

Private And Confidential

Thomas International

Reports

For

Ms Andria Anders

12 April 2002

D	1	9 -8
I	12	2 10
S	5	1 4
C	3	5 -2

Reports Selected For Ms Andria Anders

- Executive Summary
- PPA profile
- Strengths & Limitations
- Compatibility
- How to manage
- Ideal Team Report
- Team Audit
- Management interview questionnaire
- Sales interview questionnaire
- General questionnaire
- Management audit
- Sales audit
- Admin/Tech audit
- Call centre audit
- Training Needs
- Candidate Feedback
- Career Guidelines
- Job Evaluation (HJA)
- Job/Candidate - Comparison
- Graphs & Scores

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PERSONAL PROFILE ANALYSIS

MS ANDRIA ANDERS

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SELF IMAGE - GRAPH III

Ms Anders is sociable and has the ability to make others feel good. She dislikes antagonistic situations and face-to-face confrontation. There is an inherent ability to apply both patience and precision to a task and to absorb and impart information. Ms Anders's authority lies in expertise rather than in any natural aggression. She is a good talker and listener who has an ability to build trust in others. Although quite outgoing, she distinguishes between friends and acquaintances.

Because of a need to know both "why" and "how", this person will often ask leading questions. There is a need for her to work with or through others. She wants to feel both involved and part of the team. She prefers a structured working environment, which allows freedom of self-expression but also provides clear working parameters.

Being kind and considerate of others, she can be hurt easily. She can become too concerned with people and their problems. She is a good persuader in a friendly and favourable situation but will give in to avoid confrontation.

While this person enjoys recognition, it should be sincere. She is unpretentious and she does not like to impose her thinking on other people. She can be a fun person to be around because she is interested in others.

SELF MOTIVATION

Ms Anders seeks security, membership of the group, opportunity for self-expression and a democratic/understanding supervisor who provides support. She seeks to avoid tight deadlines and antagonistic situations. There is a need to research problems before commitment.

JOB EMPHASIS*Specialising and verbalising*

Ms Anders needs to be provided with tasks which require attention to detail and thought, together with the opportunity for expressing findings and ideas. The job should be geared towards specialisation or verbalisation and be broadly categorised under training, with the responsibility on ensuring standards and quality. The working environment should be relaxed.

DESCRIPTIVE WORDS

Friendly, social, affable, persuasive, thorough, kind, accurate, lenient, methodical, persistent, modest, peaceful, influential, non-aggressive, asks "who", "why" and "how".

HOW OTHERS SEE YOU (MASK) - GRAPH I

In order to be successful in the work situation this person modifies her behaviour when compared with the self-image.

Ms Anders is much less systematic and logical and is taking a more firm, perhaps even stubborn approach, in order to win her way.

In the current work situation therefore she may be seen by others as much more strong-willed and independent. It may be that she has not been given clear guidelines to work from and hence is having to be more independent.

If accuracy and precision are important to the job, a careful check should be made to ensure whether or not this change in behaviour could affect job performance.

Alternatively if an independent approach is integral to the function, you must be sure Ms Anders can work to her mask at all times.

Ms Anders also feels the need to quicken her pace slightly. Therefore, she is attempting to be more active and mobile than her self-image suggests.

The degree of change is fairly minor and she is not likely to lose her thorough, steady, deliberate and patient approach.

Additionally this normally non-demanding and non-aggressive individual is even more so in her current work situation.

Ms Anders may be seen by others as extremely cautious, unassuming and hesitant in decision making, especially when such decisions have to be made outside her area of expertise.

BEHAVIOUR UNDER PRESSURE - GRAPH II

Whilst the self-image suggests that Ms Anders is steady, thorough and dependable, all the indicators suggest that she may have a mercurial change in behavioural style. Initially when pressure is placed upon her, she increases her natural characteristics, but if continued extreme pressure is exerted on her, she is likely to reverse in behaviour. As a result she may be seen as restless, even tense and anxious. She may also be seen as somewhat volatile.

Although this would only be a temporary situation the change of style should be assessed.

Additional indicators suggest that Ms Anders loses some of her influencing ability when she finds herself in pressure situations.

She is still likely to be communicative and fairly persuasive, but tends not to be seen as so positive or influential as indicated in the self-image. This may be due to a loss of inner-confidence in her ability to persuade others to her point of view.

GENERAL COMMENTS

There are indications within Ms Anders's profile that she is currently showing frustrations/problems/stresses which appear to be work related.

It is important that some coaching or counselling/interviewing takes place to ascertain the cause behind such frustrations, as job performance could be affected. If she is being considered for a new position then the problems could well be eliminated, but it is essential that similar situations are not allowed to occur.

As a result she may be slow to settle within a new position, hence the necessity of pre-determining and assessing the effect of the problems.

Motivators

Ms Anders is best motivated in situations where she gets full recognition for a job well done, is given personal attention and reassurance when necessary. Security is an important factor to this individual, who works best in situations which require an involvement with people.

Should Ms Anders have a boss, then ideally that person will be a participative and diplomatic leader, who communicates well and explains the exact requirement of the job. She should then be allowed to get on and finish the task through to a conclusion. The boss should remember that Ms Anders is not particularly forceful and demanding of others and as such it may be necessary at times to assist with disciplinary matters. Advice on how to encourage people to achieve the best profitable result should also be given and there may be times when help is needed with the decision making process.

A Human Job Analysis has not been requested. Therefore, it has not been possible to make an assessment of Ms Anders's strengths and weaknesses against the specific job requirement.

Please note

The above report is a guide. The Personal Profile Analysis is a work orientated inventory. This report is designed to assist in the selection, appraisal, development or coaching and counselling process.

The report should never be used in isolation but always in conjunction with both an interview and a process whereby a person's experience, education, qualifications, competence and trainability can be assessed.

Other reports are available on the Thomas program which will provide additional useful information about this person. Thomas recommend that consideration be given to using these further reports when appropriate.

