

Date: Nov 22, 2005

Name: Mary Demo
ID: 137274

Performance Full

Introduction

This report is designed to be used by both an individual alone and/or their direct manager to better understand the individual's core traits as they relate to job specific behaviors. By understanding these behaviors, either the individual alone and/or their manager can better understand how to maximize the individual's performance. This could be relevant for a manager to get to know a new employee faster or for use with current employees to improve performance. The report is broken down into 2 parts:

- * Basic Work Behaviors that can apply to any individual in a job and
- * Leadership Specific Work Behaviors that relate to individuals who are responsible for managing others

Tips will be given for some areas and can be used to improve performance when the particular behavior is important for the job.

Basic Work Behaviors:

Learning New Things

- Mary tends to prefer hands on methods for learning new things
 - May take additional time if the subject matter is complex
- Tip: Hands on experience is generally going to be the best method for Mary to acquire new information and skills
- Tip: When faced with more complex problems, allow Mary additional time and resources to think through the information

Taking Direction From Others

- Mary tends to be direct, often questioning things and offering opinions
 - Tends to be skeptical, stubborn and question things which can be difficult for situations when Mary should simply listen and follow directions
- Tip: Mary tends to perform better when in positions that need an out-spoken approach to the job
- Tip: Important to recognize that Mary should have time to learn the job before expected to have well thought out opinions

Consistently Following Procedures

- Prefers an environment that has some structure but that also allows for change and variety
- Able to follow rules and procedures consistently unless those procedures become too restrictive not allowing Mary to have some flexibility

Tip: Attempt to build in some flexibility with procedures if possible

Being Friendly

- Tends to be friendly and sociable, but also able to work alone when necessary
- Enjoys interacting with others during the day as long as there are still times when they can work quietly on their own without interruption

Tip: Make sure that your environment allows for some time during the day that you can catch up on your work without having the interruptions from others

Handling Stress

- Usually has a good balance between being able to handle stress and difficult situations and being able to demonstrate sensitivity
- Times when stress is very high may be more difficult for Mary to handle without extra breaks

Tip: When stress is particularly high or when dealing with highly difficult situations, remember to take breaks more frequently to allow for some relief

Working on a Team

- Mary tends to be more competitive and motivated by individual rewards
- Work environments that are highly team oriented and require Mary to collaborate with others in order to accomplish tasks will be less motivating

Tip: The work environment for Mary should allow for individual rewards and many opportunities for them to stand out and be recognized for their individual efforts

Handling Details

- Tends to be distractible and easy going when it comes to details and plans
- Mary prefers an environment where they can simply react to what's going on versus planning ahead

Tip: Important to choose positions that do not involve detailed tasks, but rather are more easy going in nature and reactive

Tip: If Mary has to perform detailed tasks, they should be carefully reviewed by others as to their thoroughness

Dealing With Change

- Mary likes for things to remain relatively stable, but also enjoys positive changes when necessary

- Environments that are too highly structured will be less motivating

Tip: Environments that have some procedures in place but that are looking for Mary to make improvements can be motivating

Leadership Specific Work Behaviors

The following section covers the work behaviors that are specific to leadership positions which may include business ownership or corporate positions that require the individual to manage and lead others.

Solving Problems

- Tends to prefer to deal with more immediate or tactical problem solving versus more strategic type problems
 - Mary tends to take more time thinking through solutions for problems particularly if they are the type of problems they haven't seen before
- Tip: If a problem is more complex in nature, solicit the help of others and resources to think through solutions

Making Decisions

- Mary typically finds it comfortable to directly question things and make decisions
 - Determination and independent nature may cause Mary to make decisions without taking the time to get buy in from others
 - It is important to allow plenty of time for Mary to think through things before ultimately making decisions particularly if they are new types of decisions or issues
- Tip: Sometimes decisions and objectives do not ultimately get implemented because the individuals who are supposed to carry them out do not buy in; be sure to work at getting input from others in order to ultimately make decisions effective

Motivating Others

- Mary tends to be moderately cheerful and enthusiastic which can provide some motivation to others around them
 - Generally has a good balance between being viewed as outspoken and cheerful and at the same time not appearing to be insincerely enthusiastic
- Tip: Sometimes it may be necessary for Mary to be a highly enthusiastic spokesperson and cheerleader for ideas or objectives; these situations will require more energy and preparation by Mary

Planning and Time Management

- Tends to prefer a loose schedule rather than taking the time to plan everything out in advance
 - Mary usually allows things to unfold, reacting to situations as they arise
- Tip: It is important that Mary take the time every day to plan for the most obvious things that need to be handled; best to do this planning whether at the end of the day or at the beginning of the day when there are minimal interruptions; even 10 to 15 minutes a day will make a difference
- Tip: Time management systems should be very simple, otherwise Mary will likely view time management as too big of a project; projects that require a detailed approach should be delegated

Handling Confrontational Situations

- Mary tends to be direct with others making it more comfortable for them to handle confrontational situations
 - May be overly skeptical and questioning of others actually creating a more confrontational atmosphere even when it is not necessary
- Tip: Sometimes matters can be handled by compromise and a gentler approach; recognize that a tough minded approach may contribute to the confrontational situation rather than help to move it to resolution

Making Presentations

- Moderately comfortable and enthusiastic with presentations
- Tends to have a balanced approach by being upbeat and outspoken while at the same time listening to others and providing the technical side of things when called for in the presentation

Tip: In times when a highly enthusiastic and energetic presentation is necessary, take extra time to prepare so that the material is well thought out and speaks for itself and all of Mary's energy can then go toward making their voice and approach enthusiastic

Note: This report represents only a small part of the factors that can be helpful in determining job performance. It is not designed to specifically recommend or not recommend any individual for employment and the ultimate employment decision rests with the Employer.

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