

**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

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

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**EXECUTIVE SUMMARY**

MS ANDRIA ANDERS

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

**DESCRIPTIVE WORDS**

Friendly, influential, dependable, compliant, persuasive, deliberate, careful, systematic, verbal persistent, precise, communicative, good listener, accurate, kind, perfectionist, logical, non-demanding, a-reluctant-decision-maker and accommodating.

**GENERAL CHARACTERISTICS**

- \* Communicates both verbally and in writing.
- \* Good interpersonal skills.
- \* Attentive to detail and the specifics.
- \* Absorbs and imparts information to others.
- \* Influences and persuades people in order to win-her-way.
- \* Rule orientated.
- \* Non-aggressive, prefers to do business in a friendly way.
- \* Persistent; ties up the loose ends and sees a job through to conclusion.
- \* Ensures quality and standards are maintained.
- \* Wants the security of a structured environment.
- \* Prefers the status quo, needs warning prior to change.
- \* Could have difficulty making decisions if unsure of the facts or if the decisions are outside her area of expertise.
- \* Dislikes trouble, hassle, conflict and confrontational issues.
- \* May confuse non-technical people with too much detailed information.
- \* May take rejection and criticism personally.

## **TO MAXIMISE MS ANDERS'S POTENTIAL**

- \* Provide a secure environment and support and reassure her through times of change.
- \* Set clear objectives and realistic timescales.
- \* Once objectives are agreed, check for understanding and preferably confirm, in writing.
- \* Wherever possible, provide a non-threatening environment free from conflict and confrontational issues.
- \* If she is unsure help her with the decision making process.
- \* If she is under pressure help her prioritise her tasks.
- \* If the procedures are not clearly defined, give her help in starting new projects.

## **RESPONSIBILITIES LIKELY TO BE APPROPRIATE TO MS ANDERS**

- \* Communicating both verbally and in writing.
- \* Absorbing and imparting specialist/technical information to others.
- \* Working with people in a friendly, non-confrontational environment.
- \* Working persistently, tying up the loose ends and seeing a job through to conclusion.
- \* Exercising caution when making decisions.
- \* Working in an environment where detail and being specific is of the utmost importance.
- \* Adhering to rules and procedures, and ensuring quality and standards are maintained.

## **POINTS TO REVIEW**

### ***GREY ZONE PROFILE - GRAPH II***

There are indicators which suggest that when pressure is placed upon Ms Anders there may be a tendency for her to occasionally suffer a temporary mercurial change of behaviour.

This steady, thorough and dependable individual could reverse her behaviour and become restless, tense and anxious.

This behaviour is contrary to her natural characteristics and if a reversal of style were to occur it would only reveal itself if the pressure were extreme and continued over a period of time.

## ***FRUSTRATIONS/PROBLEMS/STRESSES***

As Ms Anders's profile is showing signs of frustrations/problems/stresses; the indicators suggest that these are of a work-related nature .

If this person is seeking a new position, it should be noted that a change of role will not necessarily alleviate these frustrations if their source is rooted elsewhere. Therefore, it is recommended that the situation is discussed in order to identify the cause of these frustrations for they may affect work performance.

## **GENERAL COMMENTS**

To judge Ms Anders's compatibility with the role compare her profile with the Human Job Analysis (HJA). The HJA defines those job requirements and behavioural dimensions needed for satisfactory completion of the task, assignment or project.

### ***Please note***

The Personal Profile Analysis is a work-orientated inventory. The above is an Executive Summary designed to assist in the selection, appraisal, development or coaching and counselling process. It should never be used in isolation but in conjunction with both an interview and a process whereby a person's experience, education, qualifications, competence and trainability can be assessed.

It is recommended that other reports available on the Thomas' program are used, since they will provide additional information and enhance this summary.

