

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

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About this Report

This report is a confidential summary of the individual's responses to the Work Personality Index®. The Work Personality Index describes key features of an individual's personal style that influence their approach to tasks, ways of interacting with people, and performance at work. The Select Report contains a graphic summary of results, along with interpretive statements describing the likely meaning of the scores. The descriptions are based on research findings and inferences that personality assessment experts might make given an individual's preferences. The descriptions of personality and behavioral style are based on a 10 point set of standard scores ranging from 1 to 10. The Work Personality Index Select Report focuses on those personal characteristics and tendencies that influence how an individual performs in work settings. The WPI measures 21 personality characteristics that provide a comprehensive overview of an individual's work personality. The results provide extensive information about the individual's preferences, strengths, and weaknesses in work environments.

When interpreting the results, it is important to remember that the 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 may be detrimental in other types of work. Therefore, the results should be used to highlight 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. Since the results are based on the individual's own view of their behavior, the accuracy of the results depends upon both their honesty and self-awareness. Therefore, the results should be viewed as hypotheses to be validated with other sources of data such as interviews and the results of other assessments.

The shelf-life of the information in this report is approximately 12-18 months. However, if an individual undergone significant changes in their work roles, re-testing should be considered.

The results on the WPI 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 WPI 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



- Enjoys being in leadership positions, and being able to take charge and make decisions
- Comfortable influencing and directing others, and gravitates towards leadership roles
- Approach to working with co-workers and subordinates tends to be more directive than collaborative
- Because of the inclination to take charge, may dislike being managed by others
- May need to learn to allow others a chance to provide input
- May be effective in positions where taking charge and making tough decisions are required

## Social Confidence



- Very comfortable and self-assured in social situations
- Enjoys being the centre of attention
- Is very confident during social interactions
- At ease with strangers
- Confident and poised in almost all situations

## Energy and Drive

## Persuasion



- Is very 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 persuasive

## Initiative



- Very 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 without help or guidance from others
- 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 frequent personal initiative

## Flexibility



- Likes to stick with established methods and routines
- Prefers routine to variety
- Works well in an environment with little change present; may appear inflexible at times
- Enjoys completing tasks using approaches that have worked in the past
- Is likely to find changing work routines and approaches to be somewhat stressful
- Will likely be effective in occupations where the tasks and responsibilities are well defined and rarely change

## Multi-Tasking



- Feels more effective when they are able to focus on a single task
- Enjoys the opportunity to complete one task before beginning another
- Dislikes multi-tasking and juggling multiple demands
- May experience some stress when having to handle multiple projects at the same time
- May be uncomfortable taking on new tasks when others are incomplete

## 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
- Is most effective when working on teams
- Is co-operative and encouraging
- Puts the group's success before their own
- Respects team decisions, even if they disagrees with them
- May struggle working alone for extended periods of time
- Will take a team approach to most tasks

## Concern for Others



- Reports an average level of concern for others
- Displays an average level of caring and sensitivity for others
- At times, is quite in tune to others' feelings, adopting a sympathetic and understanding approach
- Sympathy may be selective and withheld from people perceived to be facing less serious challenges
- Has insight into interpersonal dynamics, but also experiences some detachment when making unpopular decisions
- May experience stress and moments of indecision if work responsibilities require many decisions that could have a negative impact on people

## Democratic



- Comfortable making decisions independently
- Prefers little to no supervision
- Self-reliant and secure working without the support of others
- Feels most effective when able to solve problems on their own
- Values autonomy and self-sufficiency

## Work Style

## Dependability



Reports an average level of dependability

While working hard to complete work according to schedule, is likely to adopt a slightly casual approach, viewing deadlines as somewhat flexible

Willingness to shift priorities and move deadlines may lead to work not being completed at the originally scheduled time

Is somewhat comfortable reorganizing priorities to meet more important deadlines first, while allowing less important work to wait

May perform well in positions where priorities sometimes change

## 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 a below average level of attention to detail

Prefers tasks that do not require working with highly detailed information

Naturally focuses on the big picture and broad priorities, leaving the checking of details to others

Is comfortable completing tasks without specific guidelines or procedures

Willing to cut corners when tasks need to be completed quickly

May appear careless and disorganized to others

Works best in positions where the use of detailed information is kept to a minimum, preferring roles that allow a focus on the bigger issues

## Work Style

## Rule-Following



Reports a moderate inclination to follow rules and regulations

Is comfortable working in positions that are governed by some rules and will do most things by the book

Prefers general guidelines over precise instructions

Is willing to flex on standard operating procedures in rare cases in order to get work done

May have a slight dislike for bureaucracy and red tape

Open to questioning the usefulness of standard operating procedures and willing to bypass them when necessary

## Planning



Will likely make long-term plans but adopt a flexible approach to completion

Comfortable moving forward with broad goals rather than detailed plans

Doesn't feel the need to plan things out in a highly detailed fashion

Sees the need to adjust plans as situations evolve

Has little difficulty beginning a task without a detailed plan, especially when time is limited or the situation requires 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



- Generally adopts an analytical and logical approach
- Is comfortable moving forward without analyzing problems from all angles
- Will rely on their intuition and move forward quickly on tasks that are not critical
- Is able to work at a fairly rapid pace, while incorporating most of the available information in a logical fashion
- When facing critical or challenging tasks, will adopt a careful approach and seek to understand the issue in-depth

## Dealing with Pressure and Stress

### Self-Control



- Reports an average level of self-control
- Similar to most people, is relatively calm and easy going, but may get upset when things go wrong
- Generally able to conceal emotional reactions that are likely to be interpreted negatively by others
- May express some negative feelings and emotions when under pressure

### 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.

## Finding Success When Working Remotely

Working in a remote environment comes with unique challenges that can impact an individual's performance. Candidates may need to adjust the way that they interact with others, complete tasks, and fulfill their responsibilities, compare to when they are working in an office environment. The need to connect with others, share ideas, make plans, and execute remain the same; however, the methods you need to use to address these topics are different. The table below explains how the candidate's results on four Work Personality Index scales may influence their approach, and provides challenges that they may encounter while working remotely.

### Completing Tasks

Their Style	Potential Derailers
<ul style="list-style-type: none"> <li>Recognizes, evaluates and quickly acts on new opportunities.</li> <li>Embodies the motto "If I don't do it, no one will!"</li> </ul>	<ul style="list-style-type: none"> <li>Being seen as impulsive.</li> <li>Failing to consider how a more deliberate approach to implementation may be necessary in order to meet objectives.</li> </ul>
<ul style="list-style-type: none"> <li>Prefers work that provides high levels of autonomy.</li> <li>Makes decisions with little need for input or support from others.</li> </ul>	<ul style="list-style-type: none"> <li>Operating too independently.</li> <li>Sacrificing quality for speed when making decisions.</li> </ul>

### Maintaining Relationships

Their Style	Potential Derailers
<ul style="list-style-type: none"> <li>Enjoys working on larger teams with a variety of stakeholders.</li> <li>Believes that teamwork is the best approach for completing almost all tasks.</li> </ul>	<ul style="list-style-type: none"> <li>Approaching all tasks as team tasks.</li> <li>Being uncomfortable working on their own for an extended period of time.</li> </ul>
<ul style="list-style-type: none"> <li>Likes to communicate in person rather than through writing.</li> <li>Genuinely wants to connect and interact with people and groups.</li> </ul>	<ul style="list-style-type: none"> <li>Relying on conversations when written communication would be more effective.</li> <li>Putting too much energy into building connections while avoiding more important, but less engaging tasks.</li> </ul>