

WORK PERSONALITY
 **INDEX**

SELECT

J. Sample

About this Report

The Work Personality Index® assessment describes key features of a candidate's personal style that influence their approach to tasks, ways of interacting with people, and performance at work. This assessment measures 21 traits that provide a comprehensive overview of work personality.

The Work Personality Index Select Report is designed as a tool for evaluating a candidate's potential fit into a role. The focus of the report is on personal characteristics and behaviors that influence how this individual will perform in a work setting, and the report contains information about the strengths and weaknesses that can emerge due to their preferences. It contains interpretive notes that can be useful for improving job fit.

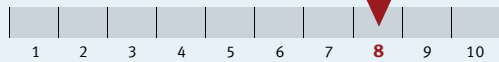
Keep in mind that higher scores do not mean a better fit for the role you are evaluating. Human characteristics can be either strength or weakness depending on the situation: An asset in one setting can be a challenge in another. Everyone has their strengths and areas that may require improvement. Please review the detailed interpretation for each scale and consider the needs of the role before drawing any conclusions.

Keep these questions in mind as you are reviewing the results:

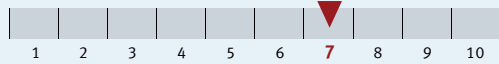
- What are the demands of the role?
- What traits will help make a candidate successful in the role?
- For each trait: Is this candidate's preference a good fit for the role?
- How will the candidate need to adjust or adapt? Will the required changes be far outside of their preferences? ?
- Overall, does it seem like this candidate will fit into the role and the organizational culture?

Energy and Drive

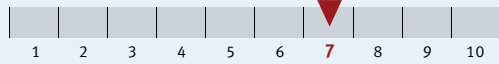
Energy



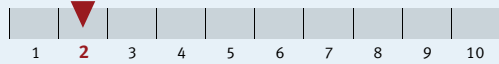
Leadership



Persuasion



Flexibility



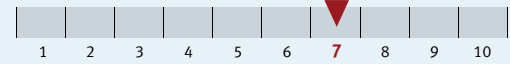
Ambition



Social Confidence



Initiative

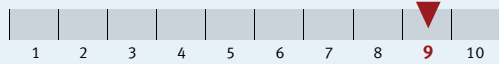


Multi-Tasking

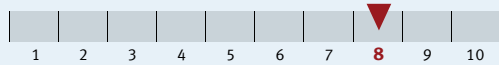


Working with Others

Outgoing



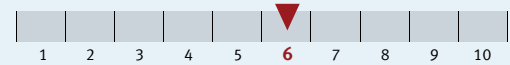
Concern for Others



Teamwork

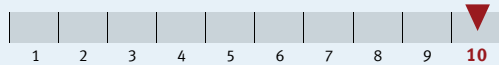


Democratic

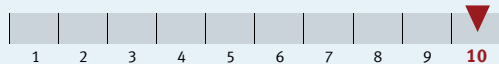


Work Style

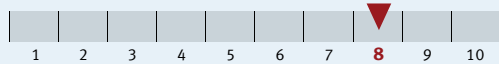
Dependability



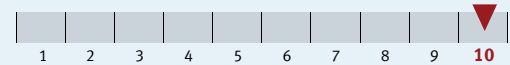
Rule-Following



Planning



Persistence



Attention to Detail



Problem Solving Style

Innovation

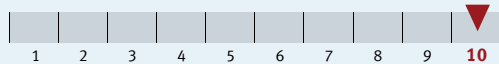


Analytical Thinking



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 energetic
- Likes to be active and busy
- Enjoys having a lot of things to do
- Seeks out some excitement in their work
- Prefers relatively demanding and challenging tasks
- Works well in circumstances that require additional 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



- 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



- Likes to stick with well-established methods and routines
- Dislikes work that involves change; likes sticking with the tried-and-true
- Prefers routine to variety; will take a consistent approach to tasks
- 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 stressful
- Will likely be effective in occupations where the tasks and responsibilities are well defined and rarely change

Multi-Tasking



- Reports an average level of multi-tasking
- Feels effective when they have more than one task to complete but may feel overwhelmed when dealing with too many
- Can work well when they have a number of tasks to complete
- Sometimes enjoy being given a new task before finishing another, but will tend to prefer to complete the task at hand before starting another
- Somewhat effective in juggling multiple demands

Working with Others

Outgoing



- Is very outgoing and sociable
- Enjoys meeting new people, is very comfortable in groups, and likes making friends at work
- Values interacting with people and may find it difficult to go without social interaction
- Prefers to work with others
- Looks forward to socializing and tends to be lively and animated in groups
- Quickly shares thoughts and ideas

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 disagree 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



- Seeks people's advice when making difficult decisions
- Open to guidance and direction when tackling new or challenging tasks
- Sees the benefit in having others participate in the decision-making process
- Appreciates the responsibility to make some decisions independently
- Willing to go their own way and ignore colleagues' advice if it strongly contradicts own thinking
- In positions with too much supervision, or where many people are involved with tasks, may begin to feel restricted

Work Style

Dependability



- Reports a high level of dependability
- Places a great deal of importance on meeting deadlines and completing work on time
- Reports being very concerned about meeting obligations and following through on all commitments
- Is likely seen by others as very conscientious, responsible and trustworthy
- Considers meeting deadlines and completing tasks very important

Persistence



- Enjoys putting in a concentrated effort to overcome difficult obstacles
- Does not give up when encountering problems
- Is unlikely to leave things unfinished
- Displays a high level of persistence
- Has a hard time giving up on tasks; may not recognize when certain projects are no longer worth completing

Attention to Detail



- Pays close attention to detail
- Works best when the steps required to accomplish a goal are well defined
- Is thorough and checks work carefully for errors
- Has a strong desire to do things correctly
- Sets relatively high standards
- At times may come across as being somewhat of a perfectionist
- May get hung up on minor details at times, missing the big picture

Work Style

Rule-Following



- Reports a high level of rule-following
- Prefers to stick very closely to rules and regulations
- Enjoys having specific guidelines and does things by the book, even when it is personally inconvenient
- Unwilling to bend procedures in order to get work done
- Is very comfortable using standard operating procedures and well-established approaches
- Will likely work well in structured settings with clear instructions on how tasks are to be completed
- May struggle working on tasks when given ambiguous or overly broad instructions

Planning



- Feels at ease with structured and detailed plans
- Believes efficient work routines need long-term plans
- Enjoys making detailed plans before starting most projects
- Enjoys planning and thinking about the future in a structured way
- May find it difficult to adjust plans as a situation evolves
- May find it difficult to begin a task without a detailed plan, when time is limited or when they must act immediately

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



- Enjoys critically analyzing information
- Is comfortable discussing abstract matters
- Tends to be analytical, logical and theoretical
- Is deliberate and logical, taking time to think things through
- Likes to search for themes and patterns in data
- Seeks to understand things in-depth

Dealing with Pressure and Stress

Self-Control



- Reports a high level of self-control
- Sees self as very calm and composed
- Tends to be very 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 very 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.

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, compared 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 they 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"> Recognizes, evaluates and quickly acts on new opportunities. Embodies the motto "If I don't do it, no one will!" 	<ul style="list-style-type: none"> Being seen as impulsive. Failing to consider how a more deliberate approach to implementation may be necessary in order to meet objectives.
<ul style="list-style-type: none"> Operates best in environments that provide a moderate level of support. Makes decisions independently until the options become too complex. 	<ul style="list-style-type: none"> Being indecisive when faced with difficult or complex decisions that need to be made on their own. Failing to reach out to others when they need support.

Maintaining Relationships

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