

# Workplace Safety team 7.1 (International) 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.

## Safety Orientation

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This measures the work history, personal experiences, and achievements related to occupational success in industries and jobs that focus on safety. This is characterised by scores derived from responses regarding safety training, adherence to rules and procedures, and other personal and professional experiences.

**You are not likely to have the work history and previous experiences necessary for learning and performing safe work behaviours and are unlikely to value safe behaviours in the workplace. Your relative inexperience may lead to incidents or accidents on the job. To compensate, always take extra precautions when working in potentially dangerous conditions, and actively consider additional steps you could take to be safe.**

- **Be sure to get enough rest before work or while on breaks. Fatigue will slow down your ability to physically and mentally react to unsafe situations.**
- **When you are unsure of how to perform your job safely, be sure to ask a more experienced co-worker how to perform the task.**
- **Pay close attention during safety training.**
- **Always use protective safety equipment when working.**

## Achievement



This component measures the tendency to set and accomplish challenging goals, while persisting in the face of significant obstacles. This trait is characterised by: working hard; taking satisfaction and pride in producing high-quality work; and being competitive.

**You are likely to be motivated by pursuing challenging goals, and you are not deterred by obstacles or time pressure. You tend to approach your work with more intensity than others and you are often very competitive. You are motivated to seek numerous opportunities for achievement and you thrive on being recognised for your hard work and accomplishments.**

- **Avoid moving on to new challenges without taking the time to first celebrate accomplishments. Use these times of celebration to encourage yourself and those around you.**
- **Make sure you understand the expectations of key stakeholders prior to launching major initiatives. Seek clarification as needed to be sure your results match those sought by your organisation.**
- **Keep notes of what went right and wrong during projects. Upon completion, review what went wrong and consider alternative approaches. Devote specific time to reviewing these alternatives prior to launching similar projects.**
- **Make sure your accomplishments do not overshadow the efforts of contributing team members. While others may not share your drive for achievement, it is important that you allow them to share in celebrating success.**
- **Draw a connection between your goals and the mission of the organisation. Develop specific steps that contribute to these goals and communicate the linkages to those around you. Allow others to see how incremental efforts impact the big picture.**
- **Make a list of your accomplishments and review weekly. Take note of how these successes impact the organisation. Use this information to motivate yourself to reach even higher performance.**
- **When approaching time-sensitive work, set completion dates that allow you to accomplish goals early with time for sufficient quality assurance efforts. Allow yourself time to strive for excellence even under time pressure.**
- **When confronted by major obstacles, consider how much effort is required to produce desired results. Avoid the temptation to commit more resources than are appropriate given the project's importance. When in doubt, seek guidance from your superiors to ensure proper alignment.**

## 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 characterised 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.**
- **Redefine 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 redefine the tasks as less intimidating.**

## Teamwork



This component measures the tendency to work effectively in teams. High scorers are likely to be polite and friendly, make an effort to help others, stay calm in tense situations, communicate openly and directly with other team members, and display a willingness to help others.

**Your score shows you are in the typical range for this area. You are likely to be successful working in a team. You generally prefer to do what is right for a group or organisation and is likely to be helpful and cooperative with others. You communicate with other team members about as well as most people. You get along well with other team members, but may occasionally lose your temper.**

- **When you disagree with a co-worker, use active listening techniques to ensure you fully understand their message. Try to compromise and find a solution that will work for both of you.**
- **Consider why you may not always ask others for help in solving problems and why others may be reluctant to be involved in joint problem-solving with you.**
- **Use your listening and questioning skills to draw ideas out of others on your team.**
- **Acknowledge the value of each contribution and try to build on the ideas of others. In group situations, draw quieter members into the discussion by asking for their comments directly.**
- **Think about why you may have trouble getting along with certain team members. Consider their background, role, and perspective, and try to see things from their side.**