worker how they would complete it.**



Works to High Quality Standards*



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

You may not be conscious of the quality of your work, and may be satisfied with a task even if everything is not done properly.

- **Think about your organisation's approach to quality and aim to meet those standards. Discuss with your manager the reasons why these standards are in place. Even if you disagree with one, consider how the standard benefits the organisation.**
- **Think about your process for submitting completed work. Do you take time to review how closely your work meets the requirements? Make sure your work meets expectations by carefully reviewing it prior to considering it done.**



Adapts to Change*



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

You are likely to adapt your approach in light of changing demands, but may hesitate when faced with a bigger change.

- **Form new expectations. Some of the expectations you had for yourself or others had of you have now changed. Try to identify what the new expectations are, and how that might affect the expectations you had for yourself. If you can think positively about meeting new expectations, you will find the transition from resisting to accepting change to happen more smoothly.**
- **Try to get in touch with your feelings if you are not excited about new changes ahead. If you are feeling resistant, try to understand more what is behind that. Is it fear? Do you disagree with the change? Are you excited but a little concerned as well? Try to identify your feelings and talk it through with your supervisor/manager for some clarity and reassurance.**



Copes with Setbacks and Criticism*



This measures the extent to which the candidate stays positive when facing difficulties and does not dwell on negative events.

You are likely to have a positive outlook, but may dwell at times on setbacks.

- **Be open to learning from difficult experiences. List three situations where you have felt very negative and then think of the benefits you might have gained from the situation if you thought differently about it. Look at challenging situations as opportunities to grow rather than threats.**
- **Think of the worst case scenario. This will help you put difficulties into perspective by seeing the difference between what actually happened vs. what could be the worst thing to happen.**



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 them 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.**