



## Personal Work Style Report for John Doe

September 16, 2010

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This report summarizes the candidate's responses to the questionnaire into three broad areas: **Work Style Orientation, Dependability and Work Ethic.**

Scores are presented graphically using a 10 point scale with the range in the center representing the most typical or normal responses to the questionnaire.

Scores represented in the low range of the scale are indicative of a personal style that is not as pronounced or as typical of those in the center and scores represented in the high range of the scale indicate a style that is more pronounced or higher than most in the typical or middle range. For example:

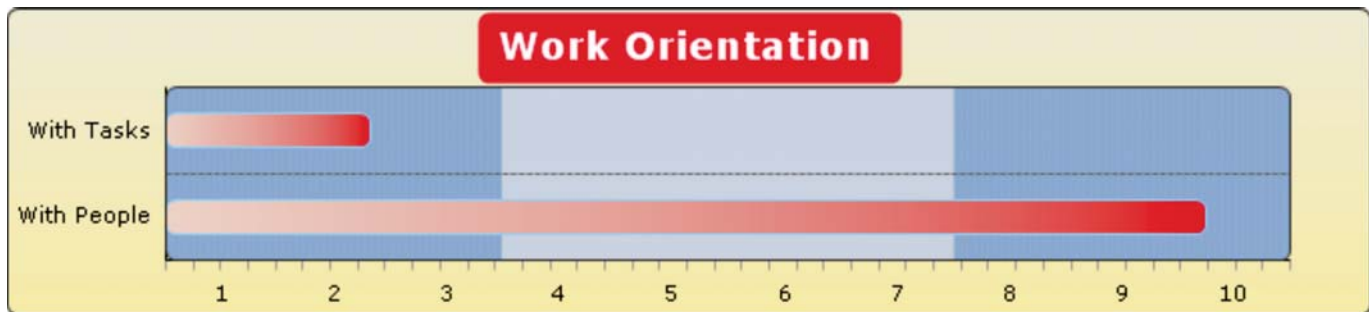
***In the world there are tall people and there are short people, but most of us fall somewhere in the middle, or the majority of the population will be of average height.***

The explanations following the graphic representations are summary responses of the candidate's self assessment specific to his/hers personal **Work Orientation, Dependability and Work Ethic.**

Understanding the relationship of these three critical components and how they relate to the requirements of a job greatly enhances the predictability of the person-job match process. For example:

***Assume the results indicate a greater orientation toward working with People than working with Tasks. This being the case, jobs that have a high degree of social interaction or contact with people, such as retail sales person and/or secretary would be a better fit than jobs with a high task orientation, such as bookkeepers and/or mechanics.***

Depending on normal working circumstances and experiences, the content of this report is likely to be a good reflection of this candidate's work style for about 24-36 months.



John's responses indicate a rather strong preference toward jobs that are more people oriented with a great deal of contact with co-workers, clients and/or customers than jobs requiring working with information or having a detail oriented focus.

John will most likely excel in jobs that require social interaction face to face or by phone.

**Caveats:**

*Individuals who scored high in People and also scored high in Dependability are likely to behave in a conscientious and loyal manner. They are likely to be seen as committed to their work, arriving on time and not taking time off work without a good cause.*

*Individuals who scored high in People and also scored low in Dependability are more likely to cut some corners and bend the rules in the day to day activities.*

*Individuals who scored high in People and also scored high in Work Ethic may tend to display their emotions openly and sometimes are too open and honest with their responses, coming across to others as "cocky" and "impulsive".*

*Individuals who scored low in Task and also scored low in Dependability may not be as conscientious as their colleagues, arrive late for work, and have a tendency to take time off or miss work without good reason.*

**Suggested Interview Questions:**

*Think of a co-worker, supervisor or friend who is particularly good at influencing others on the work team.*

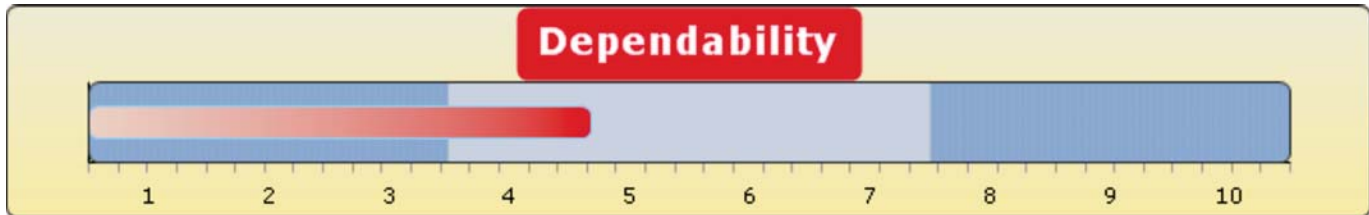
- a. In what ways are they different from you?*
- b. What do they do, exactly?*

*When have you had to step in to prevent a conflict between two other people?*

- a. Were you successful?*
- b. Describe exactly what you did.*

*Explain a time when you were given an important deadline and you were unable to meet it.*

- a. What happened?*
- b. In your opinion, was it that important to meet the deadline?*

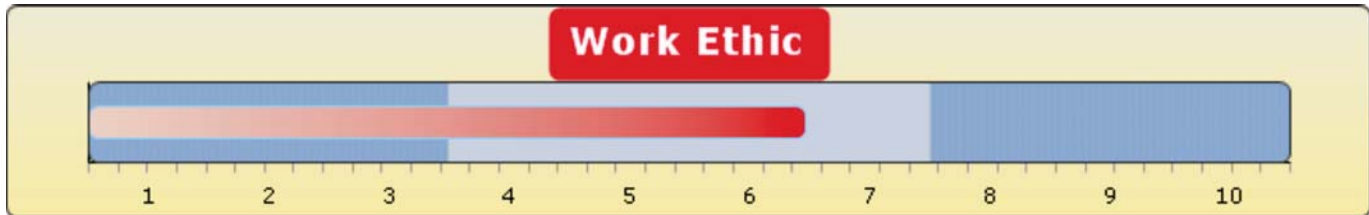


The Dependable scale is concerned with how “hard-working”, conscientious and reliable an individual describes themselves as being.

John’s responses indicate a moderate to high degree of commitment to the job and to the organization. John will fit best in jobs that are structured where directions and expectations from supervisors are clear and easily understood. John is likely to complete jobs or assignments on time and will show a degree of persistence until they are finished.

Suggested Interview Questions:

Describe a time when you failed to complete a task or job assignment on time. What lessons did you learn from this?



The Work Ethic scale is concerned with an individual's willingness to persevere and to adhere strongly to deadlines and timelines while seeing tasks through to completion. Work Ethic should not be confused with honesty or integrity and while those are important values are extremely hard to predict. It is expected that people will represent themselves truthfully; however the Work Ethic scale is concerned more with how individuals are stimulated to improve their performance.

It is important for John to finish what is started and will not make a commitment unless it can be honored. Individuals in this range may find themselves overextending in their commitments and not be able to complete them on time. While this is probably the norm for most individuals in this range, it is important to note that they are also very likely to be highly reliable in delivering their work.

Suggested Interview Questions:

Describe an occasion where you were not as thorough or attentive to the details of an assignment as you could have been. How did you handle it?