

The Achiever

Assessment For: Joe Sample

Phone:

Email:

Position:

Company:

Report Type: General

Assessment Date: 2/18/2001

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Page: 1

----- **Mental Aptitudes** ----- **Mental Acuity**

① ② ③ ④ **⑤** ⑥ ⑦ ⑧ ⑨

Joe, you feel comfortable solving less complex problems quickly, but probably still prefer some time in order to make good decisions on more complex issues. From a training standpoint, you probably prefer hands-on training where you can actually perform the task in front of a more experienced person until you have learned the job, rather than reading and following written instructions.

Business Terms

① ② ③ ④ ⑤ ⑥ **⑦** ⑧ ⑨

You have an above-average understanding of business terminology, indicating you have had some exposure to business matters either on the job or in a business class.

Memory Recall

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ **⑨**

You have a superior knowledge of events happening in the world around you and should be strongly aware of competitive trends, as well as the economy's affect on business.

Vocabulary

① ② ③ ④ **⑤** ⑥ ⑦ ⑧ ⑨

Joe, your language skills are average and your vocabulary should be adequate for most communication needs. Highly complex information which needs to be relayed to others may be a little more difficult for you to communicate.

Numerical Perception

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨

Your exemplary Numerical Perception score indicates that you can process data quickly and accurately.

Mechanical Interest

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨

You have high mechanical interest and probably have the ability to understand information regarding mechanical equipment. This aptitude, however, measures only interest, not mechanical ability.

----- Personality Structure -----

Energy

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨

Joe, you have a balanced energy and drive level. You can energetically tackle an assignment or project without becoming tense or losing your power of concentration.

Flexibility

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨

You have a good sense of integrity and are an ethical individual who is focused on what you want to accomplish. You will also be flexible and adaptable to change, as well as able to handle multiple job demands and assignments. You can be creative or stick with the "tried and true," depending on the circumstances. Even though you will try to generate new solutions to problems, you will be concerned about quality prior to implementing a change. You can be innovative, but will test your new ideas and concepts to be certain any risks involved are minimal.

Organization

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨

You understand the importance of organizing your time and activities, and are usually aware of your priorities. Without being overly rigid in planning, you make the best use possible of the time and resources available to you to reach goals and priorities.

Communication

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨

Having a closed communication style, you work better if you do not have to constantly interact with strangers. With people you do not know well, you seldom seek feedback, and you do not find it easy to express your own ideas and feelings to them. If you must communicate with others on a regular basis, you will be very cautious and will avoid, if at all possible, upward communication.

Emotional Dev

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨

Joe, you are a self-assured individual with a healthy self-esteem. You believe in yourself and are not easily frustrated when things do not happen as quickly as you desire. You are self-reliant, but may at times be overly tolerant.

Assertiveness

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨

You are an assertive individual who does not hesitate to express your own opinions and stand up for your beliefs. You like control and responsibility, and will attempt to influence others and direct activities. Since you can forcefully express your opinions and viewpoints, you can appear overly aggressive, at times.

Competitiveness

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨

You are extremely competitive and driven, allowing nothing to stand in the way of individual success. Rather than encourage a synergistic effort, you see life as a contest and you play to win.

Mental Toughness

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨

You are a mentally tough individual who can persevere in the face of obstacles. Critical deadlines, long hours, etc., do not negatively affect you, but you may not easily exhibit empathy towards others.

Questioning /Probing

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨

You are basically trusting, but not gullible. Although you tend to accept most information, instructions and directives at face value, you will do a moderate amount of probing to better understand a situation.

Motivation

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨

Joe, security, rather than recognition for achievement, is your primary motivator at work. You appreciate working for a company which can provide you with income security, long-term benefits and predictable working hours in a stable environment free from risks.

----- **Validity Scales** -----

Distortion

① ② **③** ④ ⑤ ⑥ ⑦ ⑧ ⑨

You are a secure person who is not afraid to admit your weaknesses. You are also good at assessing your strengths. You tend to be open and frank.

Equivocation

① ② ③ **④** ⑤ ⑥ ⑦ ⑧ ⑨

You have scored within our acceptable equivocation range.

This report is confidential and is an opinion based on test results and other available data. In the selection process it may count up to one third (1/3) of the decision process along with the interview, reference check, education and experience.

Score Sheet General

Mental Aptitudes														
		1	2	3	4	5	6	7	8	9				
MENTAL ACUITY	Slow Learn	X										Fast Learn		
BUSINESS TERMS	Uninformed						X					Knowledgeable		
MEMORY RECALL	Unaware						X					Aware		
VOCABULARY	Limited	X										Strong		
NUMERICAL PERCEPTION	Imprecise						X					Accurate		
MECHANICAL INTEREST	Indifferent						X					Interested		
Personality Dimensions														
		1	2	3	4	5	6	7	8	9				
ENERGY	Restless						X					Calm		
FLEXIBILITY	Flexible						X					Rigid		
ORGANIZATION	Disorganized	X										Planful		
COMMUNICATION	Reserved	X											Interactive	
EMOTIONAL DEV	Impatient						X					Tolerant		
ASSERTIVENESS	Cooperative						X					Authoritative		
COMPETITIVENESS	Team Player						X					Individualist		
MENTAL TOUGHNESS	Sensitive						X					Tough		
QUESTIONING /PROBING	Trusting	X										Skeptical		
MOTIVATION	Security	X												Recognition
Validity Scales														
		1	2	3	4	5	6	7	8	9				
DISTORTION	Frank Answer	X												Exaggerates
EQUIVOCATION	Choose Alter.	X											Choose Middle	

STANINE: The STANINE is a system of measurements which divides the population into nine parts.

NOTE: Areas with dots and brackets ([.....]) are of primary importance with the dots and brackets reflecting the most desirable range for an individual to score in to have those characteristics. Areas without dots and brackets are secondary areas that provide additional information regarding the individual.

AREAS OF CONCERN - Scores of 1 or 2 in any of the following dimensions: *Energy, Flexibility, Emotional Development or Mental Toughness* are areas of concern.

Development Suggestions

Introduction

The following Personal Development Suggestions have been developed to be given to an individual after hiring, should the appropriate supervisor and/or the individual orienting the individual choose to do so.

The development pages are directed specifically to the individual. The pages can be either removed from the report, or copied, and given to the individual.

The individual who is supervising, leading, directing or coaching new employees may want to review, as part of the employee's orientation process, the job description and the requirements of the job, and at that same time provide the individual this information to assist them in beginning the job on the most effective and efficient basis.

These development suggestions provide guidelines for the individual, recommending actions that can be taken on a daily and weekly basis to become more productive.

Personal Development Suggestions

Communication - measures introversion vs. extroversion and the ability to meet and deal with people.

Having a closed communication style, you work better if you do not have to constantly interact with strangers. With people you do not know well, you seldom seek feedback, and you do not find it easy to express your own ideas and feelings to them. If you must communicate with others on a regular basis, you will be very cautious and will avoid, if at all possible, upward communication.

Your self-affirmation sentence:

"I am comfortable interacting with others."

Steps to Effect Change

1. It is highly recommended that you take a course in public speaking. More than one course may be required for the introverted individual until self-confidence is taught and a higher score registered on sociability. Motivational tapes, books and programs will help.
2. If you must be around a lot of people during the day, you can gain confidence from role-playing activities in a training course, i.e., rehearsing handling a group, making a presentation, etc. You can also overcome shyness by practicing before family and friends.
3. You might join a social or community service organization and attend weekly, i.e., Lions, Rotary, Kiwanis; interacting with others on a regular basis. A "Toastmaster Club" where you will learn to speak before the group can also be very valuable for you.

Development Materials Recommended

1. Development Book Suggestions:
[*"The Creative Communicator"*](#) by Barbara A. Glanz
[*"Communicate With Confidence"*](#) by Dianna Booher

Personal Development Suggestions

Emotional Development - measures ego, self-esteem and emotional maturity compared to chronological age (age from date of birth).

You are a self-assured individual with healthy self-esteem. You believe in yourself and are not easily frustrated when things do not happen as quickly as you desire. You are self-reliant, but may at times be overly tolerant and fail to take action as quickly as you should, believing everything will "work out okay."

Your self-affirmation sentence:

"I am an action-oriented person."

Steps to Effect Change

1. Your biggest problem lies in your tolerance level and possible procrastination when action is called for. You must learn what you can achieve if you try harder and reach for greater achievement through established goals and objectives.
2. You need to mentally stress the daily and weekly process of planning time and activities to make the right things take place for timely accomplishment. Avoid becoming complacent over any unmet goals.
3. You can seek regular counseling with others to make sure that you are not being slack about reaching your goals; ask "significant others" in your life to apply pressure, when necessary, to help you meet set goals.
4. Goal setting is highly important - write goals down and evaluate your progress daily. Tell someone close to you that you are working toward a goal; let that person urge you on!

Development Materials Recommended

1. Development Book Suggestions:
"Life By Design" by Dr. Rick Kirschner
"Get Ahead! Stay Ahead!" by Dianna Booher

Personal Development Suggestions

Assertiveness - measures an individual's desire to cooperate versus the desire to be in charge.

You are an assertive individual who does not hesitate to express your own opinions and stand up for your beliefs. You like control and responsibility, and will attempt to influence others and direct activities. Since you can forcefully express your opinions and viewpoints, you can appear overly aggressive, at times.

Your self-affirmation sentence:

"I do not always demand my own way."

Steps to Effect Change

1. You'll certainly need practice not to take over every situation in your life; modification of your high assertiveness level will help you think things through before speaking or acting.
2. Reconsider decisions you may have made too rapidly and too assertively. Unless the situation means a great deal to you personally, learn to give in or at least compromise if the ultimate outcome is not that critical. By giving in or compromising on less important issues, you will eventually become more adept at seeing things from the other person's point of view on more important issues.
3. Be aware that, in more instances than not, teamwork is the most effective way to get things done. The tendency to "go it alone" must be fought and you need to avoid looking at compromise as a sign of weakness.

Development Materials Recommended

1. Development Book Suggestions:
"Managing Conflict at Work" by Jim Murphey
"The Participative Leader" by Suzanne Zoglio