

theProfileXT

Confidential Coaching Report

for

Trevor Sample

SUPERVISOR, OFFICE/ADMINISTRATIVE

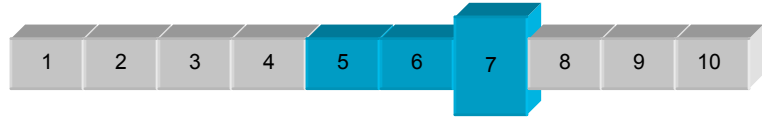
Wednesday, April 27, 2005

**Profiles Antigua Inc.
Aflak Building, Friars Hill Road
St. John's Antigua
(268) 462- 5673
www.profilesantigua.com**

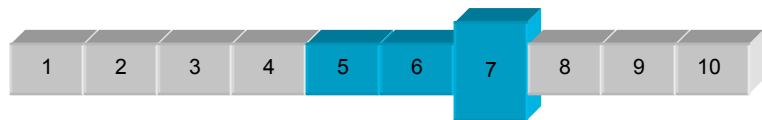
Profile for Thinking Style

The Darker shading represents the Job Match Pattern for the role of SUPERVISOR, OFFICE/ADMINISTRATIVE [Preliminary]. The larger box indicates this individual's score.

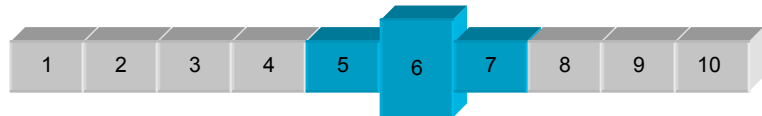
Learning Index – An index of expected learning, reasoning and problem solving potential.



Verbal Skill – A measure of verbal skill through vocabulary.



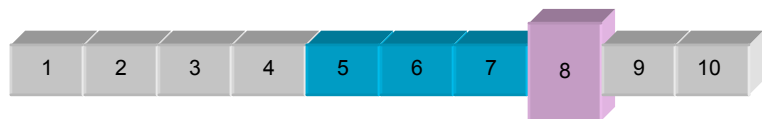
Verbal Reasoning – Using words as a basis in reasoning and problem solving.



Numerical Ability – A measure of numeric calculation ability.

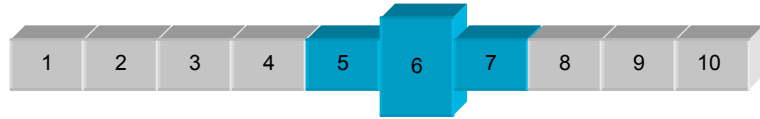


Numeric Reasoning – Using numbers as a basis in reasoning and problem solving.

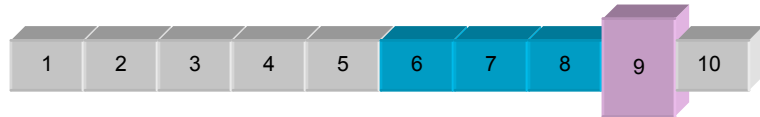


Profile for Behavioral Traits

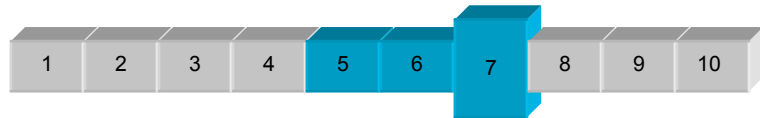
Energy Level – Tendency to display endurance and capacity for a fast pace.



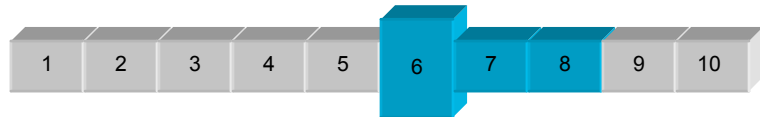
Assertiveness – Tendency to take charge of people and situations. Leads more than follows.



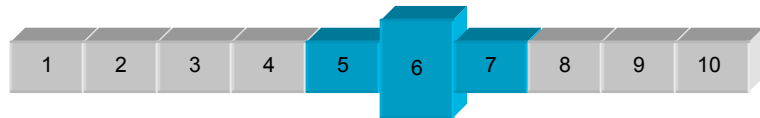
Sociability – Tendency to be outgoing, people-oriented and participate with others.



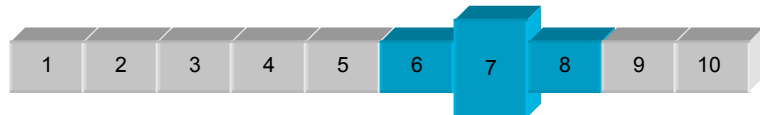
Manageability – Tendency to follow policies, accept external controls and supervision and work within the rules.



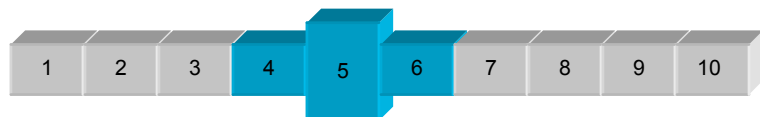
Attitude – Tendency to have a positive attitude regarding people and outcomes.



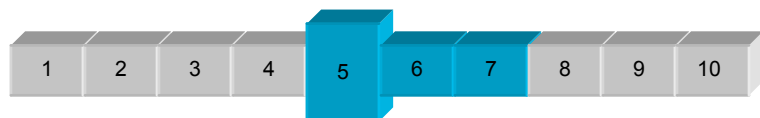
Decisiveness – Uses available information to make decisions quickly.



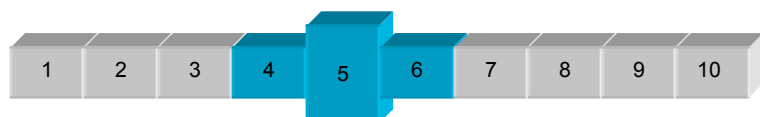
Accommodating – Tendency to be friendly, cooperative, agreeable. To be a team person.



Independence – Tendency to be self-reliant, self-directed, to take independent action and make own decisions.



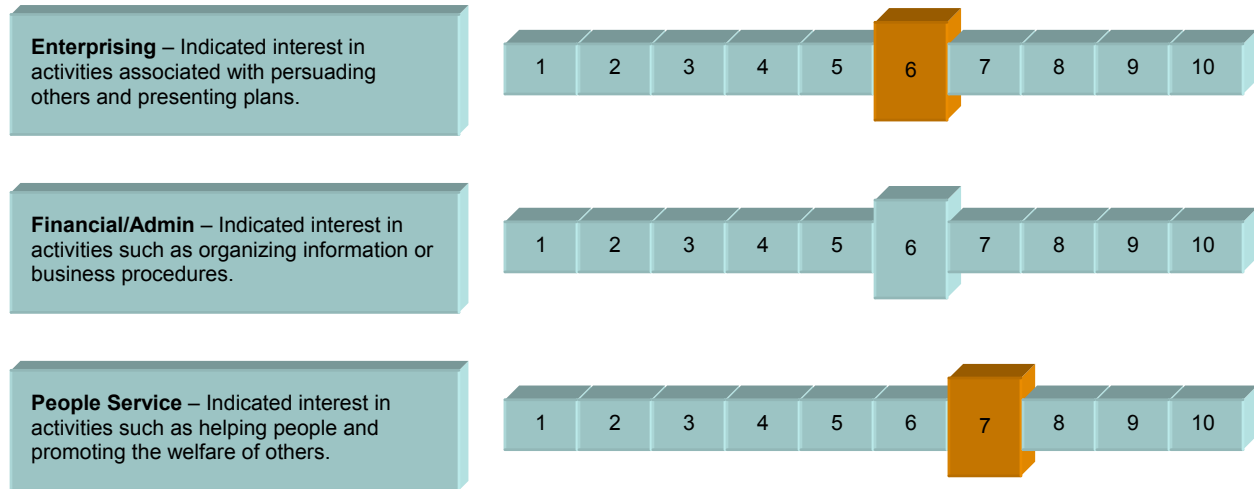
Objective Judgment – The ability to think clearly and be objective in decision-making.



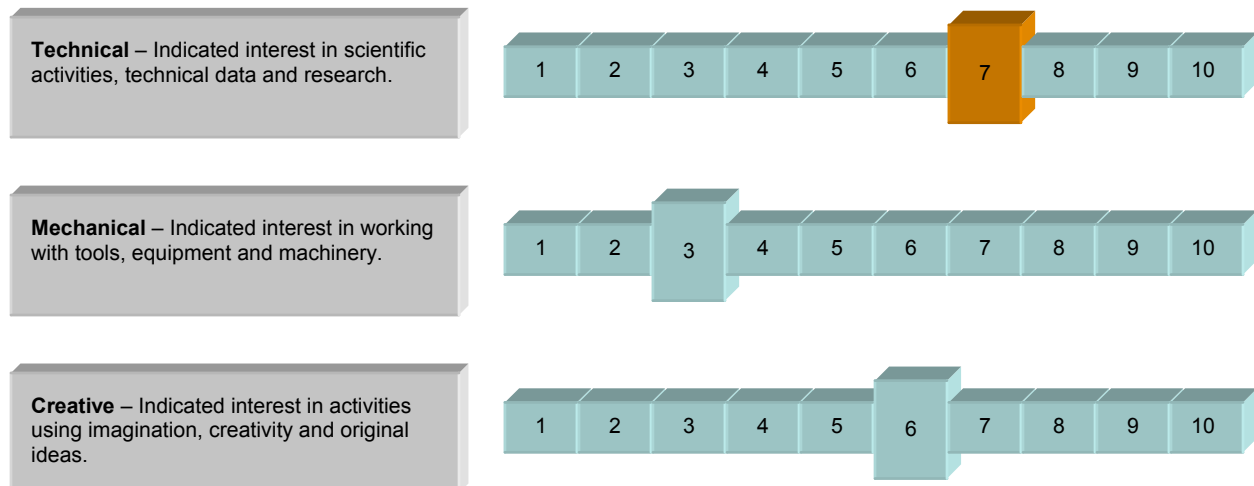
Profile for Interests

For the Job Match Pattern under consideration, the top three interests in descending order are: **Enterprising, Financial/Admin** and **People Service**. The other three interests have no impact on this position. The top three interests for Trevor in descending order are: **People Service, Technical** and **Enterprising**. **Mr. Sample shares two of these interest areas: Enterprising and People Service**

Top three Interests for this position



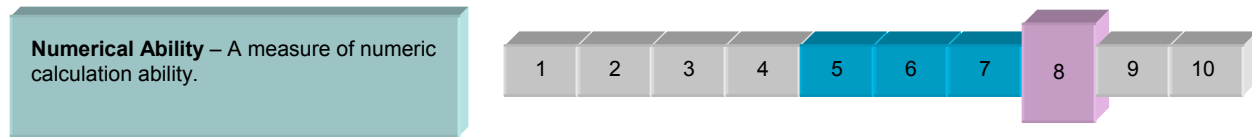
Interests not relevant to this Position



Coaching Comments

Trevor Sample scored outside the position match pattern in the following areas. When working with Trevor Sample, you might consider the following:

THINKING



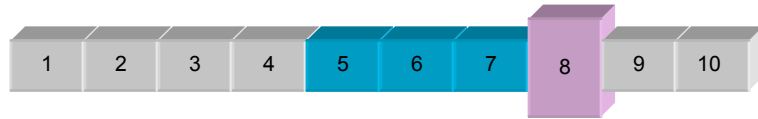
Job Pattern 5-7 Score 8

On the Numerical Ability scale Mr. Sample is above the designated Profile for this Job Match Pattern. This suggests that his computation of data is more proficient than the position typically requires and that He may not be sufficiently challenged to maintain his interest and/or level of motivation.

- He may express frustration with those who are not as proficient in solving numerical data. Provide your attention to his feelings, but relate the necessity of being diligent and understanding of others.
- In calculating complex figures, He is quite proficient. However, Trevor may require instruction on the efficient manner of communication appropriate to convey clear meaning to those with less of a grasp of this kind of information.
- Under stress, Mr. Sample will make decisions based on numerical information with accuracy and speed. However, it may be necessary to observe his level of patience with peers, due to the fact that such a high proficiency is not typical or required of successful individuals in this field.
- Highly proficient in numerical calculation, Mr. Sample should have no difficulty in his duties; but observe the potential for downward trends in motivation, if He requires a challenge in this area.

Coaching Comments

Numeric Reasoning – Using numbers as a basis in reasoning and problem solving.

**Job Pattern 5-7 Score 8**

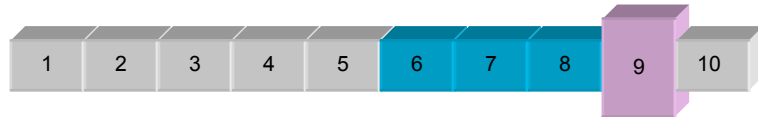
On the Numerical Reasoning scale Mr. Sample is above the job profile for this position. This suggests that his ability to analyze data as part of the decision making process is greater than the position typically requires and that He may not be sufficiently challenged to maintain his interest and/or level of performance.

- Mr. Sample is far more proficient in processing numerical information, than is required for this position. He may experience frustration if not sufficiently challenged, but if little opportunity exists to practice this skill, then focusing on his motivational level may be appropriate.
- To avoid miscommunications, when Trevor is expressing complex numerical information, coach him on proper communication techniques that emphasize a common level of expression.
- When making budgetary decisions, Trevor can rapidly see whose resources can be reallocated or redistributed, but may require outside assignments to make use of this ability and avoid a lack in motivation.
- Mr. Sample is very capable at assimilating data to make decisions, but may be frustrated by a lack of challenge in this area. Address frustrations and provide ways to challenge his abilities.

Coaching Comments

BEHAVIORAL TRAITS

Assertiveness – Tendency to take charge of people and situations. Leads more than follows.



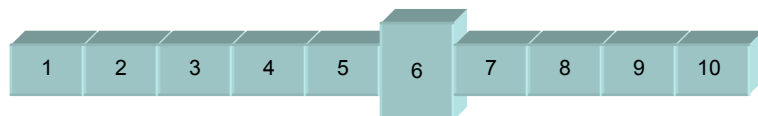
Job Pattern 6-8 Score 9

Mr. Sample scored above the Profile for this position in the Assertiveness scale. He may find the environment of this position challenging in the area of how much control is appropriately exerted over others. While talking with him, determine his ability to practice greater diplomacy in his interpersonal relations.

- He expresses a preference for influencing the decisions of others. Act as a role model in your capacity as a group leader, demonstrating an authoritative yet democratic leadership style. Provide feedback concerning the effectiveness of your style and why it works in this team.
- Mr. Sample tends to take charge in a group. Encourage his participation as a peer within the group and foster the ability to be patient with the opinions of others. Training in active listening may enhance his ability to cooperate with his team.
- Trevor's tendency to lead others needs to be tempered with a willingness to allow others a certain amount of control. Training that focuses on control issues may reveal a way to do this. Offer him the opportunity to lead the group as a reward for successful participation in such training.
- Give Mr. Sample the opportunity to act as a follower, provide constant feedback in private and mentor his ability to let go of his control and responsibility for the actions and decisions of others.

OCCUPATIONAL INTERESTS

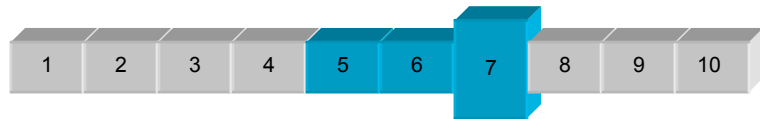
Financial/Admin – Indicated interest in activities such as organizing information or business procedures.



Administrative duties are preferred most by those who match the Interest Pattern for this position. However, the activities associated with the Financial/Administrative theme are not among Mr. Sample's primary three interest themes and may not motivate him as much.

A Profile of the Total Person**Thinking Style**

Learning Index – An index of expected learning, reasoning and problem solving potential.



Job Pattern 5-7 Score 7

- Trevor generally learns by paying attention to detail.
- Mr. Sample handles fairly complex tasks with relative efficiency; He has strong problem-solving abilities.
- His assimilation of new information will be better than most individuals in the general population.
- Mr. Sample is an effective learner in most situations.

Verbal Skill – A measure of verbal skill through vocabulary.

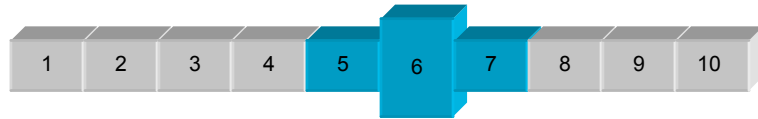


Job Pattern 5-7 Score 7

- He has a sound understanding of basic communication processes.
- Trevor can build on his basic foundation as the particular communication skills required in performing the job become familiar.
- Mr. Sample shows strong potential for developing his existing communication skills.
- Mr. Sample should be competent in making analyses involving written and verbal data.

A Profile of the Total Person

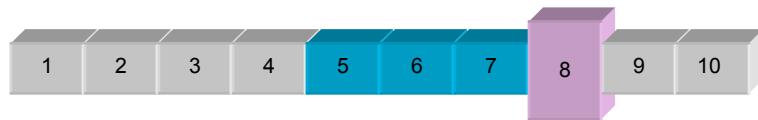
Verbal Reasoning – Using words as a basis in reasoning and problem solving.



Job Pattern 5-7 Score 6

- Mr. Sample is proficient in the use of words and language.
- He demonstrates adequate and, in some areas, good verbal skill; certain areas and complexities will need training.
- Mr. Sample probably will assimilate information with success commensurate with the general population.
- Trevor would not be expected to have any difficulty in effectively communicating thoughts and ideas to others.

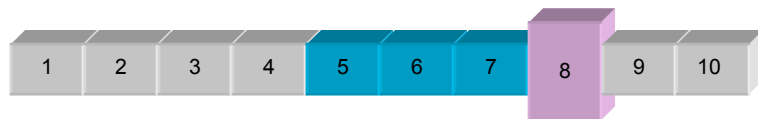
Numerical Ability – A measure of numeric calculation ability.



Job Pattern 5-7 Score 8

- Mr. Sample can build on a basic numerical foundation as the particular calculations required in performing the job become familiar.
- Mr. Sample has a sound understanding of basic mathematical processes and is able to mentally figure some numeric combinations.
- Trevor shows strong potential for developing existing skills with numbers.
- He should be competent in making mental estimations involving numerical data.

Numeric Reasoning – Using numbers as a basis in reasoning and problem solving.

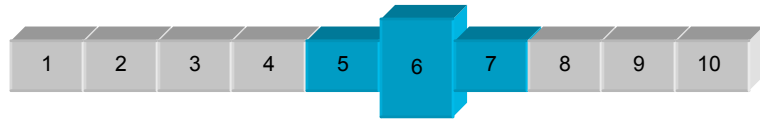


Job Pattern 5-7 Score 8

- He completes numerical problems with greater success than the general population.
- Trevor grasps numerical concepts readily.
- Mr. Sample works well with numbers and numerical concepts.
- Mr. Sample demonstrates a relatively strong ability to solve problems of a numerical nature.

A Profile of the Total Person**Behavioral Traits**

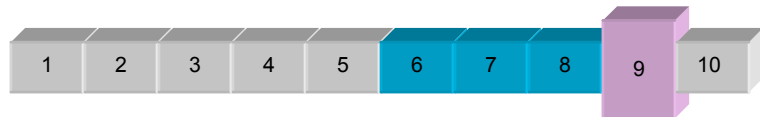
Energy Level – Tendency to display endurance and capacity for a fast pace.



Job Pattern 5-7 Score 6

- Mr. Sample's work pace is compatible with average performance and consistent results.
- He can act with a sense of urgency, even under pressure.
- Trevor's typical work pace should be consistently productive.
- Mr. Sample can be relied on to complete assignments in a timely manner.

Assertiveness – Tendency to take charge of people and situations. Leads more than follows.

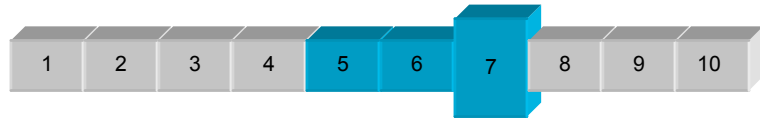


Job Pattern 6-8 Score 9

- Mr. Sample can make decisions, enforce company policies and act with authority. He is quite capable of making unpopular decisions when necessary.
- He has a strong need to make decisions, to determine outcomes.
- Mr. Sample has a strong need to be in charge, to be the leader.
- Trevor is highly motivated by situations in which He is held accountable for results. He is strongly motivated by power and authority.

A Profile of the Total Person

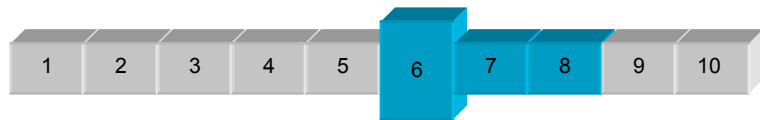
Sociability – Tendency to be outgoing, people-oriented and participate with others.



Job Pattern 5-7 Score 7

- Trevor prefers democratic supervision, in which two-way dialogue is encouraged.
- Mr. Sample is moderately sociable. He tends to be aware of the necessity for keeping lines of communication open.
- He works to foster good relations across departments, maintains friendly contact and keeps up with the issues of common concern.
- Mr. Sample is generally inclined to promote the benefits of teamwork, to involve the team in the discussion of how things will be done.

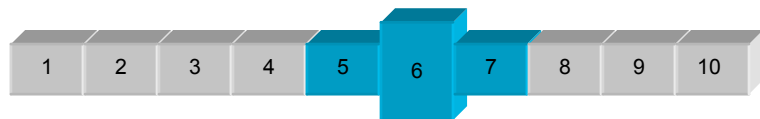
Manageability – Tendency to follow policies, accept external controls and supervision and work within the rules.



Job Pattern 6-8 Score 6

- Mr. Sample is friendly, accommodating and should be fairly easy to manage.
- He should be willing to conform to company policies without feeling any loss of personal freedom.
- Trevor demonstrates a moderately positive attitude concerning organizational constraints and restrictions.
- Mr. Sample is typically willing to accept guidance and suggestions from others.

Attitude – Tendency to have a positive attitude regarding people and outcomes.

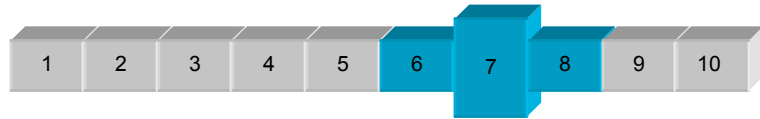


Job Pattern 5-7 Score 6

- Mr. Sample has a tendency to trust most people.
- Trevor has positive expectations for the outcome of problems and difficult situations.
- He is usually enthusiastic about risk, change and unexpected challenges.
- Mr. Sample demonstrates a positive attitude regarding changes in policies and guidelines.

A Profile of the Total Person

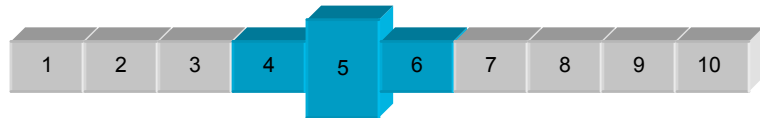
Decisiveness – Uses available information to make decisions quickly.



Job Pattern 6-8 Score 7

- He is inclined to take decisive action, to move decisions forward.
- Mr. Sample can stand firm on decisions and may not be inclined to back down once a decision is made.
- Trevor is capable of responding to an emergency and resolving problems.
- Mr. Sample is decisive and quick to act. He is likely to enjoy positions which require immediate action.

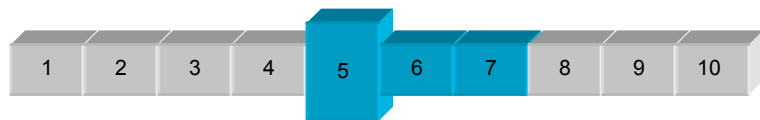
Accommodating – Tendency to be friendly, cooperative, agreeable. To be a team person.



Job Pattern 4-6 Score 5

- He tends to be agreeable, cooperative, good-natured. Trevor is fairly easy to please.
- Mr. Sample tends to use a positive, informal approach. He will generally demonstrate a willingness to listen.
- Mr. Sample can become defensive whenever someone tries to take advantage of him.
- Trevor can be slower than others to avoid arguments, disagreements and/or conflict.

Independence – Tendency to be self-reliant, self-directed, to take independent action and make own decisions.

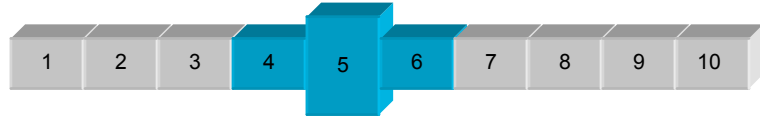


Job Pattern 5-7 Score 5

- Mr. Sample is willing to function in a coordinated, interrelated way, wanting to participate in group decision making.
- He generally prefers to follow established procedures.
- Trevor is usually satisfied with the status quo. He is comfortable working within the system.
- Mr. Sample is comfortable with the normal restraints of organizational life.

A Profile of the Total Person

Objective Judgment – The ability to think clearly and be objective in decision-making.



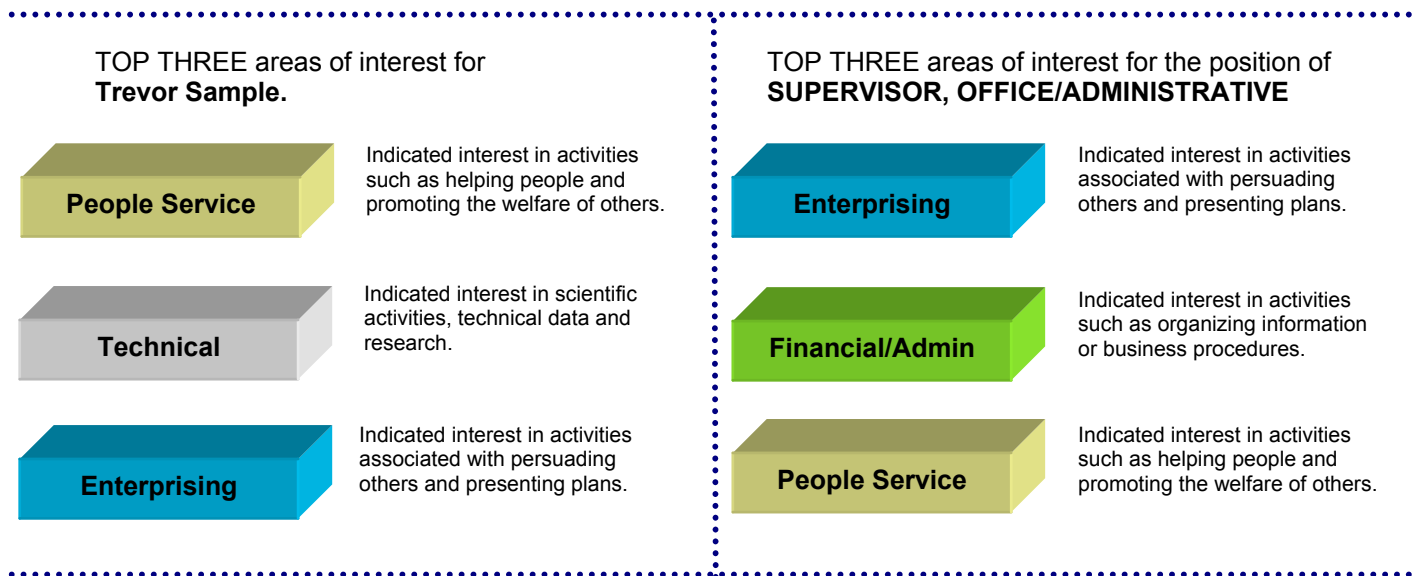
Job Pattern 4-6 Score 5

- Mr. Sample's decisions might not consistently indicate sound judgment and common sense.
- Mr. Sample's conclusions have a tendency to be inconsistent when pressured.
- Mr. Sample's judgment is compatible with fairly simple, routine problems and decisions.
- Trevor's judgment is compatible with concrete situations and tangible data.

A Profile of the Total Person

Occupational Interests

The Interest section assesses the relative interests between the six interest areas. The top three interests for Mr. Sample are shown here, along with the top three interests for the SUPERVISOR, OFFICE/ADMINISTRATIVE [Preliminary] position. Note that Trevor shares TWO top interests with the requirements of this position.



Mr. Sample's interest results are focused in the Enterprising, People Service and Technical themes. Enterprising describes activities that involve persuading other people and People Service suggests that this contact with others drives his performance in a positive way. He may be drawn into situations in which He can help people in an advisory capacity. His Technical interests indicate He would prefer an analytically-oriented work setting which also fits with the role of advisor this pattern suggests.

With People Service as his primary area of interest, Mr. Sample is likely to seek out activities that involve working with and serving others, whether team members, the company or customers. As his main area of interest, these kinds of activities will do best to motivate him. Secondly, He is motivated by the Technical aspects of a job. Working with data and drawing conclusions from them helps him to maintain a positive level of motivation on the job. Finally, his interest in Enterprising activities rounds out his profile. While not as vital to maintaining his motivation as his highest interests, such dealings can have a positive effect on his long-term job satisfaction.

Notice:

As discussed in the User's Guide for this product, this job pattern approach to matching individuals to a job provides information of great value and should be an important part of the placement decision. However, the user is reminded that the results from any test should never make up more than a third of the final decision.