

**WORK PERSONALITY**  
 **INDEX**  
**SELECT**

John Sample

About this Report

This report is a confidential summary of Mr. Sample's responses to the Work Personality Index®. The Work Personality Index describes key features of Mr. Sample's personal style that influence his approach to tasks, ways of interacting with people, and performance at work. The Select Report contains a graphic summary of his results, along with interpretive notes describing the likely meaning of his scores. The narrative descriptions are based on research findings and inferences that personality assessment experts might make given his preferences. The descriptions of his personality and behavioural style are based on Sten scores.

The Work Personality Index Select Report focuses on those personal characteristics and tendencies that influence how an individual performs in work settings. The Work Personality Index measures 5 global personality characteristics and 21 primary traits that provide a comprehensive overview of an individual's work personality. Mr. Sample's results provide extensive information about his preferences, strengths, and weaknesses in work environments.

When interpreting Mr. Sample's results, it is important to remember that his scores are not good or bad, only more or less appropriate to certain types of work. For example, high scores on Ambition may be important for success in some occupations, but detrimental in other types of work. Therefore, Mr. Sample's results should be used to highlight his preferences and motivations and examine how they relate to more or less effective work performance.

The statements and results contained in this report should be treated confidentially. As the results are based on Mr. Sample's own view of his behaviour, the accuracy of the results depends upon both his honesty and self-awareness. Therefore, the results should be viewed as hypotheses to be validated with other sources of data such as interviews and other assessment results.

The shelf life of the information in this report is approximately 12-18 months. However, if Mr. Sample has undergone significant changes in his work roles, retesting should be considered.

The results on the Work Personality Index scales are presented as Sten Scores, which range from 1 to 10 with an average of 5.5. These scores compare the responses on the Work Personality Index items to those of a large sample of working adults. The number in the middle of the circle indicates the candidate's score on the scale. The range of scores is shown below.



Profile

**Energy and Drive**



Energy



Ambition



Leadership



Social Confidence



Persuasion



Initiative



Flexibility



Multi-Tasking

**Working with Others**



Outgoing



Teamwork



Concern for Others



Democratic

**Work Style**



Dependability



Persistence



Rule-Following



Attention to Detail



Planning

**Problem Solving Style**



Innovation



Analytical Thinking

**Dealing with Pressure and Stress**



Self-Control



Stress Tolerance

**Special Scales**



Managerial and Leadership Potential



Sales Potential

**Profile Validity**

The candidate's responses to the questionnaire follow a typical pattern.

## Energy and Drive

## Energy



- Is very energetic
- Likes to be very active and busy
- Enjoys having a lot of things to do
- Seeks out excitement
- Prefers demanding and challenging tasks
- Works well in circumstances that require extensive effort
- May become bored and disengaged if work is slow-paced

## Ambition



- Is ambitious and enjoys challenging situations and tasks
- Challenges self in many ways: tends to set goals of ever increasing difficulty and compares own performance against that of others
- Desires career success and works hard to get ahead
- Comes across as competitive and driven
- Will likely be effective in occupations that have some demanding goals and require a relatively high level of self-motivation

## Leadership



- Reports an average level of leadership
- Enjoys being in positions of authority as much as most people
- Will likely assume leadership positions and take charge of projects when their experience is applicable
- Happy to let others lead when others have more knowledge or expertise
- When in a leadership role, will likely balance collaboration and direction
- Likely to be effective in positions where a combination of consensus-driven and directive leadership is required
- Comfortable leading or following others

## Social Confidence



- Comfortable and self-assured in most social situations
- Enjoys being the centre of attention
- Is confident during social interactions
- At ease with strangers
- Confident and poised in most situations

## Energy and Drive

## Persuasion



- Is comfortable influencing people
- Enjoys negotiating and bargaining with others
- Enjoys trying to change people's opinions or perspectives
- Finds selling easy and is comfortable in sales positions
- Comes across as relatively persuasive

## Initiative



- Proactive and willing to take initiative
- Interested in new challenges
- Enjoys taking on new responsibilities
- Will likely be a self-starter who quickly capitalizes on opportunities
- Comfortable starting projects with minimal help or guidance from others
- Generally willing to take on tasks that are outside their typical work activities
- Can become bored in positions that are overly predictable and do not allow for some personal initiative

## Flexibility



- Has an average level of flexibility
- Enjoys a balance of variety and routine at work
- Values having some stability and predictability at work; prefers change that occurs at a slower pace
- Unlikely to make changes for the sake of change, and would rather make minor adjustments only when it makes good sense to do so
- Will be uncomfortable with both frequent change and extensive routine

## Multi-Tasking



- Enjoys juggling several activities at a time
- Feels that they do their best work when they have many tasks to complete
- Likes having a number of projects on the go at the same time
- Seeks out a variety of tasks and activities during the day
- Is comfortable coping with multiple demands

## Working with Others

## Outgoing



- Is outgoing and sociable
- Enjoys meeting new people, is comfortable in groups, and likes making friends at work
- Values interacting with people and may find it difficult to go without social contact for an extended period of time
- Looks forward to socializing and tends to be lively and animated in groups
- Prefers to work with others

## Teamwork



- Encourages people to work together
- Prefers tasks that can be completed collaboratively
- Is cooperative and encouraging
- In many situations puts the group's success first, and derives satisfaction in helping people reach their goals
- Respects team decisions, even if he/she disagrees with them
- May struggle working alone for extended periods of time
- Will take a team approach to most tasks

## Concern for Others



- Has sympathy for people and is generally sensitive to the needs of others
- Strives to understand the feelings of others
- Is empathetic and supportive
- Is quick at picking up on how people feel, and likes to help them with their problems
- Shows insight into the thoughts of others, and is quite responsive to emotional and social nuances
- May give too much consideration to people issues when making decisions

## Democratic



- Prefers to consult others when making decisions
- Enjoys collaborating with others and willingly accepts suggestions
- Seeks out advice when making decisions
- Looks to others for supervision and guidance
- May be uncomfortable making decisions independently
- Works well in settings where decisions are made through discussion and consensus

## Work Style

## Dependability



- Reports an above average level of dependability
- Places importance on meeting deadlines and completing work on time
- Reports being concerned about meeting obligations and following through on commitments
- Is likely seen by others as conscientious and responsible
- Considers meeting deadlines and completing tasks important

## Persistence



- Reports a level of persistence that is similar to that of most people
- Motivated to finish work, but may give up if things become too difficult
- Will generally stick with things, but appreciates some work that does not involve overcoming obstacles
- Will likely become tired and worn down if complications are frequently encountered

## Attention to Detail



- Reports an average level of attention to detail
- Has an eye for detail that is similar to that of most people
- When work requires close attention to details, a few things may be overlooked
- Is not naturally inclined to be overly focused on minor details and specifics
- Is comfortable approaching some tasks without specific guidelines or procedures
- When tasks need to be done quickly, may be somewhat willing to cut corners
- Is able to focus on global issues and may be less likely to become bogged down on artificially high standards

## Work Style

## Rule-Following



- Reports a below average level of rule-following
- Is open to bending rules and procedures in order to make progress
- Prefers general guidelines over precise regulations
- Is willing to flex on standard operating procedures in order to get work done
- Finds it hard to work under strict rules and regulations
- Will ignore rules that they do not think make sense
- Prepared to use non-standard approaches to tasks when the established procedures are not effective

## Planning



- Feels at ease in a flexible environment and approaches work with a spontaneous style that involves spur-of-the-moment decision making
- Often starts a task without having detailed plans
- Generally does not enjoy making long-term plans
- Believes that detailed plans may inhibit or restrict their ability to work effectively
- Is spontaneous and comfortable reacting to shifting priorities and evolving situations
- Enjoys making quick decisions and is comfortable providing an immediate response



## Problem Solving Style

### Innovation



- Reports an average level of innovation
- Reports having a level of creativity and innovation that is similar to that of most people
- Enjoys solving problems, and likes solutions that are both original and practical
- Fairly open-minded but may get frustrated when people frequently present unconventional ideas and solutions
- Prefers to think about more grounded proposals
- Is more likely to build upon someone else's ideas

### Analytical Thinking



- Dislikes work that requires too much analysis
- Prefers dealing with tangible tasks and does not enjoy discussing abstract concepts
- Generally trusts intuition rather than logic when solving problems
- Is decisive and reaches conclusions quickly without thinking through all of the possible outcomes
- Performs well in work environments where decisions are straightforward and do not require extensive analysis

## Dealing with Pressure and Stress

### Self-Control



- Reports a high level of self-control
- Sees self as calm and composed
- Tends to be effective at keeping emotions in check
- Works hard at maintaining self-control and rarely allows emotional reactions to impede their performance
- When faced with tense situations, rarely says things that they later regret
- Can be effective in work settings where emotions run high

### Stress Tolerance



- Tolerates stress well
- Is able to work effectively in most high-pressure situations
- Is seldom overwhelmed by concerns and is able to maintain effective work behaviour in the face of setbacks
- Doesn't take criticism personally
- Finds it relatively easy to relax and can act as a calming influence on others in tense situations
- Will take most situations in stride, and manage them in a balanced, adaptive way

## Special Scales

## Management and Leadership Potential



The Management and Leadership Potential score indicates the degree to which an individual's results are similar to those observed for people who are successful in management and leadership roles. Higher scores indicate a greater level of similarity to people working in management and leadership positions.

## Sales Potential



The Sales Potential score indicates the degree to which an individual's results are similar to those observed for people who are successful in sales careers. Higher scores indicate a greater level of similarity to people working in sales roles.