



***Confidential
Individual Report***

for

Joe Sample

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A Message to Joe Sample

Behavioral science has proven that the most successful people are those who know themselves, both their strengths and weaknesses. This knowledge is important to them as they develop the strategies necessary to meet the demands and challenges of achieving success.

The purpose of this report is to help you to identify and make full use of your strengths, and to help you develop an awareness of any areas that could be limiting your effectiveness. The goal of this report is to help you to achieve greater success for yourself.

The report gives you a Profile of the Total Person

- **Thinking Style** – Learning index, Verbal Skill, Verbal Reasoning, Numerical Ability, and Numeric Reasoning.
- **Behavioral Traits** – Energy Level, Assertiveness, Sociability, Manageability, Attitude, Decisiveness, Accommodating, Independence, and Objective Judgment.
- **Interests** – Enterprising, Financial/Administrative, People Service, Creative, Technical, and Mechanical.

The information in your report can be useful in planning a self improvement program for your professional development and personal growth.

A Profile of the Total Person

Thinking Style

Learning Index (An index of expected learning, reasoning and problem solving potential.)

- You are generally adaptive in the intellectual sense.
- Your overall learning capacity is good; you should demonstrate an adequate understanding of the requirements of a new job.
- Upon completing a new training program, you appear capable of picking up new concepts without direct support.
- Overall, you can be expected to complete a new training program with at least adequate success.

Verbal Skill (A measure of verbal skill through vocabulary.)

- You should be competent in making analyses involving written and verbal data.
- You have a sound understanding of everyday communication processes.
- You can build on your foundation as the particular communication skills required in performing the job become familiar.
- You show strong potential for developing existing skills with communication.

Verbal Reasoning (Using words as a basis in reasoning and problem solving.)

- You assimilate verbal information fairly rapidly when compared to the general population.
- You are proficient in information gathering and expression of thoughts and ideas.
- You probably prefer to work with verbal information.
- You should communicate thoughts and ideas to others effectively.

Numerical Ability (A measure of numeric calculation ability.)

- You may need extra time at first in mentally computing numerical information.
- You may not have had much recent opportunity to use numbers in work.
- You sometimes may prefer to use a calculator or computer to handle some numerical problems.
- With training and experience, you should be able to improve your accuracy in carrying out mathematical functions as they apply to the job.

Numeric Reasoning (Using numbers as a basis in reasoning and problem solving.)

- You should not require additional time or repetition to accomplish numerical learning.
- You should be able to complete the mathematical parts of the training process with little difficulty.
- You may benefit from using calculators for more complex mathematical calculations.
- Your ability to assimilate information that is mathematical or numerical in nature is sufficient at a general level.

Behavioral Traits

Energy Level (Tendency to display endurance and capacity for a fast pace.)

- You are capable of taking action in a timely manner.
- You are moderately energetic; your work pace will show few peaks and valleys.
- In general, you focus on timely results.
- You act with a sense of urgency under routine conditions.

Assertiveness (Tendency to take charge of people and situations. Leads more than follows.)

- You can be highly motivated by situations in which you are held accountable for results. You're strongly motivated by power and authority.
- You express a strong need to be in charge, to be the leader.
- You can make decisions, enforce company policies and act with authority. You are quite capable of making unpopular decisions when necessary.
- You have a preference for making the hard decisions, to determine outcomes.

Sociability (Tendency to be outgoing, people-oriented and participate with others.)

- You prefer democratic supervision, in which two-way dialogue is encouraged.
- You are moderately inclined to be sociable. You tend to be aware of the necessity for keeping lines of communication open.
- You prefer to foster good relations across departments, maintain friendly contact and keep up with the issues of common concern.
- You are generally inclined to promote the benefits of teamwork and to involve the team in the discussion of how things will be done.

Manageability (Tendency to follow policies, accept external controls and supervision and work within the rules.)

- Your attitude is typical of most people regarding authority and rules, with a generally cooperative interpersonal style.
- You relate to authority in a cooperative manner in most routine situations; however, occasionally you may express a need for more personal freedom.
- You relate to most directives in a generally cooperative and accommodating manner, but may resent high-pressure leadership.
- You have a generally accommodating interpersonal style. You can usually work cooperatively with others.

Attitude (Tendency to have a positive attitude regarding people and outcomes.)

- You have a positive attitude regarding changes in policies and guidelines.
- You are usually enthusiastic about risk, change and unexpected challenges.
- You express positive expectations for the results, for the outcome of problems and difficult situations.
- You demonstrate a tendency to trust most people.

Decisiveness (Uses available information to make decisions quickly.)

- You are capable of responding to an emergency and of solving problems in a timely manner.
- You are not inclined to delay important decisions.
- You are typically decisive and effective in positions that require timely results.
- You stand firm on some decisions and may not be inclined to back down once a decision is made, unless under pressure.

Accommodating (Tendency to be friendly, cooperative, agreeable. To be a team person.)

- Potentially, you can become defensive whenever someone tries to take advantage of you.
- For the most part, you tend to be agreeable, cooperative, good-natured, and fairly easy to please.
- You do not back away from important arguments, disagreements and/or conflict.
- You tend to use a positive, informal approach and generally demonstrate a willingness to listen.

Independence (Tendency to be self-reliant, self-directed, to take independent action and make own decisions.)

- You are highly independent, functioning well on your own, but could benefit by making room for the advice of others.
- You are an independent worker who prefers minimal guidance and coaching.
- You likely prefer to run your own show and may quietly resist being restricted. You can become impatient with the traditionalist view that "we've been doing this for the last ten years, so why should we change?"
- You take on new developments independently, bringing in co-workers only when absolutely necessary.

Objective Judgment (The ability to think clearly and be objective in decision-making.)

- Your conclusions have a tendency to be inconsistent under pressure.
- Your decisions might not consistently indicate objective judgment and logical deduction.
- Your judgment is best utilized in concrete situations and with tangible data.
- Your judgment is compatible with routine problems and decisions.

Occupational Interests

Your interest results are focused in the Financial, People Service and Enterprising themes. This indicates that you should be motivated to attend to the detailed aspects of a position while focusing on profit issues. Your interests help to balance the administrative side of work with the competitive. Your motivation for working with others complements leading or facilitating teams as well as encouraging them.